



Youth Homelessness Demonstration Program (YHDP)

FY 2021 Renewal Project Application

e-snaps Navigational Guide
Version 1

YHDP Renewal Project Application

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YHDP Renewal Project Application

Introduction

Welcome to the Renewal Project Application Navigational Guide for the Youth Homelessness Demonstration Program (YHDP). This guide covers important information about accessing and completing the YHDP Renewal Project Application.

Who should use this navigation guide?

This guide pertains **ONLY** to YHDP grant recipients who received awards for projects that are now eligible for renewal. To be eligible for renewal in FY 2021, a project must have an executed grant agreement by December 31, 2021, and have an expiration date in Calendar Year (CY) 2022 (between January 1, 2022, and December 31, 2022).

- If you are a YHDP grant recipient who has used *e-snaps* before to submit CoC Program Project Applicants, the process is the same; however, instead of using the Renewal Project Application FY 2021 funding opportunity, you will need to select the YHDP Project Application FY 2021 funding opportunity.
- If you are a YHDP grant recipient who has **never** used *e-snaps* before to submit any CoC Program Project Applications, there are steps you need to take before you can use this navigational guide to complete the Project Application forms. Keep reading and the guide will notify you when you need to take those preparatory steps.

How is a YHDP grant recipient referred to in the context of the CoC Program Competition?

The organization submitting the Project Application for YHDP renewal funding is the Project Applicant. The Project Applicant submits Project Applications to the Continuum of Care (CoC) Collaborative Applicant, which submits the entire funding application to the U.S. Department of Housing and Urban Development (HUD) on or before the CoC Program Competition deadline.

All Project Applicants are strongly encouraged to read the FY 2021 CoC Program Competition Notice of Funding Opportunity (NOFO) at https://www.hud.gov/program_offices/comm_planning/coc/competition.

Objectives

By the end of this navigational guide, you will be able to do the following:

- Access *e-snaps*
- Register for the FY 2021 YHDP Project Application funding opportunity
- Create the Project Application under the funding opportunity
- Enter the Project Application from the “Submissions” screen
- Complete and submit the YHDP Project Application to the Collaborative Applicant

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Posted Resources

HUD has determined that some CoC- and e-snaps-related resources need to be posted to HUD.gov as HUD's official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. FY 2021 NOFO information (e.g., detailed instructions), including the FY 2021 e-snaps Navigational Guides, will be published and updated on HUD.gov. Many of the other CoC- and e-snaps-related technical resources will remain on the HUD Exchange.

e-snaps HUD Help Desk

The e-snaps Ask-A-Question (AAQ) on HUD Exchange is no longer active. If information in this document is not correct, or if you have questions, contact the e-snaps HUD Help Desk at:

- CoCNOFO@hud.gov for questions about the NOFO, competition, and applications.
- e-snaps@hud.gov for questions about e-snaps technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a CoC's or project applicant's e-snaps account, navigating e-snaps, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the Submissions screen.

Overview of the Project Application Process

FY 2021 Project Applicants must complete the Project Applicant Profile and Project Application using e-snaps, a web-based portal accessible at <https://esnaps.hud.gov/>.

Each Project Applicant must complete a Project Applicant Profile and submit its Project Application(s) to the applicable CoC in e-snaps by the local submission deadline established by the CoC.

The CoCs will do the following:

1. Review and either approve and rank or reject properly submitted Project Applications. In this case, YHDP Renewal Projects are not ranked; they are either approved or rejected.
2. Submit the CoC Application and CoC Priority Listing with all approved and ranked or rejected Project Applications as part of the CoC Consolidated Application to HUD.

Overview of this Navigational Guide

The organization of material in this navigational guide corresponds with the different parts of the Project Application process, and the instructional steps follow the progression of screens in e-snaps.

- **Accessing e-snaps.** All e-snaps users need usernames and passwords to log in to the e-snaps system. In order to see an organization's Project Applicant Profile and Project Applications, the e-snaps user needs to be associated as a "registrant" with the organization's e-snaps account. This section identifies the steps to create user profiles and add/delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to continue with the Project Application process.
 - The Project Applicant Profile section of this navigational guide briefly highlights key information for Project Applicants who are getting ready to complete their Project Applications.

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- For instructions on completing the Project Applicant Profile, go to the Project Applicant Profile navigational guide on the CoC Program Competition Resources page at <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>.
- **Establishing and accessing the Project Application.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps in order to access the Project Application screens. The steps discussed in this section include registering the Project Applicant for the YHDP Project Application FY 2021 funding opportunity, creating a FY 2021 project, and accessing the Project Application screens from the Project Applicant's Submissions screen.
- **Project Application.** After accessing the YHDP Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are requesting renewal funding. This section provides instructions for each screen. After providing all of the required information, the Project Applicant will submit the YHDP Project Application to the Collaborative Applicant via e-snaps.
- **Submitting the Project Application.** This section provides instructions on submitting the YHDP Project Application and includes troubleshooting tips and instructions for updating the Project Applicant Profile if information pre-populating in the YHDP Project Application is incorrect. In addition, this section discusses what occurs after the Project Applicant submits the YHDP Project Application in e-snaps to the Collaborative Applicant. The Collaborative Applicant will review and either approve and rank or reject Project Applications.
- **Amending the Project Application.** The section on Submitting the Project Application includes instructions for amending the Project Application. If changes need to be made to the Project Application, the Collaborative Applicant will send the project back to the Project Applicant. Notification for sending a project back to the Project Applicant occurs outside of e-snaps. This process is similar to the process Project Applicants encountered during previous years' competitions. Once the Collaborative Applicant has finalized the CoC Priority Listing, it will submit the CoC Consolidated Application to HUD.

Amending an Application

If the CoC amends the Project Application back to the Project Applicant for revision or correction, both of them must ensure the Project Application is resubmitted in e-snaps to the CoC and either approved and ranked (or re-ranked) or rejected before the CoC Priority Listing is submitted to HUD.

If a Project Application does not appear on the CoC Priority Listing, it will not be reviewed or considered for conditional award.

See [Project Application Changes](#) in this document.

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Highlights in e-snaps for the FY 2021 CoC Program Competition for YHDP Renewals

This section highlights items that are helpful for Project Applicants to know.

- **Importing Data is Not an Option for YHDP projects.** The importing of data from the previous year's Project Application only applies to returning renewal projects.
- **HUD 2880 (Applicant/Recipient Disclosure/Initial Report).** HUD Form 2880 is located in both the Project Applicant Profile and the Project Applications. HUD Form 2880 in the Applicant Profile pulls in information for all of the FY 2021 Project Applications, including the YHDP Project Applications. Instructions on completing the HUD Form 2880 are in <https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>
- **Removal of Budget Detail Screens for Renewal Project Applications.** Project Applicants submitting a YHDP Renewal Project Application will not be required to submit detailed information for supportive services, operating, or Homeless Management Information System (HMIS) budgets. There are no separate screens for these budgets. The requested funding amount for each of these budget activities is located on the Summary Budget screen.
- **Prepopulating of Data from the Project Applicant Profile.** Some data will automatically populate fields on several screens from the information entered into your Project Applicant Profile. If this information is incorrect, changes can be made by exiting the application and returning to the Project Applicant Profile.
- **The "Project Application" and "CoC Priority Listing."**
 - The Project Application includes the information submitted by renewal and new Project Applicants for funding consideration.
 - The CoC Priority Listing includes the New Project Listing, Renewal Project Listing, YHDP Project Listing, CoC Planning Project Listing, and, if designated by HUD as a Unified Funding Agency (UFA), a UFA Project Listing.
- **Applicant Field and Dropdown Menu.** When e-snaps users log in to the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working.

Users with e-snaps access to more than one organization's account will see a dropdown menu listing two or more organizations. This group of e-snaps users includes staff who work on multiple applications (e.g., staff at an agency that serves as the Collaborative Applicant as well as a Project Applicant submitting one or more Project Applications).

This feature appears when working on the Applicants, Funding Opportunity, Projects, and Submissions screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field appear on the screen. Users must ensure they are working in the correct Applicant account.

- **Collaborative Applicant.** During the CoC Program Competition, Project Applicants will see references to the "Collaborative Applicant." The Collaborative Applicant is the entity designated by the CoC to submit the CoC Program Registration and CoC Consolidated Application in the CoC Program Competition on behalf of the CoC.

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Accessing e-snaps

The Project Application is submitted electronically in e-snaps during the annual competition under the FY 2021 CoC Program Competition.

The screenshot shows the 'e Front Office' portal. On the left, there's a sidebar with 'Front Office Portal' and three buttons: 'Log in here.', 'Create Profile', and 'Contact Us'. The main area has a heading 'Welcome to e-snaps'. It contains several informational boxes:

- A box for logging in with 'Username: doe-02' and 'Password: *****'.
- A box for new users with the text: 'If new to e-snaps, create a user profile here.'
- A box about OMB approval: 'OMB Approval No. 2506-0182 (exp. 01/31/2018)' and 'OMB Approval No. 2506-0112 (exp. 11/30/2018)'.
- A box about reporting burden: 'Public reporting burden for this collection of information is estimated to average 190 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The reporting burden for Continuums of Care is estimated to average 204 hours and the reporting burden for applicants is expected to average 30 hours.'

NOTE:
Use your
own login

Each e-snaps user must have his or her unique login credentials.

Preferably, each organization will have at least two people with access to e-snaps—the Authorized Representative and one or more additional staff.

YHDP Renewal Project Application

Existing Users

1. Go to <https://esnaps.hud.gov/>.
2. On the left menu bar, enter your username and password. You will then enter the e-snaps system and arrive at the "Welcome" screen.
3. If you forgot your password, select the "Forgot your password?" under the "Login" button.

New e-snaps Users

1. Create an e-snaps username and password by selecting the "Create Profile" link.
2. Log in as instructed under Existing Users above.



For a refresher on how to navigate through the e-snaps system, please visit <https://www.hudexchange.info/programs/e-snaps/>.

Give Staff Access to Your Organization's e-snaps Account

Having a user profile enables a person to access e-snaps; however, only individuals who have been associated with the organization as a registrant (also referred to as registered users) have the ability to enter information in the Project Applicant Profile and Project Applications associated with the organization.



For information on how to add and delete users, refer to the "Give Staff Access to Your Organization's e-snaps Account" resource at <https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf>.

YHDP Renewal Project Application

Project Applicant Profile

Project Applicants must complete the Project Applicant Profile before moving forward in the Project Application process. To complete the Project Applicant Profile, the Project Applicant needs to ensure the data entered in the profile screens are accurate and must select the “Complete” button on the “Submission Summary” screen.

- Note: YHDP project applicants who have never submitted any type of application in e-snaps must first establish the organization as a Project Applicant in e-snaps. An organization will establish itself as a Project Applicant **one time only**.

This section in the Renewal Project Application navigational guide highlights key information needed to successfully complete this step. It does NOT provide step-by-step instructions.

Resource	<i>For step-by-step instructions on establishing a new Project Applicant Profile or updating an existing one, see the Project Applicant Profile Navigational Guide at https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf.</i>
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- **Access the Applicant Profile.** To access the Project Applicant Profile, log in to e-snaps, select "Applicants" on the left menu bar, ensure that the correct Applicant name in the "Applicants" field at the top left side of the screen is selected, and select the orange folder to the left of the Applicant name on the screen.
- **Organizations that are Collaborative Applicants and Project Applicants.** If the organization applying for funding as a Project Applicant is also serving as the Collaborative Applicant, the organization will have two Applicant Profiles—one for the Project Applicant and one for the Collaborative Applicant.

The "Applicant" field dropdown menu at the top left side of the screen contains the list of Applicants that a user can access. If you have issues with finding the correct Project Applicant, or other e-snaps technical issues, please contact the HUD e-snaps Help Desk at e-snaps@hud.gov.

For questions about the NOFO, competition, and applications, contact CoCNOFO@hud.gov.

Resource	<i>If you are a Collaborative Applicant and a Project Applicant applying for renewal project funds, you must have two separate Applicant Profiles—a Collaborative Applicant Profile and a Project Applicant Profile.</i>
	<i>If you need assistance, contact the e-snaps HUD Help Desk at e-snaps@hud.gov.</i>

YHDP Renewal Project Application

Establish the Project Application

After the Project Applicant Profile is completed, Project Applicants can move to the next steps required to establish and access the Project Application screens. This section covers the following:

- Funding Opportunity Registration
- Projects
- Submissions

Funding Opportunity Registration

All YHDP Project Applicants must register the organization for the YHDP Project Application FY 2021 funding opportunity. Registering for the funding opportunity enables YHDP Project Applicants to apply for YHDP renewal funds during the FY 2021 CoC Program Competition.

Terminology

"Registering" in this context means "indicating your intent to apply."

"Funding Opportunity" refers to "the type of grant." There are options when you select this screen, including CoC Planning, New, Renewal, UFA Costs, and YHDP.

On this screen, you are indicating your intent to apply for a specific type of grant.

Opportunity Name	Applicants Registered	Start Date	End Date
CoC Application FY2021	3	Jan 11, 2021	Dec 31, 2025
CoC Planning FY2021	2	Nov 30, 2020	Dec 31, 2025
CoC Renewal Application FY2021	3	Sep 16, 2020	Dec 31, 2026
CoC Renewal Project Application FY2021	2	Jan 1, 2020	Dec 31, 2026
UFA Costs Project Application FY2020	1		
UFA Costs Project Application FY2021	2		
YHDP Renewal Project Application FY2021	2		

Steps

1. Confirm the correct Applicant is listed in the Applicant field.
2. Select "Funding Opportunity Registrations" on the left menu bar.
3. Identify the Funding Opportunity and select the "Register" icon  to the left of "YHDP Project Application FY 2021."
4. The "Funding Opportunity Details" screen appears.

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The screenshot shows the eFront Office application interface. On the left is a sidebar with icons for 'Front Office Portal', 'Profile', 'My Account', 'Change Password', and 'Workspace'. The main area has a dropdown menu for 'Applicant' set to 'Sarasota/Bradenton/Sarasota, Manatee Counties CoC (FL-500 CoC)'. Below this is a section titled 'Funding Opportunity Details' with fields for 'Funding Opportunity Name' (YHDP Renewal Project Application FY2021), 'Start Date' (Mar 8, 2021), and 'End Date' (Jan 1, 2027). A modal window titled 'Funding Opportunity Registration' asks 'Are you sure you wish to register Sarasota/Bradenton/Sarasota, Manatee Counties CoC (FL-500 CoC)?' with 'Yes' and 'Cancel' buttons. A callout bubble points from the 'Select "Yes."' button on the sidebar to the 'Yes' button in the modal.

Steps

1. When the question appears asking if you want to register the applicant for the funding opportunity, select "Yes" to confirm that you want to register your organization.
2. The screen will then indicate that the Project Applicant has been registered.
3. Select the "Back" button to return to the "Funding Opportunity Registrations" screen.



Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working.

Please ensure you are working under the correct Applicant.

YHDP Renewal Project Application

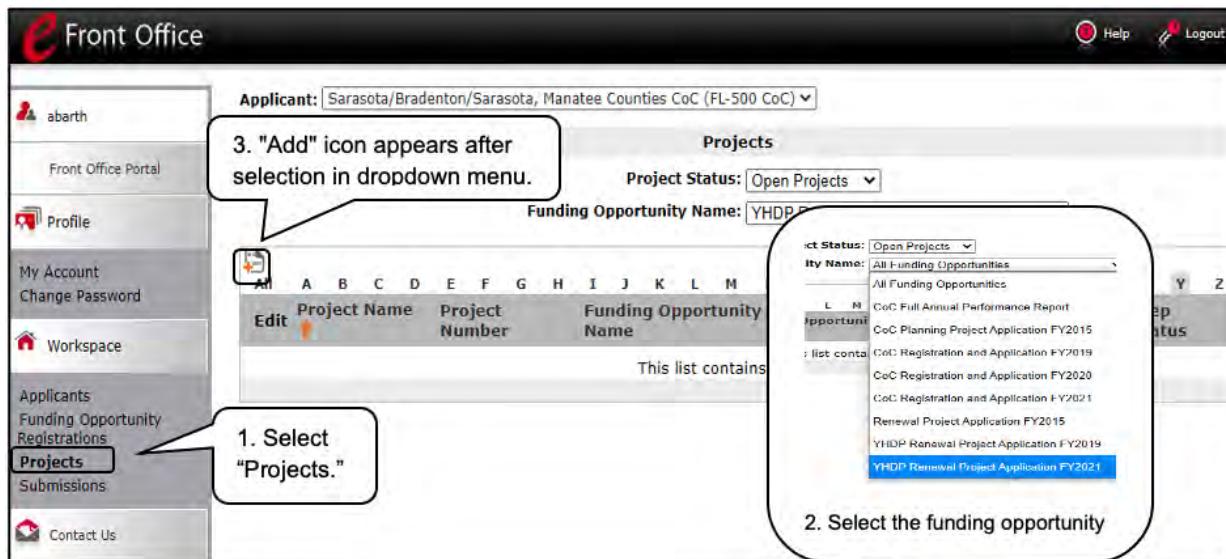
Creating the Project Application Project

Project Applicants must create a project for the YHDP Project Application in e-snaps on the "Projects" screen. Creating a project is an intermediate step; organizations do NOT enter the Application from the "Projects" screen to complete the Application screens (that step will occur on the "Submissions" screen).

Once the Applicant "creates" the project, it will appear on this screen and the term "YHDP Project Application" will appear under the "Funding Opportunity Name" column.

Terminology

"Creating a Project" means "giving the project application a name."



Steps

1. Select "Projects" on the left menu bar.
2. The "Projects" screen will appear.
3. Select "YHDP Project Application FY 2021" from the "Funding Opportunity Name" dropdown.
4. The screen refreshes and an "Add" icon appears on the left side of the screen above the column headings.
5. Select the "Add" icon .
6. The "Create a Project" screen will appear.



Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile under which you are working.

Please ensure you are working under the correct Project Applicant.

YHDP Renewal Project Application

e Front Office

Applicant: Sarasota/Bradenton/Sarasota, Manatee Counties CoC (FL-500 CoC) ▾

Create a Project

Funding Opportunity Name: YHDP Renewal Project Application FY2021

* **Applicant:** Sarasota/Bradenton/Sarasota, Manatee Counties CoC (FL-500 CoC)

* **Applicant Project Name:**

Import Data From:

Buttons: Save, Save & Add Another, Save & Back, Cancel

Note: Enter the Project Name. e-snaps will assign a Project Number.

e Front Office

Applicant: Sarasota/Bradenton/Sarasota, Manatee Counties CoC (FL-500 CoC) ▾

Projects

Project Status: Open Projects ▾

Funding Opportunity Name: YHDP Renewal Project Application FY2021 ▾

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status																					
<input type="button" value="Edit"/> YHDP Project 1 FY 2021 Renewal	137287	YHDP Renewal Project Application FY2021	Sarasota/Bradenton/Sarasota, Manatee Counties CoC	FL-500 CoC	In Progress																					

Note: Project appears.

Steps

1. On the "Create a Project" screen, the "Funding Opportunity" and "Applicant" fields will be pre-populated.
2. In the "Applicant Project Name" field, enter the name of the project.
 - Enter the project name that is being renewed that will appear in the grant award letter.
3. Select "Save & Back" to return to the "Projects" screen.
4. The project name is listed in the menu.
 - Select the "View" icon to view project details; however, it is not necessary to enter any notes on that page.

YHDP Renewal Project Application

Submissions

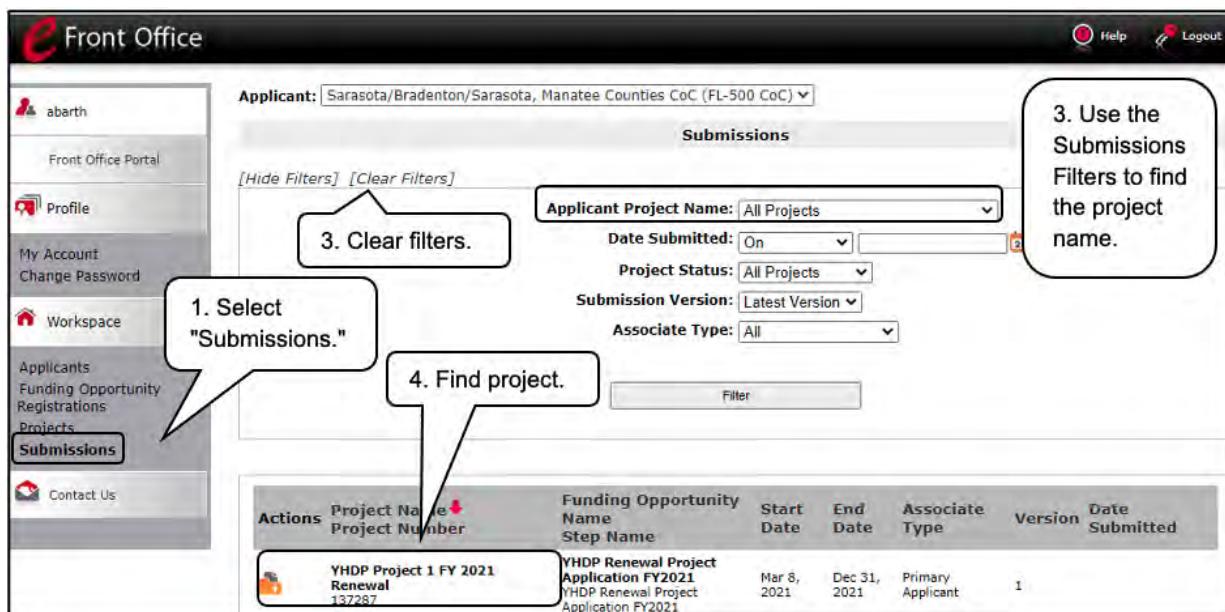
After completing the Project Applicant Profile, registering for the Funding Opportunity, and creating the YHDP Project Application project, Project Applicants may now enter the Project Application and complete the screens. You must access the YHDP Project Application screens through the "Submissions" screen.

Terminology

"Submissions" refers to both submitted project applications and project applications that are in progress to be submitted.

This screen also includes applications that are created by mistake and are not intended to be submitted.

Once you have created a project on the Projects screen and it appears here, you cannot delete it. You can only rename it.



Steps

1. Select "Submissions" on the left menu bar.
2. The "Submissions" screen will appear.
3. Locate the Project Application project you established.
 - Option: Use the "Submissions Filters." Select the project name in the Project Name field. Then select the "Filter" button to single out your project(s).
 - Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "Renewal Project Application."
4. Continue with the instructions in the next section for completing the YHDP Project Application.

YHDP Renewal Project Application

FY 2021 Project Application

This section identifies the steps for completing the YHDP Renewal Project Application screens in e-snaps.

General Guidelines for Navigating Through the Upcoming Screens

Some data may pre-populate from the Project Applicant Profile (i.e., e-snaps will bring it forward). Review the pre-populated data. If any information is incorrect, you must go back and correct it in the Project Applicant Profile.

If you are in the Project Application and you need to update the Project Applicant Profile, do not use the "View Applicant Profile" link on the left menu bar. Instead:

- *Select "Back to Submissions List."*
- *Select "Applicants" on the left menu bar, and select the orange folder next to the Applicant name.*
- *Ensure that the Applicant Profile is in "edit" mode.*
- *Make the appropriate corrections as needed, and select "Save" at the bottom of the screen after you make each revision.*
- *Once you have made all of the necessary corrections to your Project Applicant Profile, continue to the "Submission Summary" screen and select "Complete."*
- *When you return to the Project Application, the screen will show the corrected information.*

If the corrected information does not populate the Project Application, do the following:

- *Log out of e-snaps.*
- *Log back in and navigate to the screen in the Applicant Profile where information needs to be corrected. If the information is incorrect, correct it and save. If the information is correct, then edit it to something that is incorrect, save it, then change it back and save it.*
- *Navigate to the "Submission Summary" and select "Complete."*
- *Log out of e-snaps.*
- *Log in again. Navigate to your Project Application. The information should be updated.*

Saving: Select "Save" at the bottom of the screen after you make each revision. Once you have made all of the necessary corrections to your Project Applicant Profile, proceed to the "Submission Summary" screen and select "Complete." When you return to the Project Application, the screen will show the corrected information.

Review the instructions in the [Submitting the Project Application](#) section in this guide.

YHDP Renewal Project Application

Accessing the Renewal Project Application

Access the YHDP (Renewal) Project Application through the "Submissions" screen.

The screenshot shows the eFront Office interface. On the left, a sidebar menu includes "Front Office Portal", "Profile", "My Account", "Change Pass", "Workspaces", "Applicants", "Funding Opportunity Registrations", "Projects", and "Submissions". A callout bubble points to "Submissions" with the text "1. Select 'Submissions'". The main area is titled "Submissions" and shows a table of project applications. One row is highlighted for "YHDP Project 1 FY 2021 Renewal" with project number 137287. A callout bubble points to this row with the text "4. Select 'Folder' icon to access the". At the top, there is a dropdown for "Applicant" set to "Sarasota/Bradenton/Sarasota, Manatee Counties CoC (FL-500 CoC)". A callout bubble points to this with the text "Confirm the correct Project Applicant.". On the right, there are filter options: "Applicant Project Name: All Projects", "Date Submitted: On [23]", "Project Status: All Projects", "Submission Version: Latest Version", and "Associate Type: All". A callout bubble points to these filters with the text "Use the Filters to find the correct project.".

Action	Project Name	Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
Actions	YHDP Project 1 FY 2021 Renewal 137287	YHDP Renewal Project Application FY2021 YHDP Renewal Project Application FY2021	Mar 8, 2021	Dec 31, 2021	Primary Applicant	1	

Steps

1. Select "Submissions" on the left menu bar.
2. The "Submissions" screen will appear.
3. Select the "Folder" icon to the left of the Project Application Name you established with the Funding Opportunity Name "YHDP Project Application FY 2021."
4. The "Before Starting" screen will appear.

YHDP Renewal Project Application

Before Starting the Renewal Project Application

Before you begin the FY 2021 YHDP Renewal Project Application, review the following information on this "Before Starting the Project Application" screen.

The screenshot shows the e.Forms interface for the YHDP Renewal Project Application. On the left, a vertical menu bar lists various sections: 'YHDP Renewal Project Application FY2021', 'Applicant Name: Project Applicant 23', 'Project Number: 08', 'Project Name: YHDP Project 1 FY 2021 Renewal', 'Project Number: 137288', 'YHDP Renewal Project Application FY2021', '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', 'Recipient Performance', 'YHDP Renewal Grant Consolidation', 'View Applicant Profile', 'Export to PDF', 'Get PDF Viewer', and 'Back to Submissions List'. The main content area is titled 'Before Starting the Project Application' and contains a section titled 'Things to Remember:' with a bulleted list of instructions. At the bottom are 'Back' and 'Next' buttons, with a callout pointing to the 'Next' button labeled 'Next'. A separate callout points to the 'Back' button labeled 'Back to Submissions.'

Steps

1. Select "Next."

**Back to
Submissions
List**

When working in the Project Application, e-snaps users can return to the main screen by selecting "Back to Submissions List" at the bottom of the left menu bar.

From this screen, users may access Applicant, Funding Opportunity Registration, Projects, and Submissions on the left menu bar.

YHDP Renewal Project Application

1A. Application Type



Applicants must complete Part 1: SF-424 in its entirety before the rest of the application screens appear on the left menu bar.

The following steps provide instruction on reviewing the fields on the "Application Type" screen for **Part 1: SF-424** of the FY 2021 Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

1A. SF-424 Application Type

Verify the pre-populated information is correct.

1. Type of Submission: Application
2. Type of Application: YHDP Project Application
3. If "Other", specify:
4. Date Received: 09/01/2021
5. Applicant Identifier:
5a. Federal Entity Identifier:
* 5b. Federal Award Identifier: CA1111
This is the first 6 digits of the Grant Number, known as the PIN, that will also be indicated on Screen 3A Project Detail. This number must match the first 6 digits of the grant number on the HUD approved Grant Inventory Worksheet (GIW).
* Check to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number
6. Date Received by State:
7. State Application Identifier:
Select box to confirm.
The Federal Award Identifier is not in the correct format. Please see the instructions.
Select "Save & Next" to continue to next screen.

Save & Back Save Save & Next
Back Next

Steps

1. Verify the pre-populated information. Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.
 - In field 2, "Type of Application," confirm that you have registered for the correct funding opportunity, "YHDP Project Application."
2. Leave fields 4, 5a, 6, and 7 blank.
3. In field 5b, "Federal Award Identifier," enter the first six digits of the expiring grant number:
 - Review the final Grant Inventory Worksheet (GIW):
https://www.hud.gov/program_offices/comm_planning/coc/competition/giws.
 - Select the checkbox to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number. If this box is not checked, the application cannot be submitted.
4. Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

1B. Legal Applicant

The following steps provide instruction on reviewing the fields on the "Legal Applicant" screen for **Part 1: SF-424** of the FY 2021 Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Verify the data is accurate.

NOTE: This section populates the **Alternate Contact** from the **Applicant Profile**.

1B. SF-424 Legal Applicant

a. Legal Name: Project Applicant - jsmith-02 Test

b. Employer/Taxpayer Identification Number (EIN/TIN): 11-1222333

c. Organizational DUNS: 111222333 **PLUS 4:**

d. Address

Street 1: 111 jsmith-02 Street
Street 2:
City: Anytown
County:
State: California
Country: United States
Zip / Postal Code: 80802

e. Organizational Unit (optional)

Department Name:
Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Mrs.
First Name: J
Middle Name:
Last Name: Smith-02
Suffix: - selected -
Title: Director
Organizational Affiliation: Project Applicant - jsmith-02 Test
Telephone Number: (111) 222-3333
Extension:
Fax Number: (111) 222-3333
Email: mrsjsmith-02@testuser.test

Back **Next**

Step

1. Verify that all the information on this screen is complete and accurate.
2. Select "Next" at the bottom of the screen to move to the next screen.

NOTE:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile.

To revise the Project Applicant Profile, see the instructions under the [Submitting the Project Application](#) section of this guide.

YHDP Renewal Project Application

1C. Application Details

The following steps provide instruction on reviewing all fields on the "Application Details" screen for **Part 1: SF-424** of the FY 2021 Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

1C. SF-424 Application Details

9. Type of Applicant: M: Homeless and Undeveloped States

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6500-N-25

Title: Continuum of Care Homeless Assistance Con

13. Competition Identification Number:

Title:

Back Next

Select "Next" to continue.

Verify data in fields 9, 10, 11, and 12

Steps

1. Verify that the information populated in fields 9, 10, 11, and 12 is correct.
 - Field 9 pre-populates from the Project Applicant Profile.
 - Fields 10, 11, and 12 pre-populate and cannot be edited.
2. Leave field 13 blank.
3. Select "Next" to continue to the next screen.

NOTE:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. To revise the Project Applicant Profile, see the instructions under the [Submitting the Project Application](#) section of this guide.

YHDP Renewal Project Application

1D. Congressional Districts

The following steps provide instruction on completing all mandatory fields marked with an asterisk (*) on the "Congressional Districts" screen for **Part 1: SF-424** of the FY 2021 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

* 14. Area(s) affected by the project (state(s) only):
(for multiple selections hold CTRL key)

Available Items:
Alabama
Alaska
American Samoa
Arizona
Arkansas
Colorado

Selected Items:
California

15. Descriptive Title of Applicant's Project

Steps

1. In field 14, select the state(s) in which the proposed project will operate and serve homeless persons.
 - Highlight one state or hold the CTRL key to make more than one selection. Using the single arrow key, move your selection from the left box to the right box.
2. Field 15 is pre-populated with the name entered on the "Projects" screen when the Project Application was initiated.

Editing the Project Name in Field 15

To make changes to field 15, return to the "Projects" screen to edit the name:

- From the left menu bar, select "Back to Submissions List."
- From the left menu bar, select "Projects."
- On the "Projects" screen, locate the name of the project you want to rename and select the magnifying glass icon to the left of the project name.
- On the "Project Details" screen, change the name you entered in the "Applicant Project Name" field and select "Save" at the bottom of the screen.

When you re-enter the YHDP Renewal Project Application and continue back to the "Congressional Districts" screen, the correct project name should now be displayed in the "Descriptive Title of Applicant's Project" field.

YHDP Renewal Project Application

1D. Congressional Districts (continued)

The screenshot shows the application interface for selecting Congressional Districts. It includes fields for 'Available Items' and 'Selected Items' for both the applicant and project. A 'Save & Next' button is at the bottom.

16. Congressional District(s):

a. Applicant:
Available Items:
AK-000
AL-001
AL-002
AL-003
AL-004
AL-005
Selected Items:
CA-001
Populates from Applicant Profile.

b. Project:
(for multiple selections hold CTRL key)
Available Items:
AK-000
AL-001
AL-002
AL-003
AL-004
AL-005
Selected Items:
CA-001
CA-002
Move correct Congressional District(s) for the project.

17. Proposed Project

* a. Start Date: 12/21/2022
* b. End Date: 12/20/2023
Use "Calendar" icon to select dates.

18. Estimated Funding (\$)

a. Federal:
b. Applicant:
c. State:
d. Local:
e. Other:
f. Program Income:
g. Total:
Select "Save & Next" to continue to next screen.

Save & Back | Save | Save & Next

Steps

1. Field 16a "Congressional Districts" is pre-populated from the Applicant Profile.
 - If the pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the [Submitting the Project Application](#) section in this guide.
2. In field 16b, select the Congressional district(s) in which the project operates in the "Projects" field.
 - Highlight one district, or hold the CTRL key to make more than one selection.
 - Using the single arrow key, move your selection from the left box to the right box.
3. In field 17, under "Proposed Project," enter the project's proposed operating start and end dates in the appropriate fields using the "Calendar" icon function.
 - These dates should align with the dates from the existing grant that is being renewed as indicated on the CoC's final HUD-approved GIW.
 - For projects that are renewing for the first time and have yet to begin operating, the date should correspond as closely as possible to the date operations are expected to begin and end for the current grant term.
4. Field 18 "Estimated Funding" cannot be edited.
5. Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

1E. Compliance

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "Compliance" screen for **Part 1: SF-424** of the FY 2021 Project Application, as well as reviewing information populated from the "Applicant Profile."

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The screenshot shows the '1E. SF-424 Compliance' screen. It contains two main fields:

- * 19. Is the Application Subject to Review By State Executive Order 12372 Process?** A dropdown menu labeled "select". A callout bubble says: "If 'Yes,' to review, use Calendar icon enter date."
- * 20. Is the Applicant delinquent on any Federal debt?** A dropdown menu labeled "select". Below it is a field for "If 'YES,' provide an explanation:" followed by a text input box. A callout bubble says: "Select 'Save & Next' to continue."

At the bottom are four buttons: "Save & Back", "Save", "Save & Next" (highlighted), and "Back/Next".

Steps

1. In field 19, "Is the Application Subject to Review By State Executive Order 12372 Process?" select the correct option from the dropdown menu.
 - If the State or U.S. Territory requires a review of the application, select "Yes" and enter the date on which the application was made available to the State, using the "Calendar" icon function.
 - If the State or U.S. Territory does not require review of the Project Application, select "Program is subject to E.O. 12372 but has not been selected by the State for review."
 - If "Program is not covered by E.O. 12372" is selected, you will not be able to access the Project Application.
2. In field 20, select "Yes" or "No" to indicate whether the Applicant is delinquent on any federal debt.
 - If "Yes," an explanation must be entered in the field provided.
3. Select "Save & Next" to continue to the next screen.



To access the lists of those states that have chosen to participate in the intergovernmental review process, please visit <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>.

YHDP Renewal Project Application

1F. Declaration

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "Declaration" screen for **Part 1: SF-424** of the FY 2021 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 216, Section 1001)

* I AGREE Select

NOTE: Field 21 populates from the Applicant Profile.

21. Authorized Representative

Prefix: M
First Name: J
Middle Name:
Last Name: Smith-02
Suffix: ~
Title: Director
Telephone Number: (111) 222-3333
(Format: 123-456-7890)
Fax Number: (111) 222-3333
(Format: 123-456-7890)
Email: jsmith-02@justuser.test
Signature of Authorized Representative: Considered signed upon submission in e-snap
Date Signed: 09/01/2021

Select "Save & Next" to continue.

Save & Back Save Save & Next

Steps

1. In field 21, verify that the Authorized Representative information is complete and accurate.
2. Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY 2021 YHDP Renewal Project Application.
Note: The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the renewal Project Application is selected for conditional award.
3. Select "Save & Next" to continue to the next screen.

NOTE: If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile.

To revise the Project Applicant Profile, see the instructions under the [Submitting the Project Application](#) section of this guide.

YHDP Renewal Project Application

1G. HUD 2880

HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) is incorporated both into the Project Applicant Profile and the individual Project Applications (New, Renewal, YHDP, CoC Planning, and UFA Costs). It is no longer uploaded as an attachment.

Due to the complexity of the form, a separate resource provides instructions on completing the HUD Form 2880 in both the Project Applicant Profile and the Project Applications (New, Renewal, CoC Planning, and UFA Costs).

The “How to Complete the HUD Form 2880 in e-snaps” resource is available at:

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

Form 2880 is divided into three parts; therefore, the referenced resource is organized as follows:

- Form 2880 in the Project Applicant Profile
 - Part I
 - Part II
 - Part III
- Form 2880 in the Project Applications
 - Part I
 - Part II
 - Part III

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

* **I AGREE** Check box to certify.

Name / Title of Authorized Official:

Signature of Authorized Official:

Date Signed: 09/03/2021

Select "Save & Next" to continue.

Save & Back **Save** **Save & Next**

Steps

1. Review the “How to Complete the HUD Form 2880 in e-snaps” resource.
2. Complete the HUD Form 2880.
3. Select the check box to certify.
4. Select “Save & Next” to continue to the next screen.

YHDP Renewal Project Application

1H. HUD 50070

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "HUD 50070—Drug-Free Workplace Certification" screen for Part 1: SF-424 of the FY 2021 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

Verify the certifications.

Check box to certify.

Select "Save & Next" to continue.

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Project Applicant - Jsmith-02 Test

Program/Activity Receiving Federal Grant Funding: CoC Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

a. I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

b. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees.

c. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the

Note: * I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

Authorized Representative

NOTE: Authorized Representative information populates from the Applicant Profile.

Prefix: Mr.
First Name: J
Middle Name:
Last Name: Smith-02
Suffix:
Title: Director
Telephone Number: (111) 222-3333
(Format: 123-456-7890)
Fax Number: (111) 222-3333
(Format: 123-456-7890)
Email: jsmith-02@testuser.test
Signature of Authorized Representative: Considered signed upon submission in e-Sign
Date Signed: 08/01/2021

Save & Back **Save** **Save & Next**

Steps

1. Verify that the pre-populated information is complete and accurate.
2. Review certifications a through g.
3. Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the FY 2021 YHDP Renewal Project Application is correct.

Note: The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new Project Application is selected for conditional award.
4. Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

11. Certification Regarding Lobbying

The following steps provide instructions on completing the "Certification Regarding Lobbying" screen for **Part 1: SF-424** of the FY 2021 Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The screenshot shows the e.Forms interface for the YHDP Renewal Project Application. On the left, a sidebar lists various project forms and documents. The main content area is titled "CERTIFICATION REGARDING LOBBYING". It contains a section for "Certification for Contracts, Grants, Loans, and Cooperative Agreements" where the user certifies that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. The user also certifies that if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. The user further certifies that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance:
The undersigned states, to the best of his or her knowledge and belief, that:
If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization: Project Applicant - jsmith-02 Test
Name / Title of Authorized Official: J Smith-02, Director
Signature of Authorized Official: Considered signed upon submission in e-signs.
Date Signed: 08/18/2021

Action Buttons: Save & Back, Save, Save & Next, Back, Next, Check Spelling.

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

Steps

1. Review the information on this screen.
2. Select the box stating that you certify that the information is true and accurate. The other fields on this screen are not editable.
3. Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

1J. SF-LLL

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "SF-LLL—Disclosure of Lobbying" screen for **Part 1: SF-424** of the FY 2021 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Verify that the Authorized Representative information is complete and accurate.
2. Select "Yes" or "No" to indicate if your organization participates in federal lobbying activities.
3. Additional questions will appear (see next pages).

NOTE:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile.

To revise the Project Applicant Profile, see the instructions under the [Submitting the Project Application](#) section of this guide.

YHDP Renewal Project Application

If "No" Lobbying Activities

* Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? No

* Legal Name: Project Applicant - jsmith-02 Test
* Street 1: 111 jsmith-02 Street
Street 2:
* City: Anytown
County:
* State: California
* Country: United States
* Zip / Postal Code: 60802

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* I certify that this information is true and complete.

Authorized Representative

Prefix: Mr.
First Name: J
Middle Name:
Last Name: Smith-02
Suffix:
Title: Director
Telephone Number: (111) 222-3333
(Format: 123-456-7890)
Fax Number: (111) 222-3333
(Format: 123-456-7890)
Email: jsmith-02@testuser.test

Signature of Authorized Representative: Considered signed upon submission in e-mail
Date Signed: 09/01/2021

Select "No" and confirm information.

Select check box to certify.

Select "Save & Next" to continue.

Steps

1. If the answer to the question about lobbying activities is "No," review the pre-populated data.
2. Select the box stating that you certify that the information on the SF-LLL in the SF-424 section of the Renewal Project Application is correct.
3. Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

If "Yes" Lobbying Activities

1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

* Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? Yes Select "Yes" and review questions.

1. Type of Federal Action:

2. Status of Federal Action:

3. Report Type:

* 4. Name and Address of Reporting Entity: Choose one option that applies from the following list:
 Prime
 Subrecipient Select "Prime."

Refer to project name, addresses and contact information entered into the attached project application on screen 1B.

Congressional District, if known:

Available Items: AK-000 AL-001 AL-002 AL-003 AL-004 AL-005	Selected Items: GA-001
<input type="button" value=">>"/>	<input type="button" value=">"/>
<input type="button" value="<"/>	<input type="button" value="<<"/>

6. Federal Department/Agency:

7. Federal Program Name/Description and (CFDA Number):

8. Federal Action Number:

9. Award Amount:

* 10a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): Complete 10a and 10b.

* 10b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):

Steps

1. If the answer to the question about lobbying activities is "Yes," review the pre-populated data in fields 1, 2, and 3.
2. In field 4, indicate that the reporting entity is the Prime.
Note: The options include "Prime" and "Subrecipient," but the Project Applicant should always be the Prime.
3. Confirm the Congressional districts and edit as needed.
4. Review fields 6, 7, 8, and 9.
5. In field 10a, identify the lobbying registrant's name and address.
6. In field 10b, identify individuals performing services. It is a required field and text must be entered.

YHDP Renewal Project Application

If "Yes" Lobbying Activities (continued)

Prime is the Required Selection:

The Prime is the organization that receives the award; when the organization receives an award, it is called the recipient.

The recipient is required to submit the Project Application and is referred to as the Project Applicant in the navigational guides.

The subrecipient NEVER submits the Project Application.

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* I certify that this information is true and complete. Select check box to certify.

Authorized Representative

Prefix: Mr. First Name: J. Middle Name: Last Name: Smith-02 Suffix: Title: Director

Telephone Number: (111) 222-3333
(Format: 123-456-7890)

Fax Number: (111) 222-3333
(Format: 123-456-7890)

Email: jsmith-02@testuser.test

Signature of Authorized Representative: Considered signed upon submission in e-sign
Date Signed: 09/01/2021

Save & Back Save Save & Next

Back Next

Select "Save & Next" to continue.

Steps (continued)

7. After completing the questions, select the box stating that you certify that the information on the SF-LLL in the SF-424 section of the Renewal Project Application is correct.
8. Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

1K. SF-424B

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "SF-424B—Assurances Non-Construction Programs" screen for **Part 1: SF-424** of the FY 2021 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

e.Forms Logout

jsmith-02

YHDP Renewal Project Application FY2021

Applicant Name: Project Applicant 21
Applicant Number: 08
Project Name: FY 2021 YHDP Renewal Project Test XYZ
Project Number: 137289

YHDP Renewal Project Application FY2021

FY2021 YHDP Renewal Detailed Instructions

Before Starting
Part 1 - Forms
1A: SF-424 Application Type

IK. SF-424B

(SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Number: 4040-0007
Expiration Date: 02/28/2022

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the

* As the duly authorized representative of the applicant, I certify: Select check box to certify.

Authorized Representative for: Project Applicant - jsmith-02 Test

Prefix: Mr.

First Name: J

Middle Name:

Last Name: Smith-02

Suffix:

Title: Director

Signature of Authorized Certifying Official: Considered signed upon submission in e-snap

Date Signed: 09/01/2021

Verify Authorized Representative information.

Select "Save & Next" to continue.

Save & Back Save Save & Next

Steps

1. Review the information on this screen, including assurances 1 through 19.
2. Verify that the Authorized Representative information is complete and accurate.
3. Select the box stating that you certify these assurances.
4. Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

Recipient Performance

The CoC Program requires that existing renewal projects adhere to certain standards such as submitting a timely Annual Performance Report (APR), being in compliance with the 24 CFR part 578, drawing funds quarterly from eLOCCS, etc.

The following steps provide instruction on completing all of the mandatory fields marked with an asterisk (*) on the "Recipient Performance" screen of the FY 2021 Project Application.

The screen asks the Project Applicant questions about capacity and performance as a HUD grant recipient, in terms of timely submission of required reports, quarterly eLOCCS drawdowns, addressing HUD monitoring and/or OIG audit findings, and the recapture of any funds from the most recently expired grant term of the project.

The information provided on this screen will be verified by HUD.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The screenshot shows the e.Forms software interface. On the left, there is a sidebar with user information (jsmith-02) and project details (YHDP Renewal Project Application FY2021, Project Name: Project Applicant 21, Applicant Number: 08, Project Number: 137289). The main area is titled "Recipient Performance" and contains the following questions:

1. Did you submit your previous year's Annual Performance Report (APR) on time? -- select --
1a. If you did not submit your APR on time to the SAGE website, provide an explanation.
2. Do you have any unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project request? -- select --
3. Do you draw funds quarterly for your current renewal project? -- select --
4. Have any funds remained available for recapture by HUD for the most recently expired grant term related to this renewal project request? -- select --

A callout box on the right side of the screen contains the following text:

Select "Yes," "No," or "Not Applicable" for each question.
Review screen for additional questions.

At the bottom of the screen are three buttons: "Save & Back," "Save," and "Save & Next."

Steps

1. Select "Yes," "No," or "Not Applicable" from the dropdown menu for each field on the screen.
Depending on the selection, additional fields will appear, as identified in the screen capture on the next page.

YHDP Renewal Project Application

Recipient Performance (continued)

Recipient Performance

1. Did you submit your previous year's Annual Performance Report (APR) No on time? "No" = new question

1a. If you did not submit your APR on time to the SAGE website, provide an explanation.

2. Do you have any unresolved HUD Monitoring or OIG Audit finding(s) Yes concerning any previous grant term related to this renewal project request? "Yes" = new question

2a. If yes was selected, provide the date HUD or OIG issued the oldest unresolved finding(s):

2b. Explain why the finding(s) remains unresolved.

3. Do you draw funds quarterly for your current renewal project? No "No" = new question

3a. If no was selected, explain why CoC Program funds are not drawn quarterly.

4. Have any funds remained available for recapture by HUD for the most recently expired grant term related to this renewal project request? Yes "Yes" = new question

4a. If HUD recaptured funds provide an explanation

Select "Save & Next" to continue.

Steps (continued)

2. In field 1, select "Yes," "No," or "Not Applicable" from the dropdown menu to indicate whether you have successfully submitted the APR on time for *the most recently expired grant term* related to this renewal project request.
 - If you select "No," field 1a will appear. Describe why you did not submit your APR on time.
 - If you select "Not Applicable," field 1a will appear. Describe why submitting your APR on time is not applicable.
3. In field 2, select "Yes" or "No" from the dropdown menu to indicate whether your organization has any unresolved HUD Monitoring and/or OIG Audit findings concerning *any previous grant term* related to this renewal project request.
 - If you select "Yes," fields 2a and 2b will appear.
 - In field 2a, enter the date HUD or OIG issued the oldest unresolved finding(s) in the appropriate fields using the "Calendar"  icon function.
 - In field 2b, explain why the finding(s) remain unresolved.
4. In field 3, select "Yes" or "No" from the dropdown menu to indicate whether your organization maintained consistent Quarterly Drawdowns for *the most recent grant terms* related to this renewal project.
 - If you select "No," field 3a will appear. Explain why CoC Program funds are not drawn quarterly.

YHDP Renewal Project Application

5. In field 4, select "Yes" or "No" from the dropdown menu to indicate whether any funds have been recaptured by HUD for *the most recently expired grant term* related to this renewal project request.
 - If you select "Yes," field 4a will appear. Explain the circumstances that led HUD to recapture funds.
6. Select “Save & Next” to continue to the next screen.

YHDP Renewal Project Application

YHDP Renewal Grant Consolidation Screen

The FY 2021 CoC Competition will continue offering opportunities to consolidate CoC projects. A few changes have occurred that differentiate the process from FY 2019.

1. YHDP Consolidations will submit individual applications.
 - a. YHDP Consolidations will ONLY submit individual YHDP renewal project applications, identifying the YHDP renewal application that will survive and the YHDP renewal applications that will terminate. Up to 10 grants may be included in a YHDP consolidation.
2. HUD HQ will combine the data (e.g., units, budgets) for YHDP Consolidation requests from the YHDP individual project applications selected for conditional award and provide a data report with further instructions for the field office and conditional recipient.

As a reminder, YHDP projects are only eligible to consolidate with other YHDP projects.

All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2022 as confirmed on the FY 2021 Final GIW, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE, or HMIS).

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

For more information about the consolidation process, refer to the FY 2021 CoC Program NOFO as well as the “Consolidating Projects” section of the HUD Exchange e-snaps page at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition
- <https://www.hudexchange.info/programs/e-snaps/>

The screenshot shows the eForms interface for the YHDP Renewal Grant Consolidation Screen. On the left, there's a sidebar with user information (jsmith-02) and project details (YHDP Renewal Project Application FY2021, Applicant Name: Project Applicant 21, Applicant Number: 08, Project Name: FY 2021 YHDP Renewal Project Test YYZ, Project Number: 137289). The main panel title is "YHDP Renewal Grant Consolidation Screen". It contains the following text:
The FY2021 CoC Competition will continue offering opportunities to consolidate CoC projects. A few changes have occurred that differentiate the process from FY2019.
1. YHDP Consolidations will submit individual applications.
a. YHDP Consolidations will ONLY submit individual YHDP renewal project applications, identifying the YHDP renewal application that will survive, and the YHDP renewal applications that will terminate. Up to 10 grants may be included in a YHDP consolidation.
2. HUD HQ will combine the data (e.g., units, budgets) for YHDP Consolidation requests from the YHDP individual project applications selected for conditional award and provide a data report with further instructions for the field office and conditional recipient.
If "Yes—Individual Application," field 2 will appear. If "No," then "Save & Next" to continue.
* 1. Is this project application requesting part of a renewal grant consolidation in the FY 2021 CoC Program Competition?
-- select --
No
Yes - Individual Application in a Renewal Grant Consolidation
If "No" click on "Next" or "Save & Next" below to move to the next screen.
At the bottom are three buttons: Save & Back, Save, and Save & Next (highlighted in red).

Steps

1. In field 1, select “Yes—Individual Application in a Renewal Grant Consolidation” or “No” from the dropdown menu to indicate whether the project is part of a renewal grant consolidation in the FY 2021 CoC Program Competition.
 - If “No,” select “Save & Next” to continue to the next screen.
 - If “Yes,” field 2 will appear.

YHDP Renewal Project Application

The Project Application is an Individual Application in a Renewal Grant Consolidation

The Consolidation is the Surviving Grant

Steps

1. In field 2, select from the dropdown menu whether the project is the Surviving or the Terminating grant.
 - If the project is the Surviving grant, additional fields will appear. Please complete the renewal grant consolidation table and check the acknowledgment boxes.

YHDP Renewal Project Application

The Consolidation is the Terminating Grant

* 2. Is this renewal project application the surviving or Terminating

Renewal Grant Consolidation table for TERMINATING grant.

Enter the PIN (first 6 numbers of the grant number) and Project Name for the CoC funded grant that is applying as the SURVIVOR GRANT in FY 2022 for the consolidation.

* 1a. Eligible SURVIVING PIN: CA1111

Enter SURVIVING grant PIN and Project Name.

* 1b. Eligible SURVIVING Project Name: Test YHDP YYZ Renewal

* I acknowledge that I have reviewed the accuracy and submitted all the individual renewal project applications related to this consolidation request into esnaps. **NOTE: DO NOT SUBMIT A FULLY CONSOLIDATED PROJECT APPLICATION IN E-SNAPS AS PART OF THE FY 2021 COC COMPETITION.**

Check the acknowledgement.

Save & Back Save Save & Next

Steps (continued)

- If the project is the Terminating grant, fields 1a and 1b will appear. Enter the PIN (first 6 numbers of the grant number) and Project Name for the CoC-funded grant that is applying as the Surviving grant in FY 2021 for the consolidation. Then check the acknowledgement box.
- 2. Select “Save & Next” to continue completing the remainder of this individual project application.



You can also refer to the following resources for more information:

- *Consolidating Eligible Renewals During the CoC Program Competition:*
<https://www.hudexchange.info/programs/e-snaps/>
- *e-snaps FAQs, keyword "consolidation":*
 - FAQs (pre-FY21):
<https://www.hudexchange.info/e-snaps/faqs/>
 - FAQs (FY21):
https://www.hud.gov/program_offices/comm_planning/coc/competition

YHDP Renewal Project Application

Part 2. Subrecipient Information

2A. Project Subrecipients



Remember, applicants must complete Part 1: SF-424, including the Recipient Performance screen and the Renewal Grant Consolidation screen, before Parts 2 through 7 will appear.

This screen lists all of the Project Applicant's subrecipients. The detail that will populate this screen is based on what is entered in the "Project Subrecipients Detail" screen for **Part 2: Subrecipient Information** of the FY 2021 Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The screenshot shows the '2A. Project Subrecipients' screen. At the top, it says: 'This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the icon. To view or update subrecipient information already listed, select the option.' Below this, there is a table with the following columns: Organization, Type, Type, and Award Amount. A message at the bottom of the table area says: 'This list contains no items'. At the bottom of the screen, there are 'Back' and 'Next' buttons. A callout box points to the 'Add' icon with the text 'Select "Add" icon'. Another callout box points to the 'Next' button with the text 'Select "Next" if no subrecipients.'

Steps

1. The first step depends on whether your project has subrecipients.
 - If your project does not have any subrecipients, select "Next" to continue to the next screen.
 - If your project does have subrecipients, select the "Add" icon to add a subrecipient.
2. The "2A. Project Subrecipients Detail" screen will appear.

YHDP Renewal Project Application

2A. Project Subrecipients Detail

Complete fields a through e.

2A. Project Subrecipients Detail	
a. Organization Name:	<input type="text"/>
b. Organization Type:	<input type="text"/> — select —
c. Employer or Tax Identification Number:	<input type="text"/>
* d. Organizational DUNS: <input type="text"/> PLUS 4 <input type="text"/>	
e. Physical Address	
Street 1:	<input type="text"/>
Street 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/> — select —
Zip Code:	<input type="text"/>

Steps

1. In field a, enter the legal name of the subrecipient organization.
2. In field b, indicate the subrecipient's organization type by selecting the appropriate option from the dropdown menu.
Options include: State Government; County Government; City or Township Government; Special District Government; U.S. Territory or Possession; Public / State Controlled Institution of Higher Learning; Public Housing Authority; Nonprofit with 501c3 IRS Status; Nonprofit without 501C3 IRS Status; or Indian Tribes, and tribally designated housing entities, as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103),); and public housing agencies, as such term is defined in 24 CFR 5.100.

Note: If the organization type does not appear on the list, it is not an eligible subrecipient.

Nonprofit subrecipients (those who select options M or N) are required to provide proof of their nonprofit status. Documentation of nonprofit status must be attached in *e-snaps* using the "Attachments" link on the left menu bar. This link appears prior to the "Submission Summary" link.

3. In field c, enter the subrecipient's 9-digit TAX ID/EIN number.
4. In field d, enter the subrecipient's 9-digit DUNS number (or 13-digit number, if applicable).
5. In field e, enter the subrecipient's physical address, city, state, and zip code.

YHDP Renewal Project Application

2A. Project Subrecipients Detail (continued)

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

Available Items:
AK-000
AL-001
AL-002
AL-003
AL-004
AL-005

Select subrecipient's Congressional district(s).

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:

Select "Save & Back to List" when finished adding subrecipients.

Select "Save & Add Another" to add another subrecipient.

Steps (continued)

6. In field f, select the Congressional district(s) in which the subrecipient is located.
 - Highlight one district, or hold the CTRL key to make more than one selection.
 - Using the single arrow key, move your selection from the left box to the right box.
7. In field g, select "Yes," or "No" to indicate whether the subrecipient is a faith-based organization.
8. In field h, select "Yes" or "No" to indicate whether the subrecipient has ever received a federal grant.
9. In field i, enter the total amount of funds that the Project Applicant expects to award to this subrecipient.
 - The amount must be in whole dollars (i.e., no decimals).
 - This sum will be added to the total expected sub-award amount from all subrecipients and will be automatically calculated on the "Project Subrecipients" screen.
10. In field j, enter the information of the subrecipient's Contact Person, including:
 - Prefix (from the dropdown menu).
 - First Name, Middle Name, Last Name, Suffix (optional), and Title.
 - Email address.

YHDP Renewal Project Application

- Phone number, starting with area code.
 - Extension (optional).
 - Fax number (optional), starting with area code.
11. To add another subrecipient, select “Save & Add Another” and repeat steps 1–10.
12. When you are finished, select “Save & Back to List” to return to the “2A. Project Subrecipients” screen.

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the icon. To view or update subrecipient information already listed, select the option.

Show Filters		Organization	Type	Type	Sub-Award
		Madrigal	M. Nonprofit with 501C3 IRS Status		\$10,000

Total Expected Sub-Awards: \$10,000

Back Next

Steps (continued)

13. Review the “2A. Project Subrecipients” screen.
- To edit the information you entered, select the “View” icon to the left of the entry.
 - To delete an entry from the list, select the red “Delete” icon .
14. When you are finished reviewing the list, select “Next” to continue to the next screen.

NOTE:

Someone whose contact information is entered in e-snaps on the “Project Subrecipient” screen does not automatically have access to e-snaps.

Only a registrant, also called a registered user, who is associated in e-snaps with the organization, and thus the organization’s application, may enter information in the Project Applicant Profile and all Project Applications associated with this Project Applicant Profile.

Under no circumstances should a subrecipient complete the Project Application on the Project Applicant’s behalf.

Refer to the Project Applicant Profile navigational guide on the CoC Program Competition Resources page at:

- <https://www.hudexchange.info/programs/e-snaps/>

YHDP Renewal Project Application

Part 3. Project Information

3A. Project Detail

The following steps provide instruction on updating fields populated with information from the "Applicant Type" and "Projects" screens in **Part 3: Project Information** of the FY 2021 Project Applicants—Renewal Project Application, as well as completing all mandatory fields marked with an asterisk (*) on the "Project Detail" screen of the application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Fields 2 and 3 determine which CoC receives the Project Application when submitted in e-snaps.

Component Type determines fields on other screens.

Steps

1. In field 1, verify that the "Expiring Grant Number" field populated with information from the "Federal Award Identifier" field on the "1A. Application Type" screen.
2. In field 2, select your "CoC Number and Name" from the dropdown menu.
3. In field 3, verify your "CoC Collaborative Applicant Name" from the dropdown menu.

CoC Name and Number

You must select the correct CoC in the "CoC Number and Name" field. This field identifies the CoC to which your Renewal Project Application will be submitted.

If the "CoC Number and Name" is incorrect, your Project Application will not be submitted to HUD.

"No CoC"

"No CoC" can only be selected if your CoC did not register for the FY 2021 CoC Competition or your project is located in a geographic area that is unclaimed.

If you are unsure, you can look up your geographic area on the HUD Exchange and contact the CoC that claims your area or one that is close to your area.

See the About Grantees page: <https://www.hudexchange.info/grantees/>

YHDP Renewal Project Application

Steps (continued)

4. In field 4, verify that the name of your project correctly populated with the project name listed on your "Projects" screen.

If the project name is incorrect, follow the instructions in the following note box.

Incorrect Project Name	<p><i>If the project name is incorrect:</i></p> <ul style="list-style-type: none">• Select the "Save" button to save responses on this screen.• Select "Back to Submissions List" on the left menu bar.• Select "Projects" on the left menu bar.• Select the "View" icon  to the left of your project to open the "Project Details" screen.• In the "Project Name" field, type in the correct name of the project and select the "Save" button. <p><i>Return to the Renewal Project Application by navigating to the "Submissions" screen and selecting the orange folder next to the Project.</i></p>
-------------------------------	---

5. In field 5, the "Project Status" automatically defaults to the "Standard" option and should not be changed.

YHDP Renewal Project Application

3A. Project Detail (continued)

Component type determines what additional fields appear on this screen and throughout the application.

Only if you selected "PH" as the Component Type, select "PSH" or "RRH"

Steps (continued)

6. In field 6, select the project “Component Type” from the dropdown menu. Component types include PH, Joint TH & PH-RRH, SH, TH, SSO, HMIS, and other.

Note: The component type determines what questions will appear on other forms on this screen and throughout the Project Application.

- If you select "PH" from the dropdown menu, field 6a and field 9 will appear.
In field 6a, select the type of PSH project: "PSH" or "RRH" to identify what the project will provide.
In field 9, select "Yes" or "No" to indicate if the project will include replacement reserves in the Operating Budget, then continue to the next step.
- If you select "Joint TH & PH—RRH," from the dropdown menu, field 9a will appear.
In field 9, select "Yes" or "No" to indicate if the project will include replacement reserves in the Operating Budget, then continue to the next step.
- If you select "SSO" from the dropdown menu, field 6a will appear.
In field 6a, select the original type of SSO project from the dropdown menu. Options include "Street Outreach," Housing Project or Housing Structure Specific," "Coordinated Entry," Standalone Supportive Services," and "None." Continue to the next step.
- If you select "SH," "TH," "HMIS," or "Other" from the dropdown menu, no additional fields appear. Continue to the next step.

 7. In field 7, select "Yes" or "No" from the dropdown menu to indicate whether your agency or expected subrecipient is a victim service provider as defined in 24 CFR 578.3.
 8. In field 8, select "Yes" to indicate that the project was funded under YHDP. YHDP renewal projects must select "Yes."
 9. Select "Save & Next" to move to the next screen.

YHDP Renewal Project Application



The component type determines what questions will appear on other forms throughout the Project Application.

- *PH (PSH or RRH)*
- *Joint TH & PH—RRH*
- *SH*
- *TH*
- *SSO*
- *HMIS*
- *Other*

YHDP Renewal Project Application

3B. Project Description

The following pages provide instruction on completing mandatory fields marked with an asterisk (*) on the “Project Description” screen for **Part 3: Project Information** of the FY 2021 Project Application.

The purpose of the program description is to describe the project at full operational capacity and to demonstrate how full capacity will be achieved over the grant term. Visibility of the project description questions will be based on the applicable component type.

Follow-up question and dropdown menu visibility for the default question on screen 3B will vary depending on your selections. Therefore, not all of the questions in the image below may appear to every Project Applicant.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.



Screen 3B has different versions, depending on which component type was selected on screen 3A. Project Detail.

See the following pages for instructions:

- [3B. Permanent Housing - PSH and RRH, Transitional Housing, Joint TH and PH-RRH, Save Haven, and HMIS projects](#)
- [3B. Supportive Services Only projects](#)

NOTE:

When copying and pasting text from Microsoft Word into e-snaps, additional characters may be added to your text.

To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from Microsoft Word.

YHDP Renewal Project Application

3B. PH Projects; TH Projects, Joint TH and PH-RRH Projects, Safe Haven, and HMIS Projects

The following instructions apply to screen 3B. Project Description for PH projects; TH Projects, SH Projects, and HMIS projects.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The screenshot shows the e.Forms software interface for the YHDP Renewal Project Application. The left sidebar contains a navigation menu with sections like 'YHDP Renewal Project Application FY2021', 'Applicant Name', 'Project Name', 'Before Starting', 'Part 1 - Forms', 'Part 2 - Subrecipient Information', 'Part 3 - Project Information', 'Part 4 - Housing, Services, and HMIS', 'Part 5 - Participants', 'Part 6 - Budget Information', and 'Part 7 - Funding Request'. The main window is titled '3B. Project Description'. It includes fields for providing a project description, checking subpopulation focus (Domestic Violence, Substance Abuse, Mental Illness, HIV/AIDS, Chronic Homeless, Other), and a 'Housing First' section. The 'Housing First' section asks if the project quickly moves participants into permanent housing and lists barriers such as income, substance use, criminal record, and history of victimization. A callout bubble points to the 'Failure to participate in supportive services' checkbox in the 'Will the project prevent program participant termination for the following reasons?' section. At the bottom, there are buttons for Save & Back, Save, Save & Next, Back, Next, and Check Spelling.

Steps

1. In field 1, provide a description of the entire scope of the proposed project.
2. In field 2, check the appropriate box(s) if this project If your project will have a specific population focus.
 - Check all of the boxes that apply.
 - Select “N/A” if the project serves all subpopulations.

YHDP Renewal Project Application

Steps (continued)

3. In field 3a, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
4. In field 3b, check the appropriate box(es) to indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed.
 - If you check the first four boxes, the project will be considered low-barrier.
 - Select "None of the above" to indicate that these barriers exist at the time of application.
5. In field 3c, select the appropriate box(es) to indicate whether the project will prevent program participant termination for the following reasons. Select all that apply.
 - If you check the first four boxes, this confirms your project does not terminate program participants for these reasons.
 - Select "None of the above" to indicate that a program participant can be terminated from the project for any of these reasons at the time of application.
6. Based on your selections to the questions about screening and termination, the response to field 3d, "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.

Note: See the FY 2021 CoC Program NOFO regarding requirements for Housing First at https://www.hud.gov/program_offices/comm_planning/coc/competition.
7. Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

3B. SSO Projects

The following instructions are for screen 3B. Project Description when the SSO component is selected on screen 3A. Project Detail.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

3B. Project Description

* 1. Provide a description that addresses the entire scope of the proposed project.
test

* 2. Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select all that apply)

N/A - Project Serves All Subpopulations	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>	Substance Abuse	<input checked="" type="checkbox"/>
Youth (under 25)	<input checked="" type="checkbox"/>	Mental Illness	<input checked="" type="checkbox"/>
Families with Children	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other	<input type="checkbox"/>

(Click 'Save' to update)

3. Housing First

* 3a. Does the project quickly move participants into permanent housing? Yes

* 3b. Does the project items enroll program participants who have the following barriers? Select all that apply.

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

* 3c. Will the project prevent program participant termination for the following reasons? Select all that apply.

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

* 3d. Does the project follow a "Housing First" approach? Yes

Save & Back Save Save & Next

Back Next

Check Spelling

Steps

1. In field 1, provide a description that addresses the entire scope of the proposed project.
2. In field 2, check the appropriate box(es) if the project will have a specific subpopulation focus.
 - Select all the boxes that apply.
3. In field 3a, select “Yes” or “No” to indicate if your project quickly moves participants into permanent housing.

YHDP Renewal Project Application

Steps (continued)

4. In field 3b, check the appropriate box(es) to indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed. Select all that apply.
 - If you check the first four boxes, this project will be considered low-barrier.
 - Select "None of the above" to indicate that these barriers exist at the time of application.
5. In field 3c, check the appropriate box(es) to indicate whether the project will prevent program participant termination for the following reasons. Select all that apply.
 - If you check the first four boxes, this confirms your project does not terminate program participants for these reasons.
 - Select "None of the above" to indicate that a program participant can be terminated from the project for any of these reasons at the time of application.
6. Based on your selections to the questions about screening and termination, the response to field 3d, "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.

Note: See the FY 2021 CoC Program NOFO regarding requirements for Housing First at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition

4. As a renewal SSO-Coordinated Entry project update the following questions.

* 4a. Will the coordinated entry process cover the CoC's entire geographic area?

* 4b. Will the coordinated entry process be affirmatively marketed and easily accessible by individuals and families seeking assistance?

* 4c. Describe the advertisement strategy for the coordinated entry process and how highest barriers to accessing assistance.

* 4d. Does the coordinated entry process use a comprehensive, standardized assessment process?

* 4e. Describe the referral process and how the coordinated entry process ensures program participants are directed to appropriate housing and services.

* 4f. 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.

* 4g. This coordinated entry project will refer persons experiencing homelessness to projects that specifically coordinates and integrates mainstream health, social services, and employment programs to program participants for which they may be eligible?

If "SSO—Coordinated Entry" was selected in Screen 3A. Project Detail, then fields 4a-4g will appear.

Select "Save & Next" to continue.

Save & Back Save Save & Next

YHDP Renewal Project Application

Steps (continued)

7. If you selected "SSO—Coordinated Entry" in Screen 3A: Project Detail, then fields 4a through 4g will appear.
 - In field 4a, select "Yes" or "No" to indicate if the coordinated entry process funded in part by this grant covers the CoC's entire geographic area.
 - In field 4b, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant will be affirmatively marketed and easily accessible.
 - In field 4c, describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.
 - In field 4d, select "Yes" or "No" to indicate if the coordinated entry process uses a comprehensive, standardized assessment process.
 - In field 4e, describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and services.
 - In field 4f, select "Yes" or "No" to indicate whether the coordinated entry process includes differences in the access, entry, assessment, or referral for certain populations and whether those differences are limited only to the following five groups: Individuals, Families, Unaccompanied Youth, DV, and Persons at Risk of Homelessness.
 - In field 4g, select "Yes" or "No" to indicate if the coordinated entry project will refer persons experiencing homelessness to projects that specifically coordinate and integrate with mainstream health, social services, and employment programs.
8. Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

Youth Homeless Demonstration Projects

The following instructions are for the Youth Homeless Demonstration Projects screen.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The screenshot shows the 'eForms' application interface for the 'Youth Homeless Demonstration Projects' section. On the left, there's a sidebar with user information (jsmith-02) and project details (YHDP Renewal Project Application FY2021). The main form has three main sections:

- * 1a. Please identify the list of eligible activities that occurred under this Diversion project (You may select more than one)**: This section contains checkboxes for 'Housing Search Assistance', 'Case Management', 'Deposits', and 'Other'. A callout notes: "If 'Other' is checked, add a description." Below it is a text input field labeled "* Other: _____".
- * 2. Is this a Host Homes Project? [select]**: A dropdown menu with options like 'Yes' and 'No'.
- * 3. Please identify the specific populations addressed in this project**: This section contains checkboxes for 'Pregnant/Parenting', 'Minors', 'Foster care/justice involved youth', and 'Other'. A callout notes: "If 'Other' is checked, click 'Save,' then complete the text box." Below it is a text input field labeled "* Other: _____".

Steps

1. In field 1, select "Yes" or "No" to indicate if your project is a diversion project.
 - If "Yes," field 1a will appear. Select all of the boxes that apply.
 - If you select "Other," click "Save." A text box will appear. Provide a description of the specific type of housing problem-solving activities in the text box provided.
2. In field 2, select "Yes" or "No" to indicate if your project is a Host Homes Project.
3. In field 3, select the specific population types addressed in this project.
 - Select all of the boxes that apply.
 - If you select "Other," click "Save." A text box will appear. Provide a description of the specific type of population served in the text box provided.

YHDP Renewal Project Application

The screenshot shows a section of the application form with the following fields:

- * 4. Does this project plan to use Rental Assistance in the 2021 CoC Competition? Yes No. A callout bubble says "If 'Yes,' complete fields 4a-4d."
- * 4a. Will this project use Rental Deposits? Yes No.
- * 4b. Will this project cover first months rent? Yes No.
- * 4c. Short Term Rental Assistance: Yes No.
- * 4d. Medium Term Rental Assistance: Yes No.
- * 5. Does this project currently have an approved waiver or YHDP special activity? Yes No. A callout bubble says "If 'Yes,' complete the text box." Below it, * a. If yes, list the activity(s) approved in the waiver. Attach a copy of the waiver. (Text area).
- * 6. Are you requesting a waiver or YHDP Special Activity in the FY 2021 CoC Program Competition? Yes No. A callout bubble says "If 'Yes,' complete the text box." Below it, * a. If yes, what is the YHDP Special Activity? (Text area).

At the bottom are three buttons: Save & Back, Save, and Save & Next! A callout bubble above the Save & Next! button says "Select 'Save & Next' to continue."

Steps (continued)

4. In field 4, select "Yes" or "No" to indicate if your project plans to use Rental Assistance in the 2021 CoC Competition. If you select "Yes," fields 4a–4d will appear.
 - In field 4a, select "Yes" or "No" to indicate if this project will use Rental Deposits.
 - In field 4b, select "Yes" or "No" to indicate if the project will cover the first month's rent.
 - In field 4c, select "Yes" or "No" to indicate if the project will provide short-term rental assistance
 - In field 4d, select "Yes" or "No" to indicate if the project will provide medium-term rental assistance.
5. In field 5, select "Yes" or "No" to indicate if your project was awarded a waiver in the last YHDP or CoC Competition.
 - If "Yes," field 5a will appear. In field 5a, list the activity(s) approved in the waiver and the date of approval letter from HUD.
 - Attach a copy of the waiver in the 7A. Attachments screen.
6. In field 6, select "Yes" or "No" to indicate if your project plans to apply for a waiver in the 2021 CoC Competition.
 - If "Yes," field 6a will appear. Describe the activity(s) for which you are requesting a waiver of YHDP Special Activity(s).
 - Attach all documents related to the YHDP Special Activity in the 7A. Attachments screen.
 - If your YHDP project received approval for a waiver or YHDP Special Activity, you must attach a new waiver or YHDP Special Activity request to the FY 2021 YHDP renewal project application.
7. Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

Part 4. Housing, Services, and HMIS

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) for screen 4A in **Part 4: Housing, Services, and HMIS** of the FY 2021 Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

4A. Supportive Services for Participants

The supportive services on this screen should match the previously approved services for this project that is under grant agreement, or grant agreement as amended.

You must enter at least one type of service in the "Supportive Services Provided" table.

NOTE: If you select "Subrecipient" in a response, you must enter a subrecipient on screen 2A.

4A. Supportive Services for Participants

1. 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	— select —	— select —
Assistance with Moving Costs	— select —	— select —
Case Management	— select —	— select —
Child Care	— select —	— select —
Education Services	— select —	— select —
Employment Assistance	— select —	— select —
Financial Counseling Services	— select —	— select —
Housing Services	— select —	— select —
Health Services	— select —	— select —
Outreach Services	— select —	— select —
Substance Abuse Treatment Services	— select —	— select —
Transportation	— select —	— select —
Utility Deposits	— select —	— select —

Please enter all values for at least one line item and leave no incomplete line items.

Steps

1. In field 1, using the dropdown next to each service type, indicate who will provide the service and frequency of service (daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually, or as needed) that will be provided to project participants.

YHDP Renewal Project Application

4A. Supportive Services for Participants (continued)

Identify whether the project includes the following activities:

2. Transportation assistance to program participants to attend mainstream benefit appointments, employee training, or jobs?

3. Annual follow-ups with program participants to ensure mainstream benefits are received and renewed?

4. Do program participants have access to SSI/SSDI technical assistance provided by this project applicant, a subrecipient, or partner agency? Yes

4a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months?

If "Yes," field 4a. will appear.

Select "Save & Next" to continue.

Steps (continued)

2. In field 2, select "Yes" or "No" to indicate whether the project provides transportation assistance to program participants to attend mainstream benefit appointments, employment training, or jobs.
3. In field 3, select "Yes" or "No" to indicate whether the project conducts annual follow-ups with program participants to ensure mainstream benefits are received and renewed.
4. In field 4, select "Yes" or "No" to indicate whether program participants have access to SSI/SSDI technical assistance provided by the project applicant, a subrecipient, or a partner agency.
 - If "Yes," is selected, field 4a will appear. In field 4a, select "Yes" or "No" from the dropdown menu to indicate if the staff person providing the technical assistance has completed SOAR training in the last 24 months.
5. Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

4A. HMIS Standards (HMIS)

The following screen, 4A. HMIS Standards, applies to HMIS projects (the component selected on the "3A. Project Detail screen). Only HMIS projects should complete these screens unless otherwise notified. All other YHDP renewal project types can skip this screen and move to Screen 4B. Housing Type.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The screenshot shows the eForms software interface for the YHDP Renewal Project Application FY2021. On the left, there's a sidebar with user information (jsmith-02), project details (Project Name: FY 2021 YHDP Renewal, Project Test: YYZ, Project Number: 137289), and a link to the 'FY2021 YHDP Renewal Detailed Instructions'. The main area is titled '4A. HMIS Standards' and contains three questions:

1. Is the HMIS currently programmed to collect all Universal Data Elements (UDEs) as set forth in the 2020 HMIS Data Standard Notice? (Dropdown: No)
 - If "No," field 1a will appear.
2. Does HMIS produce all HUD-required reports and provide data needed for HUD reporting? (i.e., Annual Performance Reports, Annual Homeless Assessment table shells (this will be the Logitudinal System Analysis next year), data for CAPER/ESG reporting, SPM and Data Quality Table) (Dropdown: No)
 - If "No," field 2a will appear.
3. Is your HMIS capable of generating all reports required by all Federal partners including HUD, VA, and HHS? (Dropdown: No)
 - If "No," field 3a will appear.

Each question has a text input field below it for explaining why and planned steps for correction, with a character limit of 500.

Steps

1. In field 1, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently programmed to collect all Universal Data Elements (UDEs) as set forth in the HMIS Data Standard Notice.
 - If you answered "No" in field 1, field 1a will appear. In field 1a, explain why and discuss the planned steps for correction.
2. In field 2, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is able to produce all HUD-required reports and provide data as needed for HUD reporting.
 - If you answered "No," in field 2, field 2a will appear. In field 2a, explain why and discuss the planned steps for correction
3. In field 3, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is capable of generating all reports required by all federal partners including HUD, Veterans Affairs (VA), and Health and Human Services (HHS).
 - If you answered "No" in field 3, field 3a will appear. In field 3a, explain why and discuss the planned steps for achieving this.

YHDP Renewal Project Application

NOTE: When copying and pasting text from Microsoft Word into e-snaps, additional characters may be added to your text.

To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from Microsoft Word.

4A. HMIS Standards (HMIS) (continued)

4. Does HMIS provide the CoC with an unduplicated count of program participants receiving services in the CoC? -- select --

5. Does your HMIS implementation have a staff person responsible for insuring the implementation meets all privacy and security standards as required by HUD and the federal partners? -- select --

6. Does your organization conduct a background check on all employees who access HMIS or view HMIS data? -- select --

7. Does the HMIS Lead conduct Privacy and Security Training and follow up on privacy and security standards on a regular basis? -- select --

8. Do you have a process in place to remove licenses for former users who no longer need access to HMIS (e.g. leave their job, fired, etc.)? Yes

If "Yes," field 8a will appear.

8a. How long does it take to remove licenses for former HMIS users? -- select --

Select "Save & Next" to continue.

Save & Back | Save | Save & Next

Steps (continued)

4. In field 4, select "Yes" or "No" from the dropdown menu to indicate if the HMIS can currently provide the CoC with an unduplicated count of program participants receiving services in the CoC.
5. In field 5, select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead has a staff person responsible for ensuring the implementation meets all privacy and security standards as required by HUD and the federal partners.
6. In field 6, select "Yes" or "No" from the dropdown menu to indicate if your organization conducts a background check on all employees who access HMIS or view HMIS data.
7. In field 7, select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead conducts Privacy and Security Training and follows up on privacy and security standards on a regular basis.
8. In field 8, select "Yes" or "No" from the dropdown menu to indicate if your organization has a process in place to remove licenses for former users who no longer need access to HMIS (e.g., leave their job, fired, etc.).
 - If you answered "Yes" in field 8, field 8a will appear. In field 8a, select from the dropdown menu to indicate how long it takes to remove access rights for former HMIS users. Options include: within 24 hours, within 1 week, within 2 weeks, within 1 month and longer than 1 month.
9. Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

4B. Housing Type and Location

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) for screen 4B in **Part 4: Housing, Services, and HMIS** of the FY 2021 Project Application.

Screen 4B has different versions, depending on which component type was selected on screen 3A. Project Detail and 3B. Project Description:

- HMIS and YHDP renewal projects with no housing (CoC or non-CoC funded).
- PH-PSH, PH-RRH, and SSO that is tied to housing.
- Joint TH and PH-RRH component renewal projects.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.



Screen 4B has different versions, depending on which component type was selected on screen 3A. Project Detail and 3B. Project Description.

See the following pages for instructions:

- [4B. Housing Type and Location—HMIS and YHDP Renewal Projects with No Housing](#)
- [4B. Housing Type and Location—PH-PSH, PH-RRH, and SSO that is tied to Housing](#)
- [4B. Housing Type and Location—Joint TH & PH-RRH](#)

YHDP Renewal Project Application

4B. Housing Type and Location—HMIS and YHDP Renewal Projects with No Housing

The following screen, 4B. Housing Type and Location, applies to HMIS and YHDP Renewal projects with no housing (CoC- or non-CoC-funded). This screen is based on the components selected on screen 3A. Project Detail and 3B. Project Description.

The list in the “Housing Type and Location” screen summarizes each housing site in the project. The list will be populated by the information you add about individual project sites.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

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.

Select "Add" icon.

Total Units:
Total Beds:

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Delete	View	Housing Type	Housing Type (JOINT)										Units	Beds												

This list contains no items

Back Next

Steps

1. Click the “Add” icon to open the 4B. Housing Type and Location Detail screen.

Select “None” from the dropdown menu.

* 1. Housing Type:

Available Items:

- 060012 Alameda
- 060030 Alhambra
- 060032 Aliso Viejo
- 060078 Anaheim
- 060102 Antioch
- 060108 Apple Valley

Selected Items:

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

2. In field 1, Housing Type, select “None” from the dropdown menu. The screen will refresh.
3. Select “Save & Back to List.”
4. Select “Next” to continue to the next screen.

YHDP Renewal Project Application

4B. Housing Type and Location—PH-PSH, PH-RRH, and SSO that is tied to Housing

The following screen, 4B. Housing Type and Location, applies to PH-PSH, PH-RRH, and SSO that is tied to housing. This screen is based on the components selected on screen 3A. Project Detail and 3B. Project Description.

The list in the “Housing Type and Location” screen summarizes each housing site in the project. The list will be populated by information you add about individual project sites.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

e.Forms

Logout

jsmith-02

YHDP Renewal Project Application FY2021

Applicant Name: Project Applicant 21
Applicant Number: 08
Project Name: FY 2021 YHDP Renewal Project Test YYZ
Project Number: 137289

YHDP Renewal Project Application FY2021

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.

Select "Add" icon.

Total Units: 0

Total Beds: 0

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds																					
This list contains no items																										

Back

Next

Steps

1. To begin adding information to this list, add a housing site by selecting the "Add" icon
2. The "4B. Housing Type and Location Detail" screen will appear.

YHDP Renewal Project Application

4B. Housing Type and Location Detail—PH-PSH, PH-RRH, and SSO that is tied to Housing

4B. Housing Type and Location Detail	
Select a housing type from the dropdown menu.	
* 1. Housing Type: <input type="text" value="— select —"/>	
2. Indicate the maximum number of units and beds available for program participants at the selected housing site.	
* a. Units: <input type="text"/>	
* b. Beds: <input type="text"/>	
* 3. How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless? <input type="text"/>	
* 4. Beds for Youth: <input type="text"/>	

3. In field 1, select the housing type from the dropdown menu that most closely resembles the type of housing the project provides. Choices include:
 - Barracks
 - Dormitory, shared or private rooms
 - Shared housing
 - Single Room Occupancy (SRO) units
 - Clustered apartments
 - Scattered site apartments (including efficiencies)
 - Single-family homes/townhouses/duplexes
 - None
4. In fields 2a and 2b, enter the maximum number of units and beds available for project participants at the selected housing site.
5. In field 3, indicate how many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless.
6. In field 4, enter the number of beds for youth.

YHDP Renewal Project Application

4B. Housing Type and Location Detail—PH-PSH, PH-RRH, and SSO that is tied to Housing (continued)

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.

* Street 1: _____
Street 2: _____
* City: _____
* State: — select —
* ZIP Code: _____

6. Select the geographic area(s) associated with the address:
(for multiple selections hold CTRL Key)

Available Items:
060012 Alameda
060030 Alhambra
060032 Aliso Viejo
060078 Anaheim
060102 Antioch
060108 Apple Valley

Select geographic area associated with the address.
To add more sites, select, "Save & Add Another."

Please select at least one area.

When list is complete, "Save & Back to List".

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

The screenshot shows a user interface for selecting geographic areas. On the left, a list of available items includes: 060012 Alameda, 060030 Alhambra, 060032 Aliso Viejo, 060078 Anaheim, 060102 Antioch, and 060108 Apple Valley. On the right, a 'Selected Items:' box contains several icons representing different geographic areas. Between the two boxes are four buttons: '>', '>>', '<', and '<<'. Below these buttons is a red message: 'Please select at least one area.' At the bottom of the screen are four buttons: 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'.

Steps (continued)

7. In field 5, enter the physical address for this proposed project.
8. In field 6, select the geographic area(s) associated with the address.
9. To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 8.
10. After you have entered all of the housing types and locations for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.
11. To view and edit, select the "View" icon . To delete, select the "Delete" icon .
12. When your list is complete, select "Next" to continue to the next screen.

NOTE:

On the "4B. Housing Type and Location" screen, review the information you entered for each housing type.

- To edit the information on the "Housing Type and Location" screen, select the "View" icon to the left of the housing type. Make any necessary changes and select "Save & Back to List."
- To delete the information on the "Housing Type and Location" screen, select the red "Delete" icon to the left of the housing type.

YHDP Renewal Project Application

4B. Housing Type and Location—Joint TH & PH-RRH

The following screen, 4B. Housing Type and Location, applies to Joint TH and PH-RRH (the components selected on screen 3A. Project Detail and 3B. Project Description).

This screen captures the number of units and beds for both the TH and PH-RRH portions of this project and should match the previously approved information for this project that is under grant agreement, or grant agreement as amended.

The list in the “Housing Type and Location” screen summarizes each housing site in the project. The list will be populated by information you add about individual project sites.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

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:	TH	RRH	Total
Total Units:	0	0	0
Total Beds:	0	0	0

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
Delete	View	Housing Type												Housing Type (JOINT)												Units	Beds
This list contains no items																											

Save & Back | Save | Save & Next
Back | Next

Steps

1. To begin adding information to this list, add a housing site by selecting the "Add" icon .
2. The "4B. Housing Type and Location Detail" screen appears.

YHDP Renewal Project Application

4B. Housing Type and Location Detail—Joint TH & PH-RRH

4B. Housing Type and Location Detail

The applicant has selected "JOINT TH & PH-RRH" as their component type and must list all CoC funded and Non CoC-funded units and beds being provided under this project.

1. Is this housing type for the TH or RRH portion of the project? If "TH," field 1a will appear.

1a. Does this TH portion of the project have private rooms per household?

If "None," screen will refresh, then click "Save & Next" to continue.

2. Housing Type:

* 3. What is the funding source for these units and beds? (If multiple sources, select "Mixed" from the dropdown menu) If "Other," a new field will appear.

* Other Funding Source:

Steps

1. In field 1, select "TH" or "RRH" from the dropdown menu to indicate the portion of the project the housing type is for.
 - If "TH" is selected, field 1a will appear. In field 1a, select "Yes" or "No" from the dropdown menu to indicate if the TH portion of the project has private rooms for each household.
2. In field 2, from the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides. Choices include:
 - Barracks
 - Dormitory, shared or private rooms
 - Shared housing
 - Single Room Occupancy (SRO) units
 - Clustered apartments
 - Scattered site apartments (including efficiencies)
 - Single-family homes/townhouses/duplexes.
 - None

Note: If "None" is selected, the form will truncate and no other questions will appear. Select "Save & Next" to continue to the next screen.
3. In field 3, identify the funding source for the unit and beds from the dropdown menu. Choices include:
 - CoC
 - ESG
 - Section 8
 - HUD-VASH
 - Mixed Funding—*select this option if the funds are from multiple sources*
 - Other

Note: If "Other" is selected, an "Other Funding Source" field will appear. In this field, please identify the other funding source.

YHDP Renewal Project Application

4B. Housing Type and Location Detail—Joint TH & PH-RRH (continued)

<p>4. Indicate the maximum number of units and beds available for program participants at the selected housing site.</p> <p>* a. Units: <input type="text"/></p> <p>* b. Beds: <input type="text"/></p> <p>* 5. Beds for Youth: <input type="text"/></p> <p>6. Address:</p> <p>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.</p> <p>* Street 1: <input type="text"/></p> <p>Street 2: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State: <input type="select" value="-- select --"/></p> <p>* ZIP Code: <input type="text"/></p>

Steps (continued)

4. In fields 4a and 4b, enter the maximum number of units and beds available for project participants at the selected housing site.
5. In field 5, enter the number of beds available for youth.
6. In field 6, enter the physical address for this proposed project.

<p>7. Select the geographic area(s) associated with the address (for multiple selections hold CTRL Key)</p> <p>Available Items: 060012 Alameda 060030 Alhambra 060032 Aliso Viejo</p> <p>Select "Save & Back to List" when finished adding housing types.</p> <p>Selected Items: 063228 San Francisco</p> <p>Select geographic area associated with the address.</p> <p>Select "Save & Add Another" to add another housing type.</p> <p>>> > < <<</p> <p>Save Save & Add Another</p> <p>Save & Back to List Back to List</p>

7. In field 7, select the geographic area(s) in which the project is located.
 - Highlight one geographic area, or hold the CTRL key to make more than one selection.
 - Using the single arrow, move your selection from the left box to the right box.
8. To add additional housing sites, select “Save & Add Another” and repeat steps 1 through 7.
9. After you have entered all housing types and locations for the project, select “Save & Back to List” to return to the “4B. Housing Type and Location” screen.
10. When your list is complete, select “Next” to continue to the next screen.

YHDP Renewal Project Application

NOTE: On the “4B. Housing Type and Location” screen, review the information you entered for each housing type.

- To edit the information on the “Housing Type and Location” screen, select the “View” icon  to the left of the housing type. Make any necessary changes and select “Save & Back to List.”
- To delete the information on the “Housing Type and Location” screen, select the red “Delete” icon  to the left of the housing type.

YHDP Renewal Project Application

Preface to Part 5: Participant Screens

The upcoming pages contain instructions for the two “Project Participants” screens—one for “Households” and the other for “Subpopulations.”

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Before continuing to the instructions, please review the following notes, which provide information regarding gathering and entering data for these two populations.

- NOTE: (1)** *The data gathered on these “Project Participants” screens consists of the number of participants in the program when the program is at full capacity (at a single point in time, not over the course of a year or term of the grant).*
- NOTE: (2)** *Dark grey cells are not applicable and light grey cells will be totaled by e-snaps automatically.*
- NOTE: (3)** *For homeless assistance programs, chronic substance abuse, by itself, may constitute a disability.*
- NOTE:** *See also the Additional Guidelines for 5A. Project Participants—Households and 5B. Project Participants—Subpopulations subsection on the next page.*

YHDP Renewal Project Application

Additional Guidelines for 5A. Program Participants—Households and 5B. Project Participants—Subpopulations

This section provides some guidelines to clarify the way in which the fields on “5A. Program Participants—Households” and “5B. Program Participants—Subpopulations” screens work together. The example applies to the Household Type: Households with at least one adult and one child, which is the first fillable column on screen 5A and the first chart at the top of screen 5B.

These guidelines also apply to the other two Household Types—Adult Households Without Children and Households With Only Children.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

5A. Program Participants—Households

The screenshot shows the e.Forms software interface for the YHDP Renewal Project Application (FY2021). The main window title is "5A. Program Participants - Households". On the left, there's a sidebar with project details: Application Name, Project Applicant, Household Number, Project Name, Project ID, Household Type, and Project Status. Below the sidebar, there's a link to "FY 2021 YHDP Renewal Detailed Instructions". The main content area has a table with columns for "Households", "Total Number of Households", and "Characteristics". Under "Characteristics", there are four categories: "Adults over age 24", "Persons ages 18-24", "Accompanied Children under age 18", and "Unaccompanied Children under age 18". A "Total Persons" field is located below these characteristics. To the right of the characteristics table is a large chart titled "At least one person in the Households". The chart has three rows: "Households with at Least One Adult and One Child", "Adult Households Without Children", and "Households with Only Children". Each row has a "Total" column. The first row has three sub-columns: "Persons in Households with at Least One Adult and One Child", "Adult Persons in Households without Children", and "Persons in Households with Only Children". The first sub-column has a "Total Persons" input field. A note above the chart says "Click Save to automatically calculate totals". A note below the chart says "At least one person in the Households". A note on the right side of the chart says "Example: Household Type: HHs with at least 1 adult and 1 child from 5A." A legend at the bottom right indicates that grey boxes represent "Households with at Least One Adult and One Child" and "Adult Households Without Children", while white boxes represent "Households with Only Children".

The “Total Persons” field on screen 5A will not necessarily be the sum of the ten column totals for the corresponding household type on screen 5B.

While the first three columns on screen 5B are mutually exclusive, people may be listed in more than one subpopulation category in the final seven columns of the chart. For example, a participant can only be either a non-chronically homeless (CH) veteran, a CH veteran, or a CH non-veteran, but a participant may be any one of these three and dually diagnosed, fitting into more than one subpopulation. Therefore, an HIV-positive and chronic substance-abusing CH non-veteran could be included in one subpopulation from the first three columns and in both subpopulations in the final seven columns.

The total number of persons in a particular subpopulation column (e.g., non-CH veterans, chronic substance abuse, etc.) on screen 5B cannot exceed the total number entered in the “Total Persons” column on screen 5A.

YHDP Renewal Project Application

5B. Program Participants—Subpopulations

5B. Program Participants - Subpopulations										
Persons in Households with at Least One Adult and One Child										
	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons ages 18-24										
Children under age 18										
Total Persons	0	0	0	0	0	0	0	0	0	0
<i>Click Save to automatically calculate totals</i>										
Click the row above labeled "Adults over age 24" does not correspond to the number entered for Adults over age 24 in the column labeled "Persons child" on screen 5A. Click the row above labeled "Children under age 18" does not correspond to the number entered for Accompanied Children under age 18 in the column labeled "Persons child" on formlet 5A.										
Click the row above labeled "Adults over age 24" does not correspond to the number entered for Adults over age 24 in the column labeled "Persons child" on screen 5A. Click the row above labeled "Children under age 18" does not correspond to the number entered for Accompanied Children under age 18 in the column labeled "Persons child" on formlet 5A.										
Total of these 3 columns cannot exceed the "Total Persons" field on 5A for the corresponding Household type (example: cannot exceed 2).										
Columns 4 – 9 are not mutually exclusive. People can be in more than one subpopulation.										
<i>Click Save to automatically calculate totals</i>										
Click the row above labeled "Adults over age 24" does not correspond to the number entered for Adults over age 24 in the column labeled "Persons child" on screen 5A. Click the row above labeled "Children under age 18" does not correspond to the number entered for Accompanied Children under age 18 in the column labeled "Persons child" on formlet 5A.										
Persons in Households with Only Children										
Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Accompanied Children under age 18										
Unaccompanied Children under age 18										
Total Persons	0	0	0	0	0	0	0	0	0	0
<input type="button" value="Save & Back"/> <input type="button" value="Save"/> <input type="button" value="Save & Next"/>										
<input type="button" value="Back"/> <input type="button" value="Next"/>										

Field Calculations

Refer to the following guidance about the calculations in the rows and columns:

- While individuals may be shown under more than one sub-population—in addition to being either a chronically homeless non-veteran, a chronically homeless veteran, or a non-chronically homeless veteran—column 10, "Persons not represented by listed sub-populations," is mutually exclusive. If someone is listed in column 10, the person cannot be listed in any of columns 1 through 9.

For example, in a project with 15 adults, if one adult is listed under column 10, the column total for each individual column (for columns 1 through 9) cannot exceed 14 individuals.

YHDP Renewal Project Application

Part 5. Program Participants

5A. Program Participants—Households

The following steps provide instructions on completing the "Program Participants—Households" screen for **Part 5: Program Participants** to indicate the total number of households and number of persons by demographic served at maximum program capacity at a single point in time by household type.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

SA. Program Participants - Households				
Households:	Households with at Least One Adult and One Child		Total	
	1	1	2	
Total Number of Households				
Characteristics	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Adults over age 24	1	1	1	2
Persons ages 18-24	1	1	1	2
Accompanied Children under age 18	1	1	1	2
Unaccompanied Children under age 18	1	1	1	2

Select "Save" to calculate totals.

Select "Save & Next" to proceed.

Steps

1. Under the "Households" section, enter the total number of households for each household type.
2. Select "Save" and the system will calculate the total for the "Total Number of Households" field.
3. Under the "Characteristics" section, enter the number of persons by household type for each demographic row.
4. Select "Save" and the system will calculate the remaining fields in the columns and totals for each demographic based on the values you entered.
5. Select "Save & Next" at the bottom of the screen once all information is complete on this screen.

YHDP Renewal Project Application

5B. Program Participants—Subpopulations

The following steps provide instructions on completing the “Program Participants—Subpopulations” screen for **Part 5: Program Participants** to indicate the number of persons served at maximum program capacity at a single point in time as well as the characteristics/status, according to their respective household types.

When filling out this table, applicants should think of it as follows:

- The first three columns that are in dark gray, along with column 10 "Persons not represented by listed subpopulations," are mutually exclusive (i.e., for each row, you cannot count the same person in more than one of these columns).
- Columns 4 through 9 are not mutually exclusive (i.e., in each row, you may include the same person in multiple columns if they have multiple characteristics). However, for each row, if you list a person in column 10, you cannot include the person in columns 4 through 9.

For each household type included on the previous screen, 5A, applicants must fill in at least one cell on the corresponding chart for screen 5B. On the previous screen, the household types were displayed as columns; on 5B, the household types are shown in individual tables.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

5B. Program 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	Persons with HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Adults over age 24										
Persons ages 18-24										
Children under age 18										
Total Persons	0	0	0	0	0	0	0	0	0	0

Click Save to automatically calculate totals

The total number of participants entered in the row above labeled "Adults over age 24" does not correspond to the number entered for Adults over age 24 in the column labeled "Persons in Households with at Least One Adult and One Child" on screen 5A.

The total number of participants entered in the row above labeled "Children under age 18" does not correspond to the number entered for Accompanied Children under age 18 in the column labeled "Persons in Households with at Least One Adult and One Child" on formlet 5A.

Persons in Households without Children										
Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Adults over age 24										
Persons ages 18-24										
Total Persons	0	0	0	0	0	0	0	0	0	0

Click Save to automatically calculate totals

The total number of participants entered in the row above labeled "Adults over age 24" does not correspond to the number entered for Adults over age 24 in the column labeled "Adult Persons in Households without Children" on screen 5A.

Persons in Households with Only Children										
Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Accompanied Children under age 18										
Unaccompanied Children under age 18										
Total Persons	0	0	0	0	0	0	0	0	0	0

Select "Save" to calculate totals.

Select "Save & Next" to proceed.

Save & Back **Save** **Save & Next**

Back Next

YHDP Renewal Project Application

Steps

1. For each household type included from screen 5A, enter the appropriate subpopulation on this screen based on the characteristics of each person in the project on any given day.
2. Select “Save” and the system will calculate all totals based on the values you entered for each subpopulation.
3. Select “Save & Next” once all information is complete on this screen.

NOTE:

Subpopulations

- *Chronically Homeless includes disabled adults in households with or without children.*
- *Veterans must be adults; therefore, no entry is allowed for unaccompanied youth under the “Chronically Homeless Veterans” column.*

YHDP Renewal Project Application

Preface to Part 6: Budget Information

The upcoming pages contain instructions for completing budgets for the YHDP Renewal project component types and activities. Before continuing to the instructions, please review the following information:

- **Rental Assistance.** There is only one rental assistance screen to use for short-/medium-term or long-term. The user will select which type of rental assistance is applicable to the project from the dropdown provided.
- **Fair Market Rents (FMRs).** Project Applicants will apply for projects in the FY 2021 CoC Program Competition using the FY 2020 FMRs. To ensure consistency between the Grant Inventory Worksheet (GIW) and the FY 2021 application process, GIWs will also use FY 2020 FMRs. Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at the time of the FY 2021 application submission deadline.

24 CFR 578.51(f) provides the following information regarding when updates to the FMR will be made for rental assistance projects: "The amount of rental assistance in each project will be calculated by multiplying the number and size of units proposed by the FMR of each unit on the date the application is submitted to HUD, by the term of the grant."

Project Applicants will need to complete the budget screens that appear on the left menu bar after completing the following:

- "Part 1—SF-424"
- "Part 3—Project Information, 3A. Project Detail" screen
- "Homeless Youth Demonstration Projects" screen
- "Part 6—Budget Information, 6A. Funding Request" screen

Throughout the e-snaps budget screens, there are gray-shaded cells in which you will not be able to enter or revise data. These cells are typically "Totals," with amounts that are automatically calculated within e-snaps when you select the "Save" button. There are a handful of places where the gray-shaded cells contain other information (e.g., "Numbers of Months"), but the information is always populated by e-snaps. You must fill in or revise the data in the white cells, except in certain situations (e.g., you would fill in a white cell for "Other" only if it is applicable).

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

YHDP Renewal Project Application

Part 6: Budget Information

This section captures the budget information for the project application.

In e-snaps, generally, the budget screens that appear for **Part 6: Budget Information** in the left menu bar of the Project Application are determined by all of the following:

- Whether your project is a new or renewal project, as reflected on screen **1A. Application Type**.
- The component type selected on screen **3A. Project Detail**.
 - If you have a Permanent Housing (PH) project, the budget screens you will be eligible to complete are also dependent upon how you respond to questions on screen 3B. Project Description. Specifically, Project Applicants must indicate whether they are a PSH or RRH project.
- The items you select on the **Youth Homeless Demonstration Projects** screen.
- Your selections on the **6A. Funding Request** screen. Project Applicants must carefully choose the correct funding request as you will only see the budget screen(s) chosen.

Regardless of the items selected on the screens noted above, the only budget screens that will appear are:

- **6B. Leased Units Budget**, if you checked “Leased Units” on Screen 6A.
- **6C. Leased Structures Budget**, if you checked “Lease Structures” on Screen 6A.
- **6D. Rental Assistance Budget**, if you checked “Rental Assistance” on Screen 6A.
- **6E. Supportive Services Budget**, if you checked “Supportive Services” on Screen 6A.
- **6F. Operating Budget**, if you checked “Operating” on Screen 6A.
- **6H. HMIS Budget**, if you checked “HMIS” on Screen 6A.

All projects will complete these budget screens:

- **Screen 6A. Funding Request**.
- **Screen 6H. Match**.
- **Screen 6I. Summary Budget**.

Note: The only item that can be entered on the Summary Budget is Admin (up to 10 percent). All other budget items are automatically populated from the other budget screens.

The information for your project application’s budget must match your current grant agreement or grant agreement as amended.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

NOTE: You will only be able to enter a number in a category on **6I. Budget Summary** if you selected it on the **6A. Funding Request** screen.

YHDP Renewal Project Application

Below is a table that shows the eligible activities for Renewal Projects by Component Type.

**Renewal Projects:
Possible Component Types and Eligible Activities**

PH (PSH)	PH (RRH)	SH	TH	SSO	HMIS	Joint TH/PH-RRH
Leased Units	(n/a)	Leased Units	Leased Units	(n/a)	(n/a)	Leased Units
Leased Structures	(n/a)	Leased Structures	Leased Structures	Leased Structures	(n/a)	Leased Structures
Long-Term Rental Assistance	Short-term/Medium-term Rental Assistance	(n/a)	Short-term/Medium-term Rental Assistance	(n/a)	(n/a)	Short-term/Medium-term Rental Assistance
Supportive Services	Supportive Services	Supportive Services	Supportive Services	Supportive Services	(n/a)	Supportive Services
Operations	(n/a)	Operations	Operations	(n/a)	(n/a)	Operations
HMIS	HMIS	HMIS	HMIS	HMIS	HMIS	HMIS

YHDP Renewal Project Application

6A. Funding Request

This screen requests information on whether your renewal project intends to use indirect costs, the renewal grant term, and the Budget Line Items (BLIs) for which funding is being requested.

The activities you select on this screen will determine the budget categories that e-snaps will require you to enter, which will then appear on the 6I. Summary Budget screen.

This screen shows only the eligible costs applicable for renewal projects, not including Admin (up to 10 percent). The cost selection must match your current grant agreement, or grant agreement as amended.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

e.Forms

Logout

jsmith-02

YHDP Renewal Project Application FY2021

Applicant Name: Project Applicant 21
Applicant Number: 08
Project Name: FY 2021 YHDP Renewal Project Test YYZ
Project Number: 137289

YHDP Renewal Project Application FY2021

FY2021 YHDP Renewal Detailed Instructions

Before Starting
Part I - Forms
1A. SF-424 Application

6A. Funding Request

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

No Yes

If "Yes," additional fields will appear.

2. Renewal Grant Term:
This field is pre-populated with a one-year grant term and cannot be edited: 1 Year

3. Select the costs for which funding is requested:

Leased Units

Leased Structures

Rental Assistance

Supportive Services

Operating

HMIS

The checked boxes determine which budget screens will appear in the left menu bar.

Save & Back Save Save & Next

Back Next

YHDP Renewal Project Application

Steps

1. In field 1, select "Yes" or "No" to indicate if the project proposes to allocate funds according to an indirect cost rate.

- If you select "Yes," in field 1, then field 1a will appear. In field 1a, complete the indirect cost rate schedule.

Note: Indirect cost rate proposals should be submitted as soon as you are notified of a conditional award. Conditional award recipients will be asked to submit the proposal or approved rate during the *e-snaps* post-award process. Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

2. Renewal Grant Term: 1 Year
 This field is pre-populated with a one-year grant term and cannot be edited.

3. Select the costs for which funding is requested:

Leased Units	<input checked="" type="checkbox"/>
Leased Structures	<input checked="" type="checkbox"/>
Rental Assistance	<input checked="" type="checkbox"/>
Supportive Services	<input checked="" type="checkbox"/>
Operating	<input checked="" type="checkbox"/>
HMIS	<input checked="" type="checkbox"/>

The checked boxes determine which budget screens will appear in the left menu bar.

Select "Save & Next" to continue.

Save & Back **Save** **Save & Next**

Back **Next**

2. In field 2, the grant term field is gray-shaded, as renewal Project Applications may only request a 1-year term.
 3. In field 3, select all of the eligible costs for which you are requesting funds for the project. After you select the “Save” button, the left menu bar will populate with a complete list of budget screens that you will need to complete.
 4. Select “Save & Next” to proceed to the next screen.

YHDP Renewal Project Application

6B. Leased Units Budget

The "Leased Units Budget" screen is applicable when **the recipient has entered or is entering into leases directly with the property owner** for units to house program participants. If the lease will be between the landowner and the participant, the project applicant must complete the Rental Assistance budget, not the Leased Units budget.

The following steps provide instructions on completing the "Leased Units Budget" screen. Note that the screen image below is the same for both new and renewal projects.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The following list summarizes the funds being requested for one or more units 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: _____
Grant Term: _____ 1 Year
Total Request for Grant Term: _____
Total Units: _____

Total Assistance Requested Amount has to be greater than \$0.

All	FMR Area	Total Units Requested	Total Annual Budget Requested	Total Budget Requested
This list contains no items				

Back Next

Steps

1. To add information to this list, select the "Add" icon above the word "All" at the left side of the alphabetic listing to open the "Leased Units Budget Detail" screen.
2. The "Leased Units Budget Detail" screen will appear.

YHDP Renewal Project Application

Leased Units Budget Detail

Leased Units Budget Detail

Select FMR area.

Enter the appropriate values in the "Number of Units" AND "Total Request" fields.
* Metropolitan or non-metropolitan fair market rent area CA - San Francisco, CA HUD Metro FMR Area (0604199999)

Leased Units Annual Budget

Enter the number of units of each bedroom size.

Size of Units	# of Units (Applicant)	Total Request (Applicant)
SRO		
0 Bedroom		
1 Bedroom	1	
2 Bedroom	2	
3 Bedroom	3	
4 Bedroom	4	
5 Bedroom		
6 Bedroom		
7 Bedroom		
8 Bedroom		
9 Bedroom		

Enter renewal amount from most recent grant agreement or amendment.

Total Units and Annual Assistance Requested
Grant Term
Total Request for Grant Term

When finished adding FMR areas, "Save & Back to List."

Click the 'Save' button to automatically calculate totals.

Click "Save & Add Another" to add additional FMR areas.

Buttons:
Save
Save & Add Another
Save & Back to List
Back to List

Steps

1. In the dropdown menu, select the FMR area in which the project is located.
2. In the "Leased Units Annual Budget" column, enter the number of units of each bedroom size for which the project is requesting leased units assistance.
3. In the "Total Request" column, enter the amount of requested funding. For renewal projects, this must be the renewal amount that was listed on the most recent grant agreement or grant agreement as amended.
4. The "Grant Term" field is populated with the grant term selected on the "6A. Funding Request" screen. The grant term for renewal projects must be one year only.
5. Once you enter figures in each column for the relevant fields, select the "Save" button at the bottom of the screen. The sum of each column will automatically calculate.
6. If the project is housed in one structure, select "Save & Back to List" to return to the "Leased Units Budget" screen.
 - If the project is housed in more than one FMR area, select "Save & Add Another" and repeat steps 1 through 4 for each structure in the project for which you are requesting leased units funds.
7. Once you have completed all of the "Leased Units Budget Detail" screens that your project requires, select "Save & Back to List."

YHDP Renewal Project Application

Completion of Leased Units Budget

After completing all of the "Leased Unit Budget Detail" screens, the "Leased Unit Budget" screen will auto-populate with the budget information you entered.

The screenshot shows the "6B. Leased Units Budget" screen. At the top, there is a note: "The following list summarizes the funds being requested for one or more units leased for operating the projects. To add information to the list, select the icon. To view or update information already listed, select the icon." Below this, there are summary statistics:

Total Annual Assistance Requested:	\$362,500
Grant Term:	1 Year
Total Request for Grant Term:	\$362,500
Total Units:	20

Below the summary, there is a table with columns: FMR Area, Total Units Requested, Total Annual Budget Requested, and Total Budget Requested. The table contains two rows:

FMR Area	Total Units Requested	Total Annual Budget Requested	Total Budget Requested
CA - San Francisc...	10	\$325,000	\$325,000
CA - San Jose-Sun...	10	\$37,500	\$37,500

At the bottom of the screen, there are buttons for "Delete" and "View". A callout box says "Select 'Delete' to delete an entry." Another callout box says "Select 'View' to make changes." There are also "Back" and "Next" buttons at the bottom, with a callout box saying "Select 'Next' to continue."

Steps

1. Review the following items on the "Leased Units Budget" screen.
 - The "Leased Units Budget" screen should have been populated with your total Leased Units budget amount.
 - The "Leased Units Budget Detail" information you entered for each location will appear as a separate entry under the "View" header.
2. After completing the "Leased Units Budget Detail" screen(s) and reviewing the "Leased Units Budget" screen, you may want to make changes.
 - If you want to view and edit any of the "Leased Units Budget Detail" screens, select the "View" icon next to the appropriate entry.
 - If you have created a "Leased Units Budget Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry.
 - If the list seems to be missing one or more items, select the "Add" icon and complete additional "Leased Units Budget Detail" screen(s), as discussed previously.
3. When the list is complete, select "Next" to continue to the next screen.

YHDP Renewal Project Application

6C. Leased Structures Budget

The “Leased Structures Budget” screen is applicable if you are leasing a structure. This screen is visible if you checked “Leased Structures” on Screen 6A.

The following steps provide instruction on completing the “Leased Structures Budget” screen of the YHDP Renewal Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

All	Delete	View	Structure Name	HUD Paid Rent	Total Annual Assistance Requested	Total Assistance Requested
This list contains no items						

Steps

1. To add information to this list, select the "Add" icon above the word "All" at the left side of the alphabetic listing to open the “Leased Structures Budget Detail” screen.
2. The “Leased Structures Budget Detail” screen will appear.

YHDP Renewal Project Application

Leased Structures Budget Detail

Leased Structures Budget Detail

Enter name and address of structure to be leased.

* Structure Name: Test Structure Name
* Street Address 1: 123 Any Street
Street Address 2:
* City: San Francisco
* State: California
* Zip Code: 94110

Enter HUD Paid Rent (per month), then click "Save" to calculate.

HUD Paid Rent (per Month): \$2,400
12 Months: 12
Total Annual Assistance Requested: \$28,800
Grant Term: 1 Year
Total Request for Grant Term: \$28,800

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

When finished adding all structures, click "Save & Back to List."

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

\$2,400
12
\$28,800
1 Year
\$28,800

Steps

1. Enter the structure name and address.
2. Enter the amount of HUD Paid Rent (per month).
3. Click "Save." The amount of leased funds will calculate by 12 months to populate the total request for the grant term.
4. If the project has another structure, click "Save & Add Another" to return to the "Leased Structures Budget" screen.
5. Once you completed all of the "Leased Structures Budget Detail" screens that your project requires, click "Save & Back to List" to return to the "Leased Structures Budget" screen.

YHDP Renewal Project Application

Completion of Leased Structures Budget

After completing all of the "Leased Structures Budget Detail" screens, the "Leased Structures Budget" screen will auto-populate with the budget information you entered.

6C. 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.

Select "Add" to add another entry.

Total Annual Assistance Requested: \$40,800
Grant Term: 1 Year
Total Request for Grant Term: \$40,800
Total Structures: 2

Review amount and total structures.

Select "View" to make changes.

Delete	View	Structure Name	HUD Paid Rent	Total Annual Assistance Requested	Total Assistance Requested
		Test Structure Name	\$2,400	\$28,800	\$28,800
		T2	\$1,000	\$12,000	\$12,000

Select "Delete" to delete an entry.

1 Back Next

Select "Next" to continue.

Steps

1. Review the following items on the "Leased Structures Budget" screen.
 - The "Leased Structures Budget" screen should have been populated with your total Leased Structures budget amount.
 - The "Leased Structures Budget Detail" information you entered for each structure will appear as a separate entity under the "View" header.
2. After completing the "Leased Structures Budget Detail" screen(s) and reviewing the "Leased Structures Budget" screen, you may want to make changes.
 - If you want to view and edit any of the "Leased Structures Budget Detail" screens, select the "View" icon  next to the appropriate entry.
 - If you have created a "Leased Structures Budget Detail" screen in error and want to delete it, select the "Delete" icon  next to the appropriate entry.
 - If the list seems to be missing one or more items, select the "Add" icon  and complete the additional "Leased Units Budget Detail" screen(s), as discussed previously.
3. When the list is complete, select "Next" to continue to the next screen.

YHDP Renewal Project Application

6D. Rental Assistance Budget

Project Applicants that plan to provide rental assistance to participants (short-/medium- or long-term) must complete the "Rental Assistance Budget" screen. If you are applying for rental assistance units, the lease agreement will be between the landowner and the participant. If the leases are between the Project Applicant and the landowner, then the Project Applicant must complete the Leased Units budget, not the Rental Assistance budget.

The following steps provide instruction on completing the "Rental Assistance Budget" screen of the YHDP Renewal Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the icon. To view or update information already listed, select the icon.

"Add" icon.

Total Request for Grant
Term:
Total Units:

Total Assistance Requested Amount has to be greater than \$0.

Delete	View	Type of Rental Assistance	FMR Area	Total Units Requested	Total Request
This list contains no items					

[Show Filters] [Clear Filters]

Steps

1. To add information to this list, select the icon to open the "Rental Assistance Budget Detail" screen.

Note: The Renewal Project Application screen 6C will only have two auto-fill rows since renewals by definition are only one year.

2. The "Rental Assistance Budget Detail" screen will appear.

YHDP Renewal Project Application

Rental Assistance Budget Detail

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Rental Assistance Budget Detail						
Select the type of rental assistance: PRA, TRA, or SRA.		* Type of Rental Assistance: <input type="text" value="PRA"/>		Select the FMR area. The "FMR Area" column below will automatically calculate.		
		* Metropolitan or non-metropolitan fair market rent area: <input type="text" value="CA - San Francisco, CA HUD Metro FMR Area (0604199999)"/>				
* Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?		<input type="checkbox" value="No"/>		Select "Yes" or "No" if requesting less than FMR.		
Enter number of units for each bedroom size.	Size of Units	# of Units (Applicant)	FMR Area (Applicant)	HUD Paid Rent (Applicant)	12 Months	Total Request (Applicant)
SRO		x	\$1,763	\$1,763	x 12 =	\$0
0 Bedroom		x	\$2,350	\$2,350	x 12 =	\$0
1 Bedroom	1	x	\$2,923	\$2,923	x 12 =	\$35,076
2 Bedrooms	2	x	\$3,553	\$3,553	x 12 =	\$85,272
3 Bedrooms	3	x	\$4,567	\$4,567	x 12 =	\$164,412
4 Bedrooms	4	x	\$4,970	\$4,970	x 12 =	\$238,560
5 Bedrooms		x	\$5,716	\$5,716	x 12 =	\$0
6 Bedrooms		x	\$6,461	\$6,461	x 12 =	\$0
7 Bedrooms		x	\$7,207	\$7,207	x 12 =	\$0
8 Bedrooms		x	\$7,952	\$7,952	x 12 =	\$0
9 Bedrooms		x	\$8,698	\$8,698	x 12 =	\$0
Total Units and Annual Assistance Requested		10				\$523,320
Grant Term						1 Year
Total Request for Grant Term						\$523,320
Select "Save & Back to List" when finished adding rental assistance locations. Click the 'Save' button to automatically calculate totals. Save Save & Add Another Save & Back In List Back To List						
Select "Save & Add Another" to add another location.						

Steps

1. Select the "Type of Rental Assistance" from the following choices:
 - PRA (Project-based rental assistance).
 - TRA (Tenant-based rental assistance).
 - SRA (Sponsor-based rental assistance).
2. Select the metropolitan or non-metropolitan FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the "FMR Area" column.
3. Indicate whether the applicant is requesting rental assistance funding for less than the area's per-unit fair market rents.
4. Enter the number of units of each bedroom size for which the project is requesting rental assistance. The number of units for each unit size on this table must match your current grant agreement or grant agreement as amended.

YHDP Renewal Project Application

Steps (continued)

5. After you enter figures in the "# of Units" column for the relevant fields, select the "Save" button at the bottom. The 12-month column is fixed.
 - If you selected "Yes" at the top of the screen to indicate that you are requesting less than the FMR, then the "HUD Paid Rent" column will be fillable. The amount of "HUD Paid Rent" multiplied by the number of units per unit type, multiplied by 12, automatically populates in the "Total Request (Applicant)" column per unit type. The sum of each column will be auto-calculated.
 - If you selected "No" at the top of the screen to indicate that you are not requesting less than the FMR, then the "HUD Paid Rent" column will not be fillable. The amount of the "FMR Area" multiplied by the number of units per unit type, multiplied by 12, automatically populates in the "Total Request (Applicant)" column per unit type. The sum of each column will be auto-calculated.
6. The "Grant Term" field is populated based on the grant term selected on the "Funding Request" screen and will be read-only.
 - For renewal projects, the grant term may only be one year.
7. The "Total Request for Grant Term" field is calculated based on the per month rent entered in the first field, multiplied by 12 months, multiplied by the grant term.
8. If the project is requesting rental assistance for only one location, select "Save & Back to List" to return to the "Rental Assistance Budget" screen.
 - If the project is requesting rental assistance for units in another location, select "Save & Add Another" and repeat steps 1 through 5 for each location in the project for which you are requesting rental assistance funds.
9. Once you have completed all of the "Rental Assistance Budget Detail" screens that your project requires, select "Save & Back to List."

YHDP Renewal Project Application

Completion of Rental Assistance Budget

After completing all of the "Rental Assistance Budget Detail" screens, the "Rental Assistance Budget" screen will populate with the budget information you entered.

The screenshot shows a software interface for managing rental assistance budgets. At the top, a message states: "The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the icon. To view or update information already listed, select the icon." Below this, there are input fields for "Total Request for Grant Term:" (\$1,322,520) and "Total Units:" (20). A callout box points to these fields with the instruction: "Select 'Add' to add another entry." Another callout box points to the "View" icon with the instruction: "Select 'View' to make changes." The main table lists two entries under "Type of Rental Assistance" (PRA) and "FMR Area". The first entry is for CA - San Francisco, CA HUD Metro FMR ... with 10 units requested and a total request of \$523,320. The second entry is for CA - San Jose-Sunnyvale-Santa Clara, CA HUD Metro FMR ... with 10 units requested and a total request of \$799,200. A callout box points to the "Delete" icon next to the first entry with the instruction: "Select 'Delete' to delete an entry." At the bottom of the screen, there are "Back" and "Next" buttons, with the number "1" indicating the current page. A callout box points to the "Next" button with the instruction: "Select 'Next' to continue."

Type of Rental Assistance	FMR Area	Total Units Requested	Total Request
PRA	CA - San Francisco, CA HUD Metro FMR ...	10	\$523,320
PRA	CA - San Jose-Sunnyvale-Santa Clara, CA HUD Metro FMR ...	10	\$799,200

Steps

1. Review the following items on the "Rental Assistance Budget" screen.
 - The "Rental Assistance Budget" screen should have auto-calculated with your total rental assistance request for the grant term.
 - Each "Rental Assistance Detail" screen you entered will appear as a separate entry under the "View" header.
2. After completing the "Rental Assistance Budget Detail" screen(s) and reviewing the "Rental Assistance Budget" screen, you may want to make changes.
 - If you want to view and edit any of the "Rental Assistance Budget Detail" screens, select the "View" icon next to the appropriate entry.
 - If you find that you have created a "Rental Assistance Budget Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry.
 - If the list is missing one or more items, select the "Add" icon and complete a "Rental Assistance Budget Detail" screen, as discussed in the previous section.
3. If the list is complete, select "Next" at the bottom of the screen. You will proceed to the next budget screen.

YHDP Renewal Project Application

6E. Supportive Services Budget

The “Supportive Services Budget” screen is applicable if you are requesting supportive services. This screen is visible if you checked “Supportive Services” on Screen 6A.

The following steps provide instruction on completing the “Supportive Services Budget” screen of the YHDP Renewal Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The screenshot shows the '6E. Supportive Services Budget' screen. On the left, a sidebar lists various application sections. The main area displays a table for entering service requests. A callout box points to the 'Quantity AND Description' field, stating: '* A quantity AND description must be entered for each requested cost.' Another callout points to the 'Annual Assistance Requested' column, stating: 'Enter annual amount requested.' A third callout points to the bottom right of the table, stating: 'Select "Save" to automatically calculate totals.' A fourth callout points to the bottom right of the screen, stating: 'Select "Save & Next" to continue.' The table has columns for 'Eligible Costs', 'Quantity AND Description (max 400 characters)', and 'Annual Assistance Requested'.

Steps

1. Enter the quantity and description of each service requested.
2. Enter the annual assistance request for each service requested.
3. Select “Save” and the annual amounts will automatically calculate.
4. Select “Save & Next” to continue to the next screen.

Note: Each supportive service requested on this screen must have a completed Applicant or Subrecipient on the “4A. Services” screen. If necessary, return to this screen to complete any missing information.

YHDP Renewal Project Application

6F. Operating Budget

The “Operating” screen is applicable if you are requesting operating costs. This screen is visible if you checked “Operating” on Screen 6A.

The following steps provide instruction on completing the “Operating” screen of the YHDP Renewal Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The screenshot shows the '6F. Operating' screen of the e.Forms YHDP Renewal Project Application. On the left, there's a sidebar with applicant and project details. The main area has sections for 'Eligible Costs' (with numbered items 1 through 7) and 'Quantity AND Description' (with a note about required entries). To the right are 'Annual Assistance Requested' and 'Grant Term' tables. Callouts provide instructions: one says 'Enter quantity and description.', another says 'Enter annual amount requested.', a third says 'Select "Save" to automatically calculate.', and a fourth says 'Select "Save & Next" to continue.' Buttons at the bottom include 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

Steps

1. Enter the quantity and description of each service requested.
2. Enter the annual assistance request for each service requested.
3. Select “Save” and the annual amounts will automatically calculate.
4. Select “Save & Next” to continue to the next screen.

Note: Each supportive service requested on this screen must have a completed Applicant or Subrecipient on the “4A. Services” screen. If necessary, return to this screen to complete any missing information.

YHDP Renewal Project Application

6G. HMIS Budget

The “HMIS Budget” screen is applicable if you are requesting operating costs. This screen is visible if you checked “HMIS” on Screen 6A.

The following steps provide instruction on completing the “HMIS Budget” screen of the YHDP Renewal Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

6G. 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	10 laptops @ \$1,000 per laptop 100 software licenses @ \$150 per license	\$10,000 \$15,000
2. Software		
3. Services		
4. Personnel		
5. Space & Operations	1 FTE @ \$40,000 plus \$5,000 fringe benefits	\$45,000

Total Annual Assistance Requested:

Grant Term:

Total Request for Grant Term:

Select “Save” to automatically calculate.

Click the ‘Save’ button to automatically calculate totals.

Save & Back | Save | Save & Next

Back | Next

Enter quantity and description.

Enter annual amount requested.

Select "Save" to automatically calculate totals.

Select "Save & Next" to continue.

Steps

1. Enter the quantity and description of each service requested.
2. Enter the annual assistance request for each service requested.
3. Select “Save” and the annual amounts will automatically calculate.
4. Select “Save & Next” to continue to the next screen.

YHDP Renewal Project Application

6H. Sources of Match

The following steps provide instruction on completing the “Sources of Match” screen of the new and renewal Project Applications.

See 24 CFR 578.73 regarding match requirements to ensure in-kind match reported is documented appropriately if this method of match is selected.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the icon. To view or update a Matching source already listed, select the icon.

Summary for Match

Total Value of Cash Commitments:	\$0
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$0

* 1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project? Yes

* 1a. Briefly describe the source of the program income:
test 1a text

* 1b. Estimate the amount of program income that will be used as Match for this project: \$79,155

The estimated amount of program income that will be used as Match should not exceed the total value of all match commitments entered below
The minimum required Total Match amount for the Grant Term is \$379,155.

Delete	Type	Source	Contributor	Value of Commitments
This list contains no items				

Save & Back | Save | Save & Next | Back | Next

Steps

1. In field 1, select "Yes" or "No" from the dropdown menu to indicate whether the project will generate program income to use as match.
 - If "Yes," fields 1a and 1b will appear.
 - In field 1a, describe the source of the program income.
 - In field 1b, estimate the amount of program income that will be used as match for this project.
 - Select "Save" to save fields 1a and 1b.
2. To add information to the list on the screen, select the "Add" icon to open the "Sources of Match Details" screen.
3. The "Sources of Match Details" screen will appear.

YHDP Renewal Project Application

Sources of Match Detail

The screenshot displays the 'Sources of Match Detail' form. It includes fields for the type of match commitment (set to 'Cash'), the source (set to 'Private'), the name of the source ('Program Income'), and the amount of the written commitment (\$79,155). There are four action buttons at the bottom: 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'. Two callout bubbles provide instructions: one on the left pointing to the 'Save & Back to List' button, and one on the right pointing to the 'Save & Add Another' button.

Steps

1. In field 1, from the dropdown menu, enter the type of commitment "Cash" or "In-Kind" to be provided for the project.
 - If "In-Kind" is selected, before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.
 - The MOU can be uploaded as an attachment with your application or submitted to HUD prior to grant execution.
2. In field 2, enter the type of source. Select "Government" or "Private" to denote the source of the contribution.
3. In field 3, enter the name of the entity providing the contribution. Be as specific as possible and include the office or grant program as applicable.
4. In field 4, enter the total dollar value of the written commitment.
5. If this is the project's only source of match, select "Save & Back to List" to return to the "Sources of Match" screen.
 - If the project has another source of match, select "Save & Add Another" and repeat steps 1 through 4 for each source of match.
6. Once you have completed all of the "Sources of Match Detail" screens that your project requires, select "Save & Back to List."

YHDP Renewal Project Application

Completion of Sources of Match

After completing all of the "Sources of Match Detail" screens, the "Sources of Match" screen will auto-populate with the information you entered.

The screenshot shows the "Sources of Match" application interface. At the top, there is a summary table with three rows:

Total Value of Cash Commitments:	\$379,155
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$379,155

Below the summary table, there is a question: "1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project?". The answer is "Yes" with a checked checkbox. There are two follow-up questions: "1a. Briefly describe the source of the program income:" and "1b. Estimate the amount of program income that will be used as Match for this project?". Both have input fields. Below these questions is a table with columns: Source, Contributor, and Value of Commitments. The table contains two entries:

Source	Contributor	Value of Commitments
Cash	Private	Test Private Cash... \$300,000
Cash	Private	Program Income \$79,155

At the bottom of the table are "Save" and "Save & Next" buttons. There are also "Delete" and "View" icons next to each entry. A callout box points to the "View" icon with the text "Select \"View\" to make changes.". Another callout box points to the "Delete" icon with the text "Select \"Delete\" to delete an entry.". A third callout box points to the "Save & Next" button with the text "Select \"Save & Next\" to continue.".

Steps

1. Review the following items on the "Sources of Match" screen.
 - The "Sources of Match" screen should have auto-calculated with your total rental assistance request for the grant term.
 - Each "Sources of Match Detail" screen you entered will appear as a separate entry under the "View" header.
2. After completing the "Sources of Match Detail" screen(s) and reviewing the "Sources of Match" screen, you may want to make changes.
 - If you want to view and edit any of the "Rental Assistance Budget Detail" screens, select the "View" icon next to the appropriate entry.
 - If you find that you have created a "Rental Assistance Budget Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry.
 - If the list is missing one or more items, select the "Add" icon and complete a "Rental Assistance Budget Detail" screen, as discussed in the previous section.
3. If the list is complete, select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

6I. Summary Budget

The "Summary Budget" screen summarizes the funding requested for each year of the grant term. The grant term for Renewal Project Applications is limited to one year.

You will not enter any information in the gray-shaded fields, as these fields will be automatically populated from the information you entered into the individual budget screens; however, the appropriate amount of administrative costs must be entered in the applicable field.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2017 GAW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2017, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

Eligible Costs	Total Assistance Requested for 1 year Grant Term (Applicant)
1a. Leased Units	\$382,500
1b. Leased Structures	\$0
2. Rental Assistance	\$1,322,520
3. Supportive Services	\$81,200
4. Operating	\$42,900
5. HMIS	\$70,000
6. Sub-total Costs Requested	\$1,879,120
7. Admin (Up to 10%)	\$0
8. Total Assistance plus Admin Requested	\$1,879,120
9. Cash Match	\$379,155
10. In-Kind Match	\$0
11. Total Match	\$379,155
12. Total Budget	\$2,258,275

Gray-shaded cells auto-calculate.

Admin cell is editable.

Select "Save & Next" to continue.

Steps

1. Review the total requested assistance funding amounts in the gray-shaded fields.
 - If they are not correct, navigate to the individual budget screens and update them. You cannot edit gray-shaded fields on the Summary Budget screen.
2. In the "Admin" field (line 7 for renewal projects), enter the amount of administrative costs for which you are applying. Administrative costs may not exceed 10 percent of the line "Sub-total Costs Requested."
3. Click "Save & Next" to continue to the next screen.

NOTE:

The total value of the sum of "Cash Match" and "In-Kind Match" must equal 25 percent of the total amount requested for all activities **except for leased units and leased structures, but including administration costs.**

YHDP Renewal Project Application

Part 7. Attachment(s) and Certification

7A. Attachment(s)

The "Attachment(s)" screen includes three links that allow you to upload and attach supplementary information to the project application.

- **Subrecipient Nonprofit Documentation.** On the "Project Subrecipients" screen, if the subrecipient is a nonprofit (i.e., either "M" or "N" was selected from the "Organization Type" dropdown menu), then proof of the subrecipient's nonprofit status is required.
- **Other Attachment(s).** Attach any additional information supporting the project funding request. Use a zip file to attach multiple documents.
 - **CoC Rejection Letter.** A project identified as an "Appeal" project on screen 3A. Project Details under "Project Status" is required to upload documentation to one of the "Other Attachment" screens. Projects that have been rejected in the local CoC competition by the Collaborative Applicant and intend to apply as a Solo Project must attach documentation from the Collaborative Applicant that confirms the project has been rejected along with the reason for the rejection.

NOTE: *If your project has not been rejected, the CoC Reject Letter does not pertain to you.*

If your project has been rejected and you have chosen to appeal to HUD by submitting a Solo Application prior to the HUD submission deadline, you must upload this attachment. Please visit the CoC Program Competition Resources page at https://www.hud.gov/program_offices/comm_planning/coc/competition.

You will find a resource for Project Applicants that are submitting an Appeal.

- **Consolidated Plan Certification.** Projects that are applying for CoC funds from a geographic area that is not claimed by a CoC and that has selected "No CoC" on Form 3A, must upload the HUD-2991 Certification of Consistency with the Consolidated Plan signed by the authorized official from the local or regional government.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

YHDP Renewal Project Application

The screenshot shows the e.Forms software interface for a YHDP Renewal Project Application. On the left, there's a sidebar with user information (jsmith-02) and project details (YHDP Renewal Project Application FY2021). The main area is titled '7A. Attachment(s)'. It has a table with columns: Delete, Document Type, Required?, Download, Document Description, and Date Attached. Three document types are listed: 1) Subrecipient Nonprofit Documentation (Required? No), 2) Other Attachment (Required? No), and 3) Other Attachment (Required? No). Buttons for Back and Next are at the bottom.

Steps

1. Select the document name under Document Type.
2. The "Attachment Details" screen appears.

7A. Attachment Details

The following instructions explain how to upload an attachment in e-snaps; the steps are the same for each attachment link on the screen.

This screenshot shows the 'Attachment Details' form. It includes fields for Document Description, File Name (with a 'Choose File' button), Document Type (set to 1) Subrecipient Nonprofit Documentation, Maximum Size (5 MB), Allowable Formats (jpg, zip, xlsx, img, ZIP*, tiff, bmp, rtf, gif, png, wpd, zipx, docx, pptx, tif, txt, pdf, ppt, doc, jpeg, xls), and Instructions (Subrecipient Nonprofit Documentation: Documentation of the subrecipient's nonprofit status must be uploaded, if the applicant and project subrecipient are different entities, and the subrecipient is a nonprofit organization). Buttons for Save, Save & Back to List, and Back to List are at the bottom.

Steps

1. Enter the name of the document in the "Document Description" field.
2. Select "Browse" to the right of the "File Name" field to upload the file from your computer.
 - The allowable formats are: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP*, gif, tiff.
3. Select "Save & Back to List" to return to the "Attachments" screen.
4. After you have attached all of the attachments, on the "Attachments" screen, select "Next."

NOTE:

To delete an uploaded attachment.

- Select the "Delete" icon (a red circle with a white minus sign) that appears to the left of the document name.
- Confirm the deletion in the pop-up window.

YHDP Renewal Project Application

7A. In-Kind Match MOU Attachment

If a project applicant selects "In-Kind" as a source of match on screen 6D, before grant execution, services to be provided by a third party must be documented by an MOU between the recipient or subrecipient and the third party that will provide the services. The MOU can be uploaded as an attachment with your application or submitted to HUD prior to grant execution.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The screenshot shows the e.Forms software interface. On the left, there's a sidebar with user information (jdoe-02) and project details (YHDP Renewal Project Application FY2021, Applicant Name: Project Applicant 21, etc.). The main area is titled '7A. In-Kind Match MOU Attachment'. It has fields for 'Delete Document Type' (set to 'In-Kind Match MOU'), 'Required?' (set to 'No'), 'Download Document Description' (disabled), and 'Date Attached' (set to 'No Attachment'). Buttons for 'Back' and 'Next' are at the bottom.

Steps

1. Select In-Kind Match MOU under Document Type.
2. The "Attachment Detail" screen appears. Select "Save & Back to List" to return to the "Attachments" screen.

The following instructions explain how to upload an attachment in e-snaps; the steps are the same for each attachment link on the screen.

The screenshot shows the e.Forms software interface. On the left, there's a sidebar with user information (jdoe-02) and project details (YHDP Renewal Project Application FY2021, Applicant Name: Project Applicant 21, etc.). The main area is titled 'Attachment Details'. It has fields for 'Document Description' (with a placeholder 'Enter the Description, including the Project Number.'), 'File Name' (choose file button), 'Document Type' (set to 'In-Kind Match MOU'), 'Maximum Size' (5 MB), and 'Allowable Formats' (zip, xls,xlsx, img, ZIP*, tiff, bmp, rtf, gif, png, wpd, zipx, docx, pptx, tif, txt, pdf, ppt, doc, jpeg, xls). An 'Instructions' box provides guidance for In-Kind Match Only attachments. Buttons for 'Save', 'Save & Back to List', 'Back to List', 'Check Spelling', and a note about mandatory fields are at the bottom.

Steps

1. Enter the name of the document in the "Document Description" field.
2. Select "Browse" to the right of the "File Name" field to upload the file from your computer.
 - The allowable formats are: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP*, gif, tiff.
3. Select "Save & Back to List" to return to the "Attachments" screen.
4. On the "Attachments" screen, select "Next."

YHDP Renewal Project Application

7B. Certification

The Project Applicant must certify that the proposed program will comply with the various laws as outlined in the CoC Program Competition NOFO. The Project Applicant should review all of the items carefully.

The following steps provide instruction on completing all mandatory fields marked with an asterisk (*) on the "Certification" screen of the application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

7B. Certification	
A. For all projects: Fair Housing and Equal Opportunity It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part 1), which state that no person in the United States shall, on the	Review the certifications in Part A and Part B.

Steps

1. Review sections A and B on the screen.

C. Explanation. Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation.		
Name of Authorized Certifying Official: J Smith-02 Date: 09/06/2021 Title: Director Applicant Organization: Project Applicant - jsmith-02 Test PHA Number (For PHA Applicants Only):		
* I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).		
Note: This formlet contains mandatory fields for which no value has been saved.		
Save & Back	Save	Save & Next

2. If you are unable to certify any of these sections, provide an explanation in part C.
3. Verify the name of the Project Applicant Organization's Authorized Certifying Official.
4. Verify that the current date auto-populates in the Date field.
5. Verify the title of the Project Applicant Organization's Authorized Certifying Official.
6. Verify the name of the Project Applicant Organization.
7. For PHA Applicants only, enter the PHA Number.
8. Review the certification statement and select the check box to the right of the certification statement.
9. Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

Part 8. Submission Summary

Once the required information has been entered and the required attachments have been uploaded, the Project Applicant needs to select the "Submit" button on the "Submission Summary" screen.

The "Submission Summary" screen shows the Project Application screens. In the "Last Updated" column, the system will identify the following:

- A date if the screen is complete.
- "No Input Required" if there is no input required.
- "Please Complete" if more information is needed.

Users can go back to any screen by selecting the screen name on the left menu or in the Submissions list itself. Remember to select "Save" after any changes.

NOTE:

The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the applicant to continue to the next step in the e-snaps system.

In the context of this navigational guide, the Project Applicant may continue to the next steps in the Project Application process.

HUD, however, may require that you submit the item prior to entering into a grant agreement if conditionally awarded.

The "Submit" button is located at the bottom of the screen under the navigation buttons. The "Submit" button will be active if all parts of the Project Application are complete (and have a date) or state "No Input Required."

After submitting the Project Application, Project Applicants should notify the Collaborative Applicant that the application is ready for their review.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

YHDP Renewal Project Application

8B. Submission Summary

The following image shows the Project Application "Submission Summary" screen with items that still need to be completed. Note that the "Submit" button is gray-shaded, and you cannot select it.

Identify incomplete screens.

Complete	Page	Last Updated	Mandatory
✓	1A_SF-424 Application Type	08/19/2021	Yes
--	1B_SF-424 Legal Applicant	No Input Required	No
--	1C_SF-424 Application Details	No Input Required	
✓	1D_SF-424 Congressional District(s)	08/19/2021	
✓	1E_SF-424 Compliance	08/19/2021	
✓	1F_SF-424 Declaration	08/18/2021	Yes
✓	1G_HUD_2880	08/18/2021	Yes
✓	1H_HUD_50070	08/18/2021	Yes
✓	1I_Cert_Lobbying	08/18/2021	Yes
✓	1J_SF-LLL	08/19/2021	Yes
✓	1K_SF-424B	08/18/2021	Yes
--	Recipient Performance	No Input Required	No
✓	YHDP Renewal Grant Consolidation	08/18/2021	Yes
✗	2A_Subrecipients	Please Complete	Yes
✗	3A_Project Detail	Please Complete	Yes
✓	3B_Description	08/19/2021	Yes
✗	Youth Homeless Demonstration Projects	Please Complete	Yes
✗	4A_Services	Please Complete	Yes
--	4A_HMIS Standards	No Input Required	No
✗	4B_Housing Types	Please Complete	Yes
--	5A_Households	No Input Required	No
✗	5B_Subpopulations	Please Complete	Yes
✗	6A_Funding Request	Please Complete	Yes
✗	6D_Rental Assistance	Please Complete	Yes
✗	6H_Match	Please Complete	Yes
✗	6L_Summary Budget	Please Complete	Yes
--	7A_Attachment(s)	No Input Required	No
--	7A_In-Kind Match MOU Attachment	No Input Required	No
✗	7B_Certification	Please Complete	Yes

Review "Last Updated" column.

Notes:

- DUNS number must be only 9 digits, or 13 digits with a 4-digit extension
- 2A. Subrecipients list contains 1 incomplete item.
- Please enter all values for at least one line item and leave no incomplete line items.
- 4B. Housing Type list contains 1 incomplete item.
- Total # per each category of participants per each household type on 5B cannot be bigger than the total # of participants per each household type on 5A
- 6D. Rental Assistance list must include at least 1 item(s).
- Total Assistance Requested Amount has to be greater than \$0.
- Renewal total request must be greater than \$0.

Inactive "Submit" button.

Back Next
Export to PDF
Get PDF Viewer
Submit

YHDP Renewal Project Application

Steps

1. For the item(s) that state “Please Complete,” either select the link under the “Page” column or select the item on the left menu bar.
2. Complete the screen, saving the information on each screen.
3. Return to the “Submission Summary” screen.
4. When you have an active “Submit” button, continue to the next section.

YHDP Renewal Project Application

Submitting the Project Application

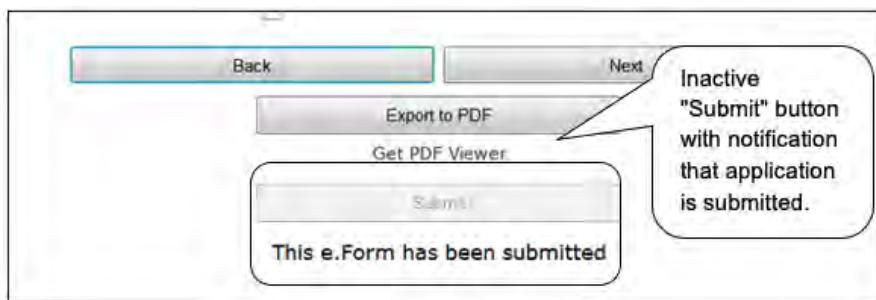
The following image shows an active "Submit" button on the Project Application "Submission Summary."



Steps

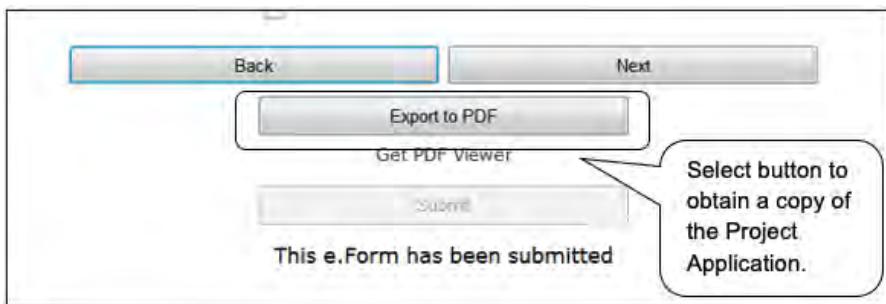
1. If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2. Select the "Submit" button.
3. Notify the Collaborative Applicant that you have submitted your Project Application.

The following image shows the completed Project Application "Submission Summary" screen. Note that the "Submit" button is no longer active, but instead appears gray-shaded. The screen is marked "This e.Form has been submitted."



Exporting to PDF

Project Applicants can obtain a hard copy of the Project Application using the "Export to PDF" button located at the bottom of the Submission Summary screen under the navigation buttons.



Steps

1. Select the "Export to PDF" button.
2. On the "Configure PDF Export" screen, select the screen(s) you would like included.
3. Select "Export to PDF."

YHDP Renewal Project Application

Troubleshooting When You Cannot Submit the Project Application

Project Applicants may encounter issues when trying to submit the Project Application. If the "Submit" button is gray (i.e., "grayed-out"), it is not active and you cannot select it. You will not be permitted to complete your screen at this time. The "Submit" button will appear gray if information is missing on any of the required Project Application screens or in the Applicant Profile.

The following image shows the Renewal Project Application "Submission Summary" screen with items that still need to be completed. Note that the "Submit" button is gray-shaded and you cannot select it.

The screenshot displays the 'Submission Summary' page of the e.Forms application. On the left, a vertical navigation menu lists various sections and form numbers. The main area shows a table of required forms, each with a 'Complete' status indicator (checkmark or red X), the 'Page' number, the 'Last Updated' date, and a 'Required' status (Yes or No). A callout box points to the 'Last Updated' column with the instruction: 'Review "Last Updated" column.' Another callout box points to rows with red 'X's with the instruction: 'Review for red "X."'. A third callout box points to the bottom of the table with the instruction: 'Review Notes.' A large callout box at the bottom right contains a list of notes with bullet points. At the bottom of the page are 'Back' and 'Next' buttons, an 'Export to PDF' button, a 'Get PDF Viewer' button, and a 'Submit' button.

Complete	Page	Last Updated	Required
✓	1A_SF-424 Application Type	08/19/2021	Yes
--	1B_SF-424 Legal Applicant	No Input Required	No
--	1C_SF-424 Application Details	No Input Required	No
✓	1D_SF-424 Congressional District(s)	08/19/2021	Yes
✓	1E_SF-424 Compliance	08/19/2021	Yes
✓	1F_SF-424 Declaration	08/18/2021	Yes
✓	1G_HUD_2880	08/18/2021	Yes
✓	1H_HUD_50070	08/18/2021	Yes
✓	1I_Cert_Lobbying	08/18/2021	Yes
✓	1J_SF-LLL	08/19/2021	Yes
✓	1K_SF-424B	08/18/2021	Yes
--	Recipient Performance	No Input Required	No
✓	YHDP Renewal Grant Consolidation	08/18/2021	Yes
✗	2A_Subrecipients	Please Complete	Yes
✗	3A_Project Detail	Please Complete	Yes
✓	3B_Description	08/19/2021	Yes
✗	Youth Homeless Demonstration Projects	Please Complete	Yes
✗	4A_Services	Please Complete	Yes
--	4A_HMIS Standards	No Input Required	No
✗	4B_Housing Types	Please Complete	Yes
--	5A_Households	No Input Required	No
✗	5B_Subpopulations	Please Complete	Yes
✗	5A_Funding Request	Please Complete	Yes
✗	6D_Rental Assistance	Please Complete	Yes
✗	6H_Match	Please Complete	Yes
✗	6L_Summary Budget	Please Complete	Yes
--	7A_Attachment(s)	No Input Required	No
--	7A_In-Kind Match MOU Attachment	No Input Required	No
✗	7B_Certification	Please Complete	Yes

Notes:

- DUNS number must be only 9 digits, or 13 digits with a 4-digit extension
- 2A. Subrecipients list contains 1 incomplete item.
- Please enter all values for at least one line item and leave no incomplete line items.
- 4B. Housing Type list contains 1 incomplete item.
- Total # per each category of participants per each household type on 5B cannot be bigger than the total # of participants per each household type on 5A
- 6D. Rental Assistance list must include at least 1 item(s).
- Total Assistance Requested Amount has to be greater than \$0.
- Renewal total request must be greater than \$0.

Back Next
Export to PDF
Get PDF Viewer
Submit

YHDP Renewal Project Application

Steps

1. Review the Submission Summary screen to determine which Project Application screen needs to be completed.
2. Go back to the Project Application or Applicant Profile to update incomplete items. Remember to save your changes.
3. Return to the Submission Summary screen to select the "Submit" button.

What the “Last Updated” column tells you. A date identifies a screen with complete information for all required fields. It is the most recent date on which the completed screen was saved.

- “Please Complete” identifies a screen with information missing in one or more required fields.
- “No Input Required” identifies the screens that are not required for completion by all projects. You are strongly encouraged to double-check these screens to ensure that all appropriate project information is completed.

What the “Notes” section at the bottom of the screen tells you. Notes are not a standard section on the “Submission Summary” screen, so you will not see this section all the time.

- If Notes appear on the screen, they are located under the two-column list and above the navigational buttons.
- The Notes provide information on the errors in the Project Application. Some Notes include a link to the applicable screen and error(s).

NOTE:

If you are still unable to submit the Renewal Project Application after following these instructions, please contact the HUD Help Desk at e-snaps@hud.gov.

Use the above email address for other e-snaps technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a project applicant’s e-snaps account, navigating e-snaps, updating the Applicant Profile, accessing the application on the Submissions screen, etc.

For questions about the NOFO, competition, and applications, contact the HUD Help Desk at COCNOFO@hud.gov.

YHDP Renewal Project Application

Updating the Applicant Profile

If an Applicant needs to edit the Project Applicant Profile in order to correct information that has pre-populated in the Application, the Applicant must do the following:

Steps

1. Select “Back to Submissions List.”
2. Select “Applicants” in the left menu bar.
3. Ensure your Applicant name is selected in the dropdown menu at the top of the screen.
4. Select the "Open Folder" icon  to the left of the Applicant Name.
5. Select “Submission Summary” on the left menu bar.
6. Select the “Edit” button.
7. Navigate to the applicable screen(s), make the edits, and select “Save.”
8. Select “Submission Summary” on the left menu bar and select the “Complete” button.
9. Select “Back to Applicants List” on the left menu bar.
10. Select “Submissions” on the left menu bar.
11. Select the orange folder to enter the Project Application. The change should have pulled forward.

YHDP Renewal Project Application

Project Application Changes

If changes need to be made to the Project Applications, the Collaborative Applicant will send the project back to the Project Applicant. This process is similar to last year's competition. Project Applicants may need to change the Project Application if they find an error or if the Collaborative Applicant requests that a change be made to one or more of the forms. The following action steps must be taken by the Collaborative Applicant and Project Applicant.

Steps—Who

1. Collaborative Applicant or Project Applicant If a submitted Project Application needs to be changed, contact must be made between the Project Applicant and the Collaborative Applicant outside of *e-snaps* (via email or phone).
 - If a Project Applicant determines that a change to the Project Application is necessary, the Project Applicant should contact the Collaborative Applicant and request that it "send," or release, the Project Application back to the Applicant.
 - If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the Project Applicant.
2. Collaborative Applicant The Collaborative Applicant will notify the Project Applicant outside of *e-snaps* (via email or phone) that the Project Application has been sent back for changes.
3. Project Applicant After the Project Application has been sent back for amendment, any person who is an authorized *e-snaps* user with the Project Applicant's organization will be able to reopen the project.

The following actions are taken by the applicant once the Collaborative Applicant has released the Project Application:

 - Log in to *e-snaps*.
 - Select "Submissions" on the left menu bar.
 - Find the Project Application that was sent back to the applicant.
 - Review the list under the Project Name column or use the Project Name dropdown menu and "Filter" button.
 - The Project Name for the Project Application will be listed, but it will no longer have a date under the "Date Submitted" column.
 - Select the "Open Folder" icon  to the left of the project with no submission date.
 - Make the required change(s), saving each form as it is revised.
 - Select the "Submit" button.
 - Notify the Collaborative Applicant that the Project Application has been re-submitted.
4. Collaborative Applicant After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must update the CoC Priority Listings for the Project Application to reappear on the appropriate project screen in the CoC Priority Listings.

YHDP Renewal Project Application

Next Steps

Congratulations on submitting your YHDP Renewal Project Application!

At this point, your Project Application has been submitted to the CoC's Collaborative Applicant, as indicated on screen "3A. Project Detail" questions 2 and 3.

Notifications are **not** provided through *e-snaps* to the Collaborative Applicant, so you should notify them that the application has been submitted.

The Collaborative Applicant will review every Project Application and either approve and rank or reject the Project Applications prior to submitting them as part of the CoC Priority Listing to HUD for the FY 2021 CoC Program Competition. In this case, YHDP renewal projects are not ranked; they are either approved or rejected.

Please keep in contact with the Collaborative Applicant in case any changes need to be made.

For additional FY 2021 CoC Program NOFO Competition and *e-snaps* resources, see the HUD.gov and *e-snaps* webpages at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition.
- <https://www.hudexchange.info/programs/e-snaps/>.