



YOUTH HOMELESS DEMONSTRATION PROGRAM (YHDP)

ROUND 3 NOFA CHECKLIST

The Youth Homelessness Demonstration Program (YHDP) is an exciting initiative designed to reduce the number of youth experiencing homelessness.

This Checklist has been developed to assist potential applicants to better understand the YHDP Notice of Funding Availability (NOFA) requirements. Potential Applicants can use this checklist along with supporting guidance to make informed decision concerning the best method for submitting applicants in the Round 3 competition. Readers are encouraged to use the checklist to help navigate the Round 3 and application submission. If there are follow-up questions, please submit an inquiry to the Ask-a-Question on the HUD Exchange.

1. PREPARING FOR THE ROUND 3 YHDP APPLICATION

On March 14, 2019, HUD released the FY 2018 YHDP NOFA. HUD strongly encourages all communities to consider applying. Applications will be submitted through www.grants.gov (and not through *e-snaps*). The deadline for submissions is May 15, 2019 at 11:59:59 PM EDT.

Before continuing, consider how you will develop a coordinated community response to youth homelessness without YHDP funding. Preparation can include viewing more application resources as they become available, check the [YHDP Application Resources](#) page frequently.

2. REQUIRED MATERIALS

Applicants who fail to meet any of the following threshold eligibility requirements will be deemed **ineligible**. Applications from ineligible applicants will not be evaluated.

- Letter, signed by Youth Action Board (YAB) representative, that confirms that the community’s application was developed in consultation with the YAB (See III.C.1.d)
 - If there is a formal agreement with a Youth-led Action Board (as indicated in Section V.A.1. under collaboration), please name the attachment “Youth Action Board Agreement”
- Verification of state or local Public Child Welfare Agency’s (PCWA) membership in the CoC via a Memorandum of Understanding (MOU) between the agency and the CoC that outlines the PCWA’s commitment to and participation in the YHDP (See III.C.1.e)
 - Please name this attachment “PCWA Agreement”
- SF-LLL: Disclosure of Lobbying Activities
- SF-424: Application for Federal Assistance

- HUD 2880: HUD Applicant Recipient Disclosure Report
- Narrative responses to the following geographic questions
 - Whether you are requesting participation as a rural community in the YHDP through this application.
 - Whether you are applying as a geographic area smaller than the entire CoC. If so, provide a brief description of the geographic area and justification for the decision to apply for a geographic area smaller than the entire CoC.

- Leadership Capacity**
 - ✓ Description of the YHDP team
- Current Resource Capacity**
 - ✓ Current resource capacity in youth homelessness crisis response system
 - ✓ Funding letter(s) of commitment for the YHDP planning process
- Capacity for Innovation**
 - ✓ Youth System Map
- Collaboration**
 - ✓ Stakeholder Chart