



Youth Homelessness Demonstration Program (YHDP) FY 2019 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).

Who should use this navigation guide?

This guide pertains **ONLY** to YHDP grant recipients who received awards in FY 2016 for projects that are now eligible for renewal.

- 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 2019 funding opportunity, you will need to select the YHDP Project Application FY 2019 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.

Ask A Question

Submit questions to the AAQ at: <https://www.hudexchange.info/program-support/my-question/>. On Step 2 of the AAQ form:

- **Select system: “e-snaps” for questions about the Notices and NOFAs; Project Applications, including YHDP applications; CoC Application and CoC Priority Listing; Grant awards, agreements, or amendments; and e-snaps technical issues.**
- **Select “CoC Program” for policy and regulatory questions.**

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 HUD on or before the CoC Program Competition deadline.

All Project Applicants are strongly encouraged to read the FY 2019 CoC Program Competition NOFA at: <https://www.hudexchange.info/resource/5817/fy-2019-coc-program-nofa>.

Objectives

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

- Access *e-snaps*
- Register for the FY 2019 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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Overview of the Project Application Process

FY 2019 Project Applicants must complete the Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at www.hud.gov/esnaps.

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 received; and
- (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.
 - 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://www.hudexchange.info/programs/e-snaps/>.
- **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 2019 funding opportunity, creating a FY 2019 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 trouble-shooting 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

YHDP Renewal Project Application

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.

Highlights in e-snaps for the FY 2019 CoC Program Competition for YHDP Renewals

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

- **Importing Data 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 2019 Project Applications, including the YHDP Project Applications. Instructions on completing the HUD Form 2880 are in the following resource: <https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/>.
- **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 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.

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- **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 persons who work on multiple applications (e.g., a staff person at an agency that serves as the Collaborative Applicant as well as a Project Applicant submitting one or more Project Applications).

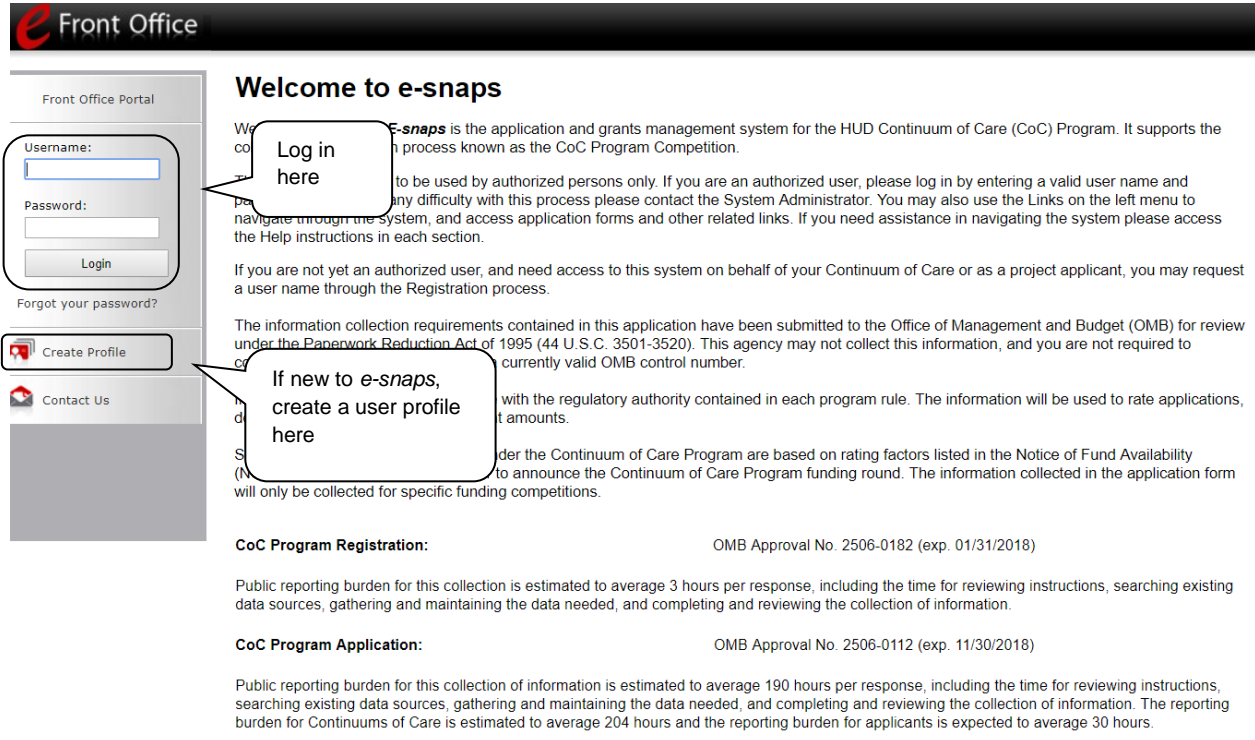
This feature appears when working on the Applicants, Funding Opportunity, Projects, and Submissions screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field appear on the screen. Users must ensure they are working in the correct Applicant account.

- **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.

YHDP Renewal Project Application

Accessing e-snaps

The Project Application is submitted electronically in *e-snaps* during the annual competition under the FY 2019 CoC Program Competition.



The screenshot shows the 'Front Office Portal' for 'e-snaps'. On the left, there is a 'Front Office Portal' sidebar with a 'Login' button and a 'Create Profile' button. The main content area is titled 'Welcome to e-snaps' and contains several paragraphs of text. Two callout boxes are present: one pointing to the 'Login' button with the text 'Log in here' and another pointing to the 'Create Profile' button with the text 'If new to e-snaps, create a user profile here'. The text in the main area includes a welcome message, a description of the system, and information about the Paperwork Reduction Act of 1995. Below the main text, there are two sections: 'CoC Program Registration' and 'CoC Program Application', each with an OMB Approval No. and a public reporting burden estimate.

Front Office Portal

Username:

Password:

Login

Forgot your password?

Create Profile

Contact Us

Welcome to e-snaps

Log in here

If new to e-snaps, create a user profile here

CoC Program Registration: OMB Approval No. 2506-0182 (exp. 01/31/2018)

Public reporting burden for this collection is estimated to average 3 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.

CoC Program Application: OMB Approval No. 2506-0112 (exp. 11/30/2018)

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.

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.

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Existing Users

Step	Description
1.	Direct your Internet browser to www.hud.gov/esnaps .
2.	On the left menu bar, enter your username and password. You will then enter the <i>e-snaps</i> 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

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



For a refresher on how to continue through the *e-snaps* system, the "e-snaps Features and Functions" navigational guide is available on the CoC Program Competition Resources page at <https://www.hudexchange.info/programs/e-snaps/>.

Adding and Deleting Registrants

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 "Adding and Deleting Registrants in e-snaps" resource on the CoC Program Competition Resources page at <https://www.hudexchange.info/programs/e-snaps/>.

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.

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.

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



For step-by-step instructions on establishing a new Project Applicant Profile or updating an existing one, see the Project Applicant Profile Navigational Guide on the CoC Program Competition Resources page at <https://www.hudexchange.info/programs/e-snaps/>.

- **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, submit a ticket to the HUD Exchange Ask A Question, at: <https://www.hudexchange.info/get-assistance/my-question/>, under the e-snaps Reporting System (the option for which is featured on Step 2 of the AAQ page).



*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. Contact the HUD Exchange Ask-A-Question if you need assistance: <https://www.hudexchange.info/get-assistance/my-question/>*

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

YHDP Renewal Project Application

Funding Opportunity Registration

All YHDP Project Applicants must register the organization for the YHDP Project Application FY 2019 funding opportunity. Registering for the funding opportunity enables YHDP Project Applicants to apply for YHDP renewal funds during the FY 2019 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. They include CoC Planning, New, Renewal, UFA Costs, and YHDP.

So, on this screen, you are indicating your intent to apply for a specify type of grant.

Front Office

TestUser1

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Applicant: Project Applicant A (20032008)

Funding Opportunity Registrations


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
		Funding Opportunity Name		Applicants Registered		Start Date		End Date																		
		CoC Full Annual Performance Report		0		Jul 19, 2010		Jun 20, 2020																		
		CoC Planning Project Application FY2019		0		Sep 16, 2014		Dec 31, 2020																		
		New Project Application FY2019		0		Mar 1, 2014		Dec 31, 2024																		
		Renewal Project Application FY2019		0		Mar 1, 2014		Dec 31, 2024																		
		UFA Costs Project Application FY2019		0		Sep 16, 2014		Dec 31, 2020																		
		YHDP Project Application FY2019		0		Mar 1, 2014		Dec 31, 2024																		

1

1. Select "Funding Opportunity Registrations"

2. Confirm the correct Applicant listed in the field

3. Identify the Funding Opportunity Name and select the "Register" icon.

Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	The "Funding Opportunity Registrations" screen appears.
3.	Select the "Register" icon  next to "YHDP Project Application FY 2019."
4.	The "Funding Opportunity Details" screen appears.

YHDP Renewal Project Application

Front Office

TestUser1

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Applicant: Project Applicant A (20032008)

Funding Opportunity Details

Funding Opportunity Name: YHDP Project Application FY2019
Start Date: Mar 1, 2014
End Date: Jan 1, 2025

Funding Opportunity Registration

Are you sure you wish to register Project Applicant A (20032008)?

Yes Cancel

4. Select Yes

- | Step | Description |
|------|--|
| 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."

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Projects' highlighted. The main area shows a 'Projects' table with columns for 'Project Name', 'Project Number', and 'Funding Opportunity Name'. A callout box labeled '3. "Add" icon appears after selection in dropdown menu' points to a small icon above the table headers. Another callout labeled '1. Select Projects' points to the 'Projects' menu item. A third callout labeled '2. Select the funding opportunity' points to a dropdown menu for 'Funding Opportunity Name' showing 'YHDP Project Application FY2019' selected.

Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "YHDP Project Application FY 2019" 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 appears.



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



TestUser1

- Front Office Portal
- Profile
- My Account
 - Change Password
- Workspace
 - Applicants
 - Funding Opportunity Registrations
 - Projects
 - Submissions

Applicant: Project Applicant A (20032008) ▼

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

Create a Project

Funding Opportunity Name: YHDP Project Application FY2019

* Applicant: Project Applicant A (20032008)

* Applicant Project Name:

Save Save & Add Another

Save & Back Cancel



TestUser1

- Front Office Portal
- Profile
- My Account
 - Change Password
- Workspace
 - Applicants
 - Funding Opportunity Registrations
 - Projects
 - Submissions

Applicant: Project Applicant A (20032008) ▼

5. Project appears

Projects

Project Status: Open Projects ▼

Funding Opportunity Name: YHDP Project Application FY2019 ▼

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
Edit	Project Name ↑	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status																				
	YHDP Project 1 FY 2019 Renewal	136515	YHDP Project Application FY2019	Project Applicant A	20032008	In Progress																				
1																										

Step	Description
1.	On the "Create a Project" screen, the Project Applicant Name will be pre-populated.
2.	In the "Applicant Project Name" field, enter the name of the project. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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.

The screenshot shows the 'Submissions' screen in the Front Office system. The top navigation bar includes 'Front Office', 'Help', and 'Logout'. The left sidebar menu has 'Submissions' highlighted. The main content area shows a filter box with the following options: Applicant Project Name (All Projects), Date Submitted (On), Project Status (All Projects), Submission Version (Latest Version), and Associate Type (All). A 'Filter' button is below these options. Below the filter box is a table with the following data:

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	YHDP Project 1 FY 2019 Renewal 136515	YHDP Project Application FY2019 YHDP Project Application FY2019	Sep 16, 2014	Sep 1, 2019	Primary Applicant	1	

Numbered callouts on the screenshot indicate the following steps:

1. Select "Submissions" (pointing to the sidebar menu)
2. Clear filters (pointing to the [Clear Filters] link)
3. Use the Filters to find the project name (pointing to the filter dropdowns)
4. Find project (pointing to the project row in the table)

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Locate the Project Application project you established. <ul style="list-style-type: none">• 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 2019 Project Application

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

NOTE:


- *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.*
- *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 'Front Office' web application interface. The left navigation menu has 'Submissions' highlighted. The main content area displays a filter section with dropdowns for 'Applicant Project Name', 'Date Submitted', 'Project Status', 'Submission Version', and 'Associate Type'. Below the filters is a table with columns: 'Actions', 'Project Name', 'Funding Opportunity Name', 'Start Date', 'End Date', 'Associate Type', 'Version', and 'Date Submitted'. A callout box points to the 'Submissions' menu item. Another callout box points to the 'Applicant' dropdown menu. A third callout box points to the filter section. A fourth callout box points to a folder icon in the table.

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Select the "Folder" icon  to the left of the Project Application Name you established with the Funding Opportunity Name "YHDP Project Application FY 2019."
4.	The "Before Starting" screen appears.

YHDP Renewal Project Application

Before Starting the Renewal Project Application

Before you begin the FY 2019 YHDP Renewal Project Application, review the following information on this "Before Starting the Project Application" screen.

e.Forms Logout

TestUser1

YHDP Project Application FY2019

Applicant Name: Project Applicant A
Applicant Number: 20032008
Project Name: YHDP Project 1 FY 2019 Renewal
Project Number: 136515

YHDP Project Application FY2019

FY2018 New Project Application Instructions

Before Starting
Part 1 - Forms
1A. SF-424 Application Type
1B. SF-424 Legal Applicant
1C. SF-424 Application Details
1D. SF-424 Congressional District(s)
1E. SF-424 Compliance
1F. SF-424 Declaration
1G. HUD 2880
1H. HUD 50070
1I. Cert. Lobbying
1J. SF-LLL Recipient Performance
YHDP Renewal Grant Consolidation
8B Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Page Generation Time: 13.631s

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the [HUD Exchange Ask A Question](#).
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2019 Continuum of Care (CoC) Program Competition. For more information see FY 2019 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2019 CoC Program NOFA.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- Before starting the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data entered in the post award and amendment forms in e-snaps will not be imported into the project application.
- Rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- HUD reserves the right to reduce or reject any renewal project that fails to adhere to 24 CFR part 578 and the application requirements set forth in the FY 2019 CoC Program Competition NOFA.
- YHDP projects must state they were awarded under the YHDP program on screen 3A and answer the YHDP specific page that follows.

Back Next

Next

"Back to Submission"

Step	Description
1.	Select "Next."

NOTE: 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 2019 Project Application.

Step	Description
1.	Verify the pre-populated information. Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen. <ul style="list-style-type: none">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: <ul style="list-style-type: none">Review the final Grant Inventory Worksheet (GIW). https://www.hudexchange.info/programs/coc/coc-giw-reports/ 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 and Next" to continue to 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 2019 Project Application.

The screenshot shows the '1B. SF-424 Legal Applicant' form. The form is titled '8. Applicant' and contains the following sections:

- a. Legal Name:** Test Organization 2017
- b. Employer/Taxpayer Identification Number (EIN/TIN):** 00-0000000
- c. Organizational DUNS:** 000000000 PLUS 4: []
- d. Address:** Street 1: 123 First St., Street 2: [], City: City, County: [], State: Alaska, Country: United States, Zip / Postal Code: 00000
- e. Organizational Unit (optional):** Department Name: [], Division Name: []
- f. Name and contact information of person to be contacted on matters involving this application:** Prefix: Ms., First Name: First, Middle Name: [], Last Name: Last, Suffix: -- select --, Title: [], Organizational Affiliation: Test Organization 2017, Telephone Number: (123) 456-7890, Extension: [], Fax Number: (123) 456-7890, Email: email@hud.gov

Callout boxes:

- Verify the data is accurate
- NOTE: This section populates the Alternate Contact from the Applicant Profile.

Step	Description
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 2019 Project Application.

The screenshot shows the '1C. SF-424 Application Details' screen in the eForms system. A callout box points to fields 9, 10, 11, and 12. The form contains the following fields:

- 9. Type of Applicant: A. State Government
- 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-6300-N-25
Title: Continuum of Care Homeless Assistance Compet
- 13. Competition Identification Number: [Blank]
Title: [Blank]

Buttons for 'Back' and 'Next' are located at the bottom of the form area.

Step	Description
1.	Verify that the information populated in fields 9, 10, 11, and 12 is correct. <ul style="list-style-type: none">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 "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


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 2019 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

Step	Description
1.	In field 14, select the State(s) in which the proposed project will operate and serve homeless persons. <ul style="list-style-type: none">• 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 15b

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 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

The screenshot displays the '16. Congressional District(s)' section of the application. It is divided into two parts: 'a. Applicant' and 'b. Project'. Part 'a' shows a list of available districts (AL-001 to AL-006) and a 'Selected Items' box containing 'AK-000'. A callout box points to the 'Selected Items' box with the text 'Populates from Applicant Profile'. Part 'b' shows a list of available districts (AK-000 to AL-006) and an empty 'Selected Items' box. A callout box points to the single arrow key between the lists with the text 'Move correct Congressional District(s) for the project'. Below this are fields for '17. Proposed Project' (Start Date and End Date) and '18. Estimated Funding (\$)' (Federal, Applicant, State, Local, Other, Program Income, Total). At the bottom are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. A note at the bottom states: 'Note: This formlet contains mandatory fields for which no value has been saved.'

Step	Description
3.	Field 16a "Congressional Districts" is pre-populated from the Applicant Profile. <ul style="list-style-type: none"> 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.
4.	For field 16b, select the congressional district(s) in which the project operates in the "Projects" field. <ul style="list-style-type: none"> 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.
5.	For field 17, under "Proposed Project," enter the project's proposed operating start and end dates in the appropriate fields using the calendar  icon function. <ul style="list-style-type: none"> 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.
6.	Field 18 "Estimated Funding" cannot be edited.
7.	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 2019 Project Application, as well as reviewing information populated from the "Applicant Profile."

The screenshot displays the '1E. SF-424 Compliance' form. It features two main questions:

- Question 19:** "19. Is the Application Subject to Review By State Executive Order 12372 Process?" with a dropdown menu and a date field with a calendar icon. Instruction: "If 'YES', enter the date this application was made available to the State for review:"
- Question 20:** "20. Is the Applicant delinquent on any Federal debt?" with a dropdown menu and a text area for explanation. Instruction: "If 'YES,' provide an explanation:"

Navigation buttons include "Save & Back", "Save", "Save & Next", "Back", "Next", and "Check Spelling". A note at the bottom states: "Note: This formlet contains mandatory fields for which no value has been saved."

Step	Description
1.	In field 19, "Is the Application Subject to Review By State Executive Order 12372 Process?" field, select the correct option from the dropdown menu. <ul style="list-style-type: none">If the State or U.S. Territory requires 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.	Select "Yes" or "No" to indicate whether the Applicant is delinquent on any Federal debt. <ul style="list-style-type: none">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 visit <https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.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 2019 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

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 218, Section 1001)

* I AGREE Select

21. Authorized Representative

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number:
(Format: 123-456-7890)

Fax Number:
(Format: 123-456-7890)

Email:

Signature of Authorized Representative:

Date Signed:

NOTE: This section populates the Authorized Representative from the Applicant Profile.

Save & Back Save Save & Next

Back Next

Check Spelling

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

Step	Description
1.	Verify that the all project 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 2019 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 and 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).

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

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

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

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 2019 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

View Applicant Profile

Export to PDF

Get PDF Viewer

Back to Submissions List

funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Workplaces, including addresses, entered in the attached project application.
Refer to addresses entered into the attached project application.

*** 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: 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)

NOTE: This section populates the **Authorized Representative** from the Applicant Profile.

Authorized Representative

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number:
(Format: 123-456-7890)

Fax Number:
(Format: 123-456-7890)

Email:

Signature of Authorized Representative:

Date Signed:

Select the box

Step	Description
1.	Verify that the pre-populated information is complete and accurate.
2.	Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the FY 2019 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.
3.	Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

1I. Certification Regarding Lobbying

The following steps provide instructions on completing the "Certification Regarding Lobbying" screen for **Part 1: SF-424** of the FY 2019 Project Application.

eForms Logout

sbabineaux

YHDP Project Application
FY2019

Applicant Name:
Jeff Davis Communities
Against Domestic Abuse
Applicant Number:
721488905
Project Name:
FY2019_YHDP_Intake_4
Project Number:
136460

YHDP Project Application
FY2019

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
Recipient Performance
YHDP Renewal Grant
Consolidation
Part 2 - Subrecipient
Information
2A. Subrecipients
Part 3 - Project
Information
3A. Project Detail
3B. Description
Youth Homeless
Demonstration Projects
Part 4 - Housing,
Services, and HMIS
4A. Services
4A. HMIS Standards
4B. Housing Type
Part 5 - Participants
5A. Households
5B. Subpopulations
Part 6 - Budget
Information
6A. Funding Request
6B. Leased Units
6C. Rental Assistance

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an 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.

(2) 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.

(3) The undersigned shall require 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.

* I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate: Select the box

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: Jeff Davis Communities Against Domestic Abuse

Name / Title of Authorized Official: Shella Babineaux, Executive Director

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

Date Signed: 08/27/2019

Save & Back Save Save & Next

Back Next

Step	Description
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 2019 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

The screenshot shows the '1J. SF-LLL' form in the 'e.Forms' system. The form is titled 'DISCLOSURE OF LOBBYING ACTIVITIES' and includes instructions to complete the form to disclose lobbying activities pursuant to 31 U.S.C. 1352. The form includes a dropdown menu for the question: '* 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?'. A callout box points to this dropdown with the text 'Select "Yes" or "No" to reveal additional questions'. Below the dropdown are fields for 'Authorized Representative' including Prefix, First Name, Middle Name, Last Name, Suffix, Title, Telephone Number, Fax Number, and Email. At the bottom are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. A note at the bottom states: 'Note: This formlet contains mandatory fields for which no value has been saved.'

Step	Description
1.	Verify that the all project information is complete and accurate.
2.	Select "Yes" or "No" to indicate if your organization participates in federal lobbying activities. 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

- 1F. SF-424 Declaration
 - 1G. HUD 2880
 - 1H. HUD 50070
 - 1I. Cert. Lobbying
 - 1J. SF-LLL**
 - Recipient Performance
 - YHDP Renewal Grant Consolidation
 - 8B Summary
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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:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number:
(Format: 123-456-7890)

Fax Number:
(Format: 123-456-7890)

Email:

Signature of Authorized Representative:

Date Signed:

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

Step	Description
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

- FY2018 New Project Application Instructions
 - Before Starting
 - Part 1 - Forms
 - 1A. SF-424 Application Type
 - 1B. SF-424 Legal Applicant
 - 1C. SF-424 Application Details
 - 1D. SF-424 Congressional District(s)
 - 1E. SF-424 Compliance
 - 1F. SF-424 Declaration
 - 1G. HUD 2880
 - 1H. HUD 50070
 - 1I. Cert. Lobbying
 - 1J. SF-LLL**
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*** 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?** 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 Select Prime

Subrecipient

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

Congressional District, if known:

Available Items:		Selected Items:
AR-003	>>>	AK-000
AR-004	>	
AS-000	<	
AZ-001	<<<	
AZ-002		
AZ-003		

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):**

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

Step	Description
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. 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.

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.

YHDP Renewal Project Application

- 1F. SF-424 Declaration
 - 1G. HUD 2880
 - 1H. HUD 50070
 - 1I. Cert. Lobbying
 - 1J. SF-LLL**
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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:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number:
(Format: 123-456-7890)

Fax Number:
(Format: 123-456-7890)

Email:

Signature of Authorized Representative:

Date Signed:

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

Step	Description
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.
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

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 2019 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.


The screenshot shows the 'Recipient Performance' screen in the e.Forms system. On the left, there is a sidebar with user information and application details. The main area contains four questions, each with a dropdown menu. A callout box on the right provides instructions: 'Select "Yes" or "No" for each question. Review screen for additional questions.' At the bottom, there are navigation buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

Step	Description
1.	Select "Yes" or "No" from the dropdown for each of the four questions on the screen. Depending on the selection, additional questions will appear, as identified in the screen capture on the next page.

This screenshot shows the same 'Recipient Performance' screen, but with the dropdown menus for questions 1, 2, 3, and 4 set to 'Yes', 'No', 'Yes', and 'No' respectively. The navigation buttons remain the same.

Step	Description
1.	If the responses are Yes, No, Yes, and No to questions 1, 2, 3, and 4, no new questions will appear. Select "Save & Next" to move to the next screen.

YHDP Renewal Project Application

Step	Description
1.	<p>Select "Yes" or "No" from the dropdown menu to indicate whether you have successfully submitted the APR on time for <i>the most recently expired grant term</i> related to this renewal project request.</p> <ul style="list-style-type: none"> If "No," one new question will appear. <ul style="list-style-type: none"> Describe why you have not successfully submitted the APR on time.
2.	<p>Select "Yes" or "No" from the dropdown menu to indicate whether your organization has any unresolved HUD Monitoring and/or OIG Audit findings concerning <i>any previous grant term</i> related to this renewal project request.</p> <ul style="list-style-type: none"> If "Yes," two new questions will appear. <ul style="list-style-type: none"> Enter the date HUD or OIG issued the oldest unresolved finding(s) in the appropriate fields using the calendar  icon function. Explain why the findings remain unresolved in the text box provided.
3.	<p>Select "Yes" or "No" from the dropdown menu to indicate whether your organization maintained consistent Quarterly Drawdowns for <i>the most recent grant terms</i> related to this renewal project</p> <ul style="list-style-type: none"> If "No," one new question will appear.

YHDP Renewal Project Application

-
- Explain why the recipient has not maintained consistent Quarterly Drawdowns in the text box provided.
-
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 "Yes," one new question will appear.
 - Explain the circumstances that led HUD to recapture funds in the text box provided.
-
5. Select "Save & Next" to move to the next screen.
-

YHDP Renewal Project Application

YHDP Renewal Grant Consolidation Screen

HUD encourages the consolidation of YHDP renewal grants. As part of the FY 2019 CoC Program project application process, Project Applicants can request their eligible YHDP renewal project to be part of a YHDP Renewal Grant Consolidation. This process can consolidate up to 4 YHDP grants into 1 consolidated grant. Recipients are not able to consolidate projects outside the competition period.

All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2020 as confirmed on the FY 2019 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).

For each consolidation, the Project Applicant will submit individual YHDP Renewal Project Applications for each individual project plus one additional YHDP Renewal Project Application for the fully consolidated application. This additional application combines the surviving project information with the information from each renewal being consolidated. Through this process, a Project Applicant can consolidate up to four (4) YHDP renewal grants into one (1) consolidated grant.



You can also refer to the following resource page for more information:

- [Consolidating Eligible Renewals During the FY 2019 CoC Program Competition: https://www.hudexchange.info/resource/5723/consolidating-eligible-renewals-during-the-fy-2018-coc-program-competition/](https://www.hudexchange.info/resource/5723/consolidating-eligible-renewals-during-the-fy-2018-coc-program-competition/)

The screenshot shows the 'e.Forms' interface for the 'YHDP Renewal Grant Consolidation Screen'. On the left sidebar, the user is identified as 'TestUser1'. The application details include: 'YHDP Project Application FY2019', 'Applicant Name: Project Applicant A', 'Applicant Number: 20032008', 'Project Name: YHDP Project 1 FY 2019 Renewal', and 'Project Number: 136515'. The main content area contains the following text: 'HUD encourages the consolidation of YHDP renewal grants. As part of the FY 2019 CoC Program project application process, project applicants can request their eligible YHDP renewal projects to be part of a YHDP Renewal Grant Consolidation. This process can consolidate up to 4 YHDP renewal grants into 1 consolidated grant. This means recipients no longer must wait for grant amendments to consolidate grants. All projects that are part of a YHDP renewal grant consolidation must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 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).'. Below this is a question: '* 1. Is this project application requesting to be part of a YHDP renewal grant consolidation in the FY 2019 CoC Program Competition?' with a dropdown menu currently set to 'No'. A note states: 'If "No" click on "Next" or "Save & Next" below to move to the next screen.' To the right of the question is a callout box: 'If "No" = not part of a consolidation'. At the bottom of the form are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. A red note at the bottom reads: 'Note: This formlet contains mandatory fields for which no value has been saved.'

Step	Description
1.	In question 1, select "Yes" or "No" from the dropdown menu to indicate whether the project is part of a renewal grant consolidation in the FY 2019 CoC Program Competition. <ul style="list-style-type: none">• If "No," select "Save & Next" to continue to 2A. Project Subrecipients.• If "Yes," continue to the next set of instructional steps.

YHDP Renewal Project Application

The Project Application is for an "Individual" project that will be consolidated into the surviving grant

Step	Description
1.	If "Yes" is selected in question 1 to indicate the Project Applicant is part of a renewal grant consolidation request, question 2 will appear.
2.	Select "Individual" or "Fully Consolidated" from the dropdown menu to indicate whether this is an individual Project Application or a fully consolidated Project Application.

Step	Description
1.	<p>If the renewal project being submitted is one of the individual grants being consolidated, select "Individual" from the dropdown menu, and then select "Save & Next" to continue completing the remainder of this Project Application.</p> <ul style="list-style-type: none"> Complete the remainder of the Project Application for the individual renewal project. In the event HUD rejects the consolidation request, HUD will still be able to assess each project's individual project application for FY 2019 funding.

YHDP Renewal Project Application

2.
 - If the renewal project being submitted is the fully consolidated application that combines all the information in the grants being consolidated, select "Fully Consolidated" from the dropdown menu, then select "Save."
 - Additional questions will appear, as identified on the next page.

The Project Application is the "Fully Consolidated" Project Application INTO which the "Individual" projects will be consolidated

YHDP Renewal Grant Consolidation Screen

HUD encourages the consolidation of YHDP renewal grants. As part of the FY 2019 CoC Program project application process, project applicants can request their eligible YHDP renewal projects to be part of a YHDP Renewal Grant Consolidation. This process can consolidate up to 4 YHDP renewal grants into 1 consolidated grant. This means recipients no longer must wait for grant amendments to consolidate grants. All projects that are part of a YHDP renewal grant consolidation must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 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).

1. Is this project application requesting to be part of a YHDP renewal grant consolidation in the FY 2019 CoC Program Competition?

If "No" click on "Next" or "Save & Next" below to move to the next screen.

2. Is this an individual project application or a fully consolidated project application?

YHDP Renewal Grant Consolidation Table

Project Identification Number PIN	Total Requested Amount	Surviving PIN or Terminating PIN	Operating Start Date	Expiration Date
<input type="text"/>	<input type="text"/>	-- select --	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- select --	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- select --	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- select --	<input type="text"/>	<input type="text"/>

*The surviving PIN must have the earliest operating start date. All Expiration Dates will be set to 2020.

At least 2 rows must be completed in the YHDP Renewal Grant Consolidation table.

YHDP Renewal Grant Consolidation Summary

Total Number of Grants in Consolidation

Total Requested Amount in Consolidation

* I hereby confirm that I have reviewed the accuracy and submitted all the renewal project applications related to this consolidation request into esnaps.

YHDP Projects can only consolidate with other YHDP projects. Consolidations must follow the same rules as non-YHDP projects.

Click on "Save & Next" to continue completing the remainder of this project application combining all the project application data for all the projects listed above into a single fully consolidated project application.

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

- | Step | Description |
|------|---|
| 1. | If "Fully Consolidated" is selected, in question 1, you must complete the "Renewal Grant Consolidation Table" by identifying the requested information for each individual grant being consolidated. <ul style="list-style-type: none"> • Under the "Project Identification Number PIN" section, enter the PIN of each project/grant being consolidated. |

YHDP Renewal Project Application

-
- Under the "Total Request Amount" section, enter the funding amount being requested for each individual project/grant.
 - Select "Surviving PIN" or "Terminating PIN" from the dropdown menu to indicate whether the project/grant identified in that row is the surviving grant or the terminated grant.
 - Under the "Operating Start Date" section, indicate the operating start date of the grant using the calendar icon. Note: The surviving PIN must have the earliest operating start date.
 - Under the "Expiration Date" section, indicate the expiration date of the grant using the calendar icon.

Note: At least 2 rows must be completed in the Renewal Grant Consolidation table.

2. Select "Save" after each row is completed and the system will populate the "Renewal Grant Consolidation Summary" table.
 3. Select the box stating that you reviewed the accuracy and submitted all of the renewal Project Applications related to the consolidation.
 4. Select "Save & Next" to continue to 2A. Project Subrecipients.
-



If the Project Application is the Fully Consolidated application, complete the remainder of the Project Application combining all the Project Application data for all the projects listed above into a single fully consolidated Project Application.

YHDP Renewal Project Application


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 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: Recipient and Subrecipient Information** of the FY 2019 Project Application.

The screenshot shows the 'e.Forms' application interface. On the left is a sidebar with the user 'TestUser1' and application details for 'YHDP Project Application FY2019'. The main area is titled '2A. Project Subrecipients' and contains instructions: 'This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the Add icon. To view or update subrecipient information already listed, select the view option.' Below this is a 'Total Expected Sub-Awards' input field and a search filter. A table with columns 'Delete', 'View', 'Organization', 'Type', and 'Sub-Award' is shown, with the message 'This list contains no items'. At the bottom are 'Back' and 'Next' buttons. Callout boxes point to the 'Add' icon and the 'Next' button.

Step	Description
1.	To begin adding subrecipient organization(s) to this list, select the "Add" icon  to add a subrecipient.
2.	The "Project Subrecipients" screen will appear.

YHDP Renewal Project Application

2A. Subrecipients (continued)

eForms Logout

TestUser1

YHDP Project Application FY2019

Applicant Name: Project Applicant A
Applicant Number: 20032008
Project Name: YHDP Project 1 FY 2019 Renewal
Project Number: 136515

YHDP Project Application FY2019

FY2018 New Project Application Instructions

Before Starting

Part 1 - Forms

1A. SF-424 Application Type

1B. SF-424 Legal Applicant

1C. SF-424 Application Details

1D. SF-424 Congressional District(s)

1E. SF-424 Compliance

1F. SF-424 Declaration

1G. HUD 2880

1H. HUD 50070

1I. Cert. Lobbying

1J. SF-LLL Recipient Performance

YHDP Renewal Grant Consolidation

Part 2 - Subrecipient Information

2A. Subrecipients

Part 3 - Project Information

3A. Project Detail

3B. Description

Part 4 - Housing, Services, and HMIS

4A. Services

4A. HMIS Standards

4B. Housing Type

Part 5 - Participants

5A. Households

5B. Subpopulations

Part 6 - Budget Information

6A. Funding Request

6D. Match

6E. Summary Budget

Part 7 - Attachment(s) & Certification

7A. Attachment(s)

7B. Certification

2A. Project Subrecipients Detail

a. Organization Name:

b. Organization Type:

c. Employer or Tax Identification Number:

* d. Organizational DUNS: PLUS 4

e. Physical Address

Street 1:

Street 2:

City:

State:

Zip Code:

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

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

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:

YHDP Renewal Project Application

2A. Subrecipients (continued)

Step	Description
1.	Enter the legal name of the subrecipient organization.
2.	<p>Indicate the subrecipient's organization type by selecting the appropriate option from the dropdown menu.</p> <ul style="list-style-type: none">Options include: State Government; County Government; City of Township Government; Special District Government; U.S. Territory or Possession; Public / State Controlled Institute of Higher Learning; Public Housing Authority; Nonprofit with 501c3 IRS Status; or Nonprofit without 501C3 IRS Status. <p>If the organization type does not appear on the list, it is not an eligible subrecipient.</p> <ul style="list-style-type: none">Nonprofit subrecipients (those who select options M or N as an organization type) are required to provide proof of their nonprofit status. Documentation of nonprofit status must be attached in <i>e-snaps</i> using the "Attachments" link on the left menu bar. This link appears prior to the "Submission Summary" link.
3.	Enter the subrecipient's 9-digit TAX ID/EIN number.
4.	Enter the subrecipient's 9-digit DUNS number (or 13-digit number, if applicable.)
5.	Enter the subrecipient's address, city, State, and zip code.
6.	<p>Under "Congressional Districts," select the Congressional district(s) in which the subrecipient is located.</p> <ul style="list-style-type: none">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.	Select "Yes" or "No" to indicate if the subrecipient is a faith-based organization.
8.	Select "Yes" or "No" to indicate if the subrecipient has ever received a federal grant.
9.	<p>Enter the total amount of funds that the Project Applicant expects to award to this subrecipient.</p> <ul style="list-style-type: none">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.	Select the appropriate prefix from the dropdown menu.
11.	Enter the contact person's first, middle (optional), last name, suffix (optional), and title.
12.	Enter the contact person's email address, and in the next field re-enter the contact person's email address to verify that you entered it correctly.
13.	Enter the contact person's telephone number, starting with the area code.
14.	Enter the extension of the contact person's telephone number, if applicable.
15.	Enter the contact person's fax number (optional), starting with the area code.
16.	<p>To add another subrecipient, select "Save & Add Another" and repeat steps 1 – 15.</p> <ul style="list-style-type: none">Repeat these steps for each subrecipient you need to add.When you are finished, select "Save & Back to List" to return to the "2A. Project Subrecipients" screen.

YHDP Renewal Project Application

2A. Project Subrecipients

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 view option.

Total Expected Sub-Awards:

[Show Filters] [Clear Filters]

Delete	View	Organization	Type	Type	Sub-Award Amount
		Subrecipient Name	M. Nonprofit with 501C3 IRS Status		\$50,000

1

Step Description

17. After you return to the "2A. Project Subrecipients" screen, review the list.
 - To edit the information you entered, select the "View" icon to the left of the entry.
18. To delete an entry from the list, select the red "Delete" icon.
18. Select "Next" when you have completed reviewing the list.

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


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 2019 Project Applicants - Renewal Project Application, as well as completing all mandatory fields marked with an asterisk (*) on the “Project Detail” screen of the application.

Step	Description
1.	In question 1, verify that the “Expiring Grant Number” field populated with information from the “Federal Award Identifier” field on the “Applicant Type” screen.
2.	In question 2a, select your “CoC Number and Name” from the dropdown menu.
3.	In question 2b, select your “CoC Applicant Name” from the dropdown menu.
CoC Name and Number	<i>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.</i>
“No CoC”	<i>“No CoC” can only be selected if your CoC did not register for the FY 2019 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/</i>

YHDP Renewal Project Application

Step	Description
4.	<p>In question 3, verify the name of your project populated with the project name listed on your "Projects" screen.</p> <p>If the project name is incorrect, follow the instructions in the note box on the preceding page.</p>
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>

Step	Description
5.	<p>In question 4, select your "Project Status" from the dropdown menu.</p> <ul style="list-style-type: none">• Project Applicants typically select "Standard."• See the NOTE below for more information about the "Appeal" option.
Standard v. Appeal	<p><i>If you select "Appeal," this note will appear on the screen:</i></p> <ul style="list-style-type: none">• <i>You have selected "Appeal" and therefore are designating this application as an appeal due to the CoC's decision to not approve and rank this project on the CoC Priority Listing (the Project Application was rejected by the CoC in the local competition). To proceed, you must fill out an additional form, Part 8A - Notice of Intent to Appeal, and submit the details of your appeal to be considered as a Solo Applicant as outlined in Section X.C. of the FY 2019 CoC Program Competition NOFA. If you are filling out this application for the first time, or are otherwise not intending to appeal a rejection, please select "Standard."</i> <p><i>The selection of "Appeal" should only be used by the Project Applicant if it attempted to participate in the CoC planning process in the geographic area in which it operates and believes it was denied the right to participate in a reasonable manner. In this case, the Project Applicant may appeal the rejection directly to HUD by selecting "Appeal" and submitting a Solo Application prior to the application deadline.</i></p> <p> Refer to the Appeal Project Application navigational guide on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.</p>

YHDP Renewal Project Application

3A. Project Detail

1. Project Identification Number (PIN) of expiring grant: VA1234
(e.g., the "Federal Award Identifier" indicated on form 1A. Application Type)

* 2a. CoC Number and Name: VA-601 - Fairfax County CoC

* 2b. CoC Collaborative Applicant Name: Fairfax County Office to Prevent and End Homelessness ▾

3. Project Name: YHDP Project 1 FY 2019 Renewal

* 4. Project Status: Standard ▾

* 5. Component Type: -- select --
 -- select --
 PH
 Joint TH & PH-RRH
 SH
 TH
 SSO
 HMIS
 Other

* 6. Does this project use one or more properties that have been conveyed through the Title V process?

* 7. Was this project funded under the Youth Homeless Demonstration Program (YHDP)?

Buttons: Save & Back, Back, Check S, Save & Next

Note: This formlet contains mandatory fi

has been saved.

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

Step	Description
6.	<p>In question 5, select the correct "Component Type" from the dropdown menu.</p> <ul style="list-style-type: none"> Component types include PH, Joint TH & PH-RRH, SH, TH, SSO, HMIS, and other. <p>Note: The component type determines what questions appear on other forms throughout the Project Application.</p> <ul style="list-style-type: none"> If you selected, "PH" from the "Component Type" dropdown menu, an additional question will appear. Select "PSH" or "RRH" from the dropdown menu to identify if the project will provide PSH or RRH.
7.	In question 6, select "Yes" or "No" to indicate if the project includes one or more of the project properties conveyed under Title V.
8.	In question 7, select "Yes" to indicate that the project was funded under the Youth Homelessness Demonstration Program.
	Select "Save & Next" to move to the next screen.

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 2019 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 instructions that follow.



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 projects*
- *3B. Transitional Housing projects*
- *3B. Joint TH and PH-RRH projects*
- *3B. Safe Haven projects*
- *3B. Supportive Services Only projects*
- *3B. HMIS projects*


NOTE:

When copying and pasting text from MS 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 MS Word.

YHDP Renewal Project Application

3B. PH Projects; TH Projects, Joint TH and PH-RRH Project, SH, and HMIS Projects

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


Logout

TestUser1

YHDP Project Application FY2019

Applicant Name:
Project Applicant A
Applicant Number:
20032008
Project Name:
YHDP Project 1 FY 2019
Renewal
Project Number:
136515

YHDP Project Application FY2019

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
Recipient Performance
YHDP Renewal Grant Consolidation
Part 2 - Subrecipient Information
2A. Subrecipients
Part 3 - Project Information
3A. Project Detail
3B. Description
Youth Homeless Demonstration Projects
Part 4 - Housing, Services, and HMIS
4A. Services
4A. HMIS Standards
4B. Housing Type
Part 5 - Participants
5A. Households
5B. Subpopulations
Part 6 - Budget Information
6A. Funding Request
6D. Match
6E. Summary Budget
Part 7 - Attachment(s) & Certification
7A. Attachment(s)

3B. Project Description

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

If "Yes," identify the populations

*** 2. Does your project have a specific population focus?** Yes

*** 2a. Please identify the specific population focus. (Select ALL that apply)**

Chronic Homeless	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families with Children	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Other <small>(Click 'Save' to update)</small>	<input type="checkbox"/>

Other:

3. Housing First

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

*** 3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply.**

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

*** 3c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.**

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

This response auto-populates based on responses in 3a, 3b, and 3c

*** 3d. Does the project follow a "Housing First" approach?** No

*** 4. Please select the type of SSO Project:** -- select --

Save & Back

Save

Save & Next

Back

Next

Check Spelling

YHDP Renewal Project Application

Step	Description
1.	Provide a detailed description of the scope of the project.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. <ul style="list-style-type: none">• If "Yes," one new question will appear.<ul style="list-style-type: none">○ Select all of the boxes that apply.○ If you select "Other," provide a description of the specific type of population in the text box provided.
3.	Under question 3, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
4.	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. <ul style="list-style-type: none">• If you check the first four boxes, this project will be considered low barrier.• If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	Select the boxes that apply to indicate which reasons were removed as reasons for program termination. <ul style="list-style-type: none">• If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	Based on your selections to the questions about screening and termination, the response to "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 2019 CoC Program NOFA regarding requirements for Housing First. https://www.hudexchange.info/resource/5817/fy-2019-coc-program-nofa .
7.	Question 4 asks you to select the type of SSO project that best characterizes the project. If the project is anything except SSO, select "None" from the dropdown menu. <ul style="list-style-type: none">• Note: Other options include: "Street Outreach," "Housing Project or Housing Structure Specific," "Coordinated Entry," and "Standalone Supportive Services." Select one of those only if the project is an SSO project, as discussed on the next page in this guide.
8.	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.

eForms Logout

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YHDP Project Application FY2019

Applicant Name: Jeff Davis Communities Against Domestic Abuse
Applicant Number: 721488905
Project Name: FY2019_YHDP_Intake_4
Project Number: 136460

YHDP Project Application FY2019

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 Recipient Performance
YHDP Renewal Grant Consolidation
Part 2 - Subrecipient Information
2A. Subrecipients
Part 3 - Project Information
3A. Project Detail
3B. Description
Youth Homeless Demonstration Projects
Part 4 - Housing, Services, and HMIS
4A. Services
4A. HMIS Standards
4B. Housing Type
Part 5 - Participants
5A. Households
5B. Subpopulations
Part 6 - Budget Information
6A. Funding Request
6B. Leased Units
6C. Rental Assistance
6D. Match

3B. Project Description

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

* 2. Does your project have a specific population focus?

* 2a. Please identify the specific population focus. (Select ALL that apply)

<input checked="" type="checkbox"/> Chronic Homeless	<input type="checkbox"/> Domestic Violence
<input checked="" type="checkbox"/> Veterans	<input checked="" type="checkbox"/> Substance Abuse
<input checked="" type="checkbox"/> Youth (under 25)	<input checked="" type="checkbox"/> Mental Illness
<input type="checkbox"/> Families with Children	<input type="checkbox"/> HIV/AIDS
	<input type="checkbox"/> Other (Click 'Save' to update)

Other:

3. Housing First

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

* 3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply.

<input checked="" type="checkbox"/> 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 type="checkbox"/> None of the above

* 3c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

<input checked="" type="checkbox"/> 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 type="checkbox"/> None of the above

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

* 4. Please select the type of SSO Project:

Save & Back Save Save & Next

Back Next

Check Spelling

If "Yes," identify the populations

This response auto-populates based on responses in 3a, 3b, and 3c

YHDP Renewal Project Application

Step	Description
1.	Provide a detailed description of the scope of the project.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. <ul style="list-style-type: none">• If "Yes," one new question will appear.<ul style="list-style-type: none">○ Select all of the boxes that apply.○ If you select "Other," please provide a description of the specific type of population in the text box provided.
3.	Select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
4.	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. <ul style="list-style-type: none">• If you check the first four boxes, this project will be considered low barrier.• If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	Select the boxes that apply to indicate which reasons were removed as reasons for program termination. <ul style="list-style-type: none">• If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	Based on your selections to the questions about screening and termination, the response to "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 2019 CoC Program NOFA regarding requirements for Housing First. https://www.hudexchange.info/resource/5817/fy-2019-coc-program-nofa

YHDP Renewal Project Application

Step	Description
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- | | |
|----|--|
| 7. | <p>In question 4, from the dropdown menu provided, select the type of SSO project that best characterizes the project: "Street Outreach," "Housing Project or Housing Structure Specific," "Coordinated Entry," "Standalone Supportive Services," or none.</p> <ul style="list-style-type: none"> If the selection is "Street Outreach," "Housing Project or Housing Structure Specific," or "Standalone Supportive Services," select "Save & Next" to continue to the next screen. If the selection is "Coordinated Entry," select "Save" and six new questions will appear as discussed below. |
|----|--|

- 5B. Subpopulations
- Part 6 - Budget Information
- 6A. Funding Request
- 6D. Match
- 6E. Summary Budget
- Part 7 - Attachment(s) & Certification
- 7A. Attachment(s)
- 7B. Certification
- Part 8 - Submission Summary
- 8B Summary
- View Applicant Profile
- Export to PDF
- Get PDF Viewer
- Back to Submissions List

Step	Description
------	-------------

- | | |
|----|---|
| 9. | <p>If you select "Coordinated Entry," select "Save." Six new questions will appear.</p> <ul style="list-style-type: none"> In 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 4b, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant is easily accessible. In 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 the text box provided. In 4d, select "Yes" or "No" to indicate if the coordinated entry process uses a comprehensive, standardized assessment process. |
|----|---|

YHDP Renewal Project Application

-
- In 4e, describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and/or services in the text box provided.
 - In 4f, select "Yes" or "No" to indicate whether the coordinated entry process includes differences in the access, entry, assessment, or referral for certain populations, are those differences limited only to the following four groups: Individuals, Families, DV, and Youth in the text box provided.
-
10. 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.

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YHDP Project Application
FY2019

Applicant Name:
Jeff Davis Communities
Against Domestic Abuse

Applicant Number:
721488905

Project Name:
FY2019_YHDP_Intake_4

Project Number:
136460

YHDP Project Application
FY2019

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

Youth Homeless Demonstration Projects

*** 1. Does this project carry out housing problem solving activities to divert or rapidly exit households from homelessness? OR Does this project carry out housing problem-solving activities?**

If yes, a new question appears.

*** 1a. Please identify the list of housing problem solving activities that will occur in this project (You may select more than one)**

Housing Search Assistance	<input checked="" type="checkbox"/>
Case management, including connecting to community services and supports	<input checked="" type="checkbox"/>
Conflict resolution or family mediation	<input checked="" type="checkbox"/>
Landlord-tenant mediation or tenant legal	<input checked="" type="checkbox"/>
Utility or security deposits	<input type="checkbox"/>
One time moving assistance	<input type="checkbox"/>
Rental application fees	<input type="checkbox"/>
Utility or rental arrears	<input type="checkbox"/>
Other	<input type="checkbox"/>

*** 2. Is this a Host Homes Project?**

*** 3. Please identify the specific populations addressed in this project**

Pregnant/Parenting	<input checked="" type="checkbox"/>
Minors	<input checked="" type="checkbox"/>
Foster care/justice involved youth	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>

Step	Description
1.	In question 1, select "Yes" or "No" to indicate if your project carries out housing problem solving activities to divert or rapidly exit households from homelessness? OR does this project carry out housing problem-solving activities? <ul style="list-style-type: none"> If "Yes," one new question will appear. <ul style="list-style-type: none"> Select all of the boxes that apply. If you select "Other," provide a description of the specific type of housing problem-solving activities in the text box provided.
2.	Select "Yes" or "No" to indicate if your project is a Host Homes Project.
3.	Select the specific population types addressed in this project. <ul style="list-style-type: none"> Select all of the boxes that apply. If you select "Other," provide a description of the specific type of population served in the text box provided.

YHDP Renewal Project Application

<ul style="list-style-type: none"> 1H. HUD 50070 1I. Cert. Lobbying 1J. SF-LLL Recipient Performance YHDP Renewal Grant Consolidation Part 2 - Subrecipient Information <ul style="list-style-type: none"> 2A. Subrecipients Part 3 - Project Information <ul style="list-style-type: none"> 3A. Project Detail 3B. Description Youth Homeless Demonstration Projects Part 4 - Housing, Services, and HMIS <ul style="list-style-type: none"> 4A. Services 4A. HMIS Standards 4B. Housing Type Part 5 - Participants <ul style="list-style-type: none"> 5A. Households 5B. Subpopulations Part 6 - Budget Information <ul style="list-style-type: none"> 6A. Funding Request 	<p>* 4. Does this project plan to use Rental Assistance in the 2019 CoC Competition? <input type="text" value="Yes"/></p> <p>* 4a. Will this project use Rental Deposits? <input type="text" value="Yes"/></p> <p>* 4b. Will this project cover first months rent? <input type="text" value="Yes"/></p> <p>* 4c. Short Term Rental Assistance: <input type="text" value="No"/></p> <p>* 4d. Medium Term Rental Assistance: <input type="text" value="Yes"/></p> <p>* 5. Was this project awarded a waiver in the last YHDP or CoC Competition? <input type="text" value="Yes"/></p> <p>* 5a. If yes, what was the waiver? Please attach all documents related to the waiver to this application. (waiver, waiver request, etc.)</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">test text</div> <p>* 6. Does the project plan on applying for a waiver in the 2019 CoC Competition? <input type="text" value="Yes"/></p> <p>* 6a. If yes, what is the waiver? Please attach all documents related to the waiver to this application. (waiver, waiver request, etc.)</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">test text.</div>
--	---

Step	Description
4	<p>Select "Yes" or "No" to indicate if your project plans to use Rental Assistance in the 2019 CoC Competition. If you select "Yes," four new questions will appear.</p> <ul style="list-style-type: none"> • In 4a, select "Yes" or "No" to indicate if this project will use Rental Deposits. • In 4b, select "Yes" or "No" to indicate if the project will cover first month's rent. • In 4c, select "Yes" or "No" to indicate if the project will provide Short Term rental assistance. • In 4d, select "Yes" or "No" to indicate if the project will provide Medium Term rental assistance.
5.	<p>Select "Yes" or "No" to indicate if your project was awarded a waiver in the last YHDP or CoC Competition.</p> <ul style="list-style-type: none"> • If "Yes," one new question will appear. <ul style="list-style-type: none"> ○ Provide a description of the type of waiver awarded in the text box provided. ○ Attach all documents related to this waiver to this application (waiver, waiver request, etc.).
6.	<p>Select "Yes" or "No" to indicate if your project plans to apply for a waiver in the 2019 CoC Competition.</p> <ul style="list-style-type: none"> • If "Yes," select "Save." One new question will appear. <ul style="list-style-type: none"> ○ Provide a description of the waiver for which the project will apply. ○ Attach all documents related to this waiver to this application (waiver, waiver request, etc.).

YHDP Renewal Project Application

- 6A. Funding Request
- 6B. Leased Units
- 6C. Rental Assistance
- 6D. Match
- 6E. Summary Budget
- Part 7 - Attachment(s) & Certification
 - 7A. Attachment(s)
 - 7A. In-Kind Match MOU Attachment
 - 7B. Certification
- Part 8 - Submission Summary
 - 8B Summary

[View Applicant Profile](#)

[Export to PDF](#)
[Get PDF Viewer](#)

[Back to Submissions List](#)

*** 7. Select the costs for which funding is being 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"/>

Enter additional information about the following budget line items:

*** Leased Units:**

*** Leased Structures:**

*** Rental Assistance:**

*** Supportive Services:**

*** Operating:**

*** HMIS:**

[Save & Back](#) [Save](#) [Save & Next](#)

[Back](#) [Next](#)

Step	Description
7.	Select the costs for which funding is being requested. <ul style="list-style-type: none">Select all boxes that apply.For each box selected, enter information about the line item in the text box provided.

YHDP Renewal Project Application

4A. Supportive 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 2019 Project Application.

e.Forms Logout

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YHDP Project Application FY2019

4A. Supportive Services for Participants

1. For all supportive services available to participants, indicate who will provide them and how often they will be provided. Click 'Save' to update.

Supportive Services	Provider	Frequency
Assessment of Service Needs	Applicant	Daily
Assistance with Moving Costs	Applicant	As needed
Case Management	Applicant	Daily
Child Care	Applicant	Daily
Education Services	-- select --	-- select --
Employment Assistance and Job T	-- select --	-- select --
Food	-- select --	-- select --
Housing Search and Counseling Services	-- select --	-- select --
Legal Services	-- select --	-- select --
Life Skills Training	-- select --	-- select --
Mental Health Services	-- select --	-- select --
Outpatient Health Services	-- select --	-- select --
Outreach Services	-- select --	-- select --
Substance Abuse Treatment Ser	-- select --	-- select --
Transportation	Subrecipient	Weekly
Utility Deposits	-- select --	-- select --

2. Please identify whether the project includes the following activities:

2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? -- select --

2b. At least annual follow-ups with participants to ensure mainstream benefits are received and renewed? -- select --

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

3a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months? -- select --

Callout Boxes:

- You must enter at least one type of service in the "Supportive Services Provided" table.
- NOTE: If you have "Subrecipient" in this table, you must enter a subrecipient on screen 2A.
- If "Yes," 3a. will appear.

Buttons: Save & Back, Save, Save & Next, Back, Next

YHDP Renewal Project Application

Step	Description
1.	In the table provided, 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.
2.	Under question 2, using the dropdowns provided, select "Yes" or "No" to indicate whether the project: <ul style="list-style-type: none">• Provides transportation assistance to clients to enable them to attend mainstream benefit appointments, employment training, or jobs.• Follows up at least annually with participants to ensure mainstream benefits are received and renewed.
3.	Select "Yes" or "No" to indicate whether the project enables program participants to access SSI/SSDI technical assistance provided by the applicant, a subrecipient, or a partner agency. <ul style="list-style-type: none">• If "Yes," an additional question will appear. Select "Yes" or "No" from the dropdown menu to indicate if the staff person providing the technical assistance completed SOAR training in the last 24 months.
4.	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 screen 3A. Project Detail).

The screenshot shows the 'e.Forms' application interface. The top navigation bar includes the 'e.Forms' logo and a 'Logout' button. The sidebar on the left displays the user 'TestUser1' and application details for 'YHDP Project Application FY2019', including applicant name, number, project name, and number. The main content area is titled '4A. HMIS Standards' and contains the following questions and input fields:

- 1a. Is the HMIS currently programmed to collect all required Data Elements as set forth in the 2017 HMIS Data Standards?** (Dropdown menu: -- select --)
- 1b. If no, explain why and the planned steps for compliance.** (Text input field, Max. 500 characters)
- 2a. Is the HMIS currently able to produce all HUD-required reports and provide data as 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, etc).** (Dropdown menu: -- select --)
- 2b. If no, explain why and the planned steps for compliance.** (Text input field, Max. 500 characters)

Step	Description
1.	<p>In 1a., 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.</p> <ul style="list-style-type: none">If you answered "No" to Question 1a, you are required to explain why and discuss the planned steps for compliance in Question 1b.
2.	<p>In 2a., select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently able to produce all HUD-required reports and provide data as needed for HUD reporting.</p> <ul style="list-style-type: none">If you answered "No," to Question 2a, you are required to explain why and discuss the planned steps for compliance in Question 2b.

NOTE: *When copying and pasting text from MS 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 MS Word.*

YHDP Renewal Project Application

4A. HMIS Standards (HMIS) (continued)

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 Recipient Performance

YHDP Renewal Grant Consolidation

Part 2 - Subrecipient Information

2A. Subrecipients

Part 3 - Project Information

3A. Project Detail

3B. Description

Youth Homeless Demonstration Projects

Part 4 - Housing, Services, and HMIS

4A. Services

4A. HMIS Standards

4B. Housing Type

Part 5 - Participants

5A. Households

5B. Subpopulations

Part 6 - Budget Information

6A. Funding Request

3a. Is your HMIS capable of generating all reports required by all Federal partners including HUD, VA, and HHS?

3b. If no, explain why and the planned steps for achieving this.
Max. 500 characters

4. Can the HMIS currently provide the CoC with an unduplicated count of clients receiving services in the CoC?

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?

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

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

8. Do you have a process in place to remove community members who no longer need access to HMIS (e.g. leave their job, fired, etc.)

a. How long does it take to remove access rights to former HMIS users?

Save & Back

Save

Save & Next

Back

Next

Step	Description
	<p>In 3a., select "Yes" or "No" from the dropdown menu to indicate if the HMIS is capable of generating all reports required by all the Federal partners including HUD, VA, and HHS.</p> <ul style="list-style-type: none"> If you answered "No" to Question 3a, you are required to explain why and discuss the planned steps for compliance in Question 3b.
5.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS can currently provide the CoC with an unduplicated count of clients receiving services in the CoC.
6.	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 security standards as required by HUD and the federal partners.
7.	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.
8.	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.

YHDP Renewal Project Application

-
9. Select "Yes" or "No" from the dropdown menu to indicate if your organization has a process in place to remove community members who no longer need access to HMIS (e.g. leave their job, fired, etc.).
- If "Yes," one new question will appear.
Select from the dropdown menu to indicate the length of time it takes to remove access rights to former HMIS users. Options include: within 24 hours, within 1 week, within 2 weeks, within 1 month, and longer than 1 month.
-
10. 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 2019 Project Application.

The screens that appear under Part 4 depend on the selection of the component type on screen 3A: Project Detail and 3B. Project Description.



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 (PH: PSH)*
- *4B. Housing Type and Location (PH: RRH, TH, and SH)*
- *4B. Housing Type and Location (Joint TH & PH-RRH)*

YHDP Renewal Project Application

4B. Housing Type and Location (PH: PSH)

The following screen, 4B. Housing Type and Location, applies to PH: PSH (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.

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 .

Total Units:

Total Beds:

Total Dedicated CH 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	
		Housing Type																				Housing Type (JOINT)				Units	Beds
		Scattered-site apartments (...)																				---	10	10			

1

Back Next

- | Step | Description |
|------|---|
| 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 (PH: PSH)

On this screen, you will enter information about an individual housing site.

4B. Housing Type and Location Detail

* 1. Housing Type:

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

* a. Units:

* b. Beds:

* 3. How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless?
This includes both the "dedicated" and "prioritized" beds from previous competitions.

* 4. Beds for Youth:

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 RRRH 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:

* ZIP Code:

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

Available Items:
 020078 Anchorage
 029013 Aleutians East Borough
 029016 Aleutians West Census Area
 029050 Bethel Census Area
 029060 Bristol Bay Borough
 029068 Denali Borough
 029070 Dillingham Census Area

Selected Items:

Please select at least one area.

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

Callout 1: Select "Save & Add Another" to add another housing type

Callout 2: Select "Save & Back to List" when finished adding housing types

4B. Housing Type and Location Detail

* 1. Housing Type:

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

Step	Description
------	-------------

YHDP Renewal Project Application

1. From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.
 - 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
 - If "None" is selected, the form will truncate and no other questions will appear.
 - Select "Save & Next" to continue to the next screen.

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

3. Of the total number of beds identified in 2b at the selected housing site, identify the number dedicated to the chronically homeless.
As stated on the screen, this number should include both the "dedicated" and "prioritized" beds from previous competitions.

4. Enter the number of beds available for youth.

5. Enter the physical address for this proposed project.
 - For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.

6. 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.

7. To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 5.

8. When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.

9. When your list is complete, select "Next" to continue to the next screen.

YHDP Renewal Project Application

e.Forms Logout



TestUser1

YHDP Project Application
FY2019

Applicant Name:
Project Applicant A
Applicant Number:
20032008
Project Name:
YHDP Project 1 FY 2019
Renewal
Project Number:
136515

YHDP Project Application
FY2019



4B. Housing Type and Location



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

Total Units:

Total Beds:



Total Dedicated CH 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						
		Scattered-site apartments (...)												---				10	10							

1

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 (PH: RRH, TH, and SH)

The following screen, 4B. Housing Type and Location, applies to PH: RRH, SH, and TH (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.

The screenshot shows the 'e.Forms' application interface. The sidebar on the left contains the user name 'TestUser1' and project information: 'YHDP Project Application FY2019', 'Project Name: YHDP Project 1 FY 2019 Renewal', and 'Project Number: 136515'. The main content area is titled '4B. Housing Type and Location' and contains the following text: '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.' Below this text are three form fields: 'Total Units: 10', 'Total Beds: 10', and 'Total Dedicated CH Beds: 0'. A table below the form fields lists housing sites. The table has columns for 'Delete', 'View', 'Housing Type', 'Housing Type (JOINT)', 'Units', and 'Beds'. The first row shows 'Scattered-site apartments (...)' with 10 units and 10 beds. A callout box with the text 'Select "Add"' points to the 'Add' icon in the table. At the bottom of the table, there are 'Back' and 'Next' buttons.

Step	Description
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 (PH: RRH, TH, and SH)

On this screen, you will enter information about an individual housing site.

4B. Housing Type and Location Detail

*** 1. Housing Type:** -- select --

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

* a. Units:

* b. Beds:

* 3. Beds for Youth:

4. 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:

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

Available Items: 020078 Anchorage, 029013 Aleutians East Borough, 029016 Aleutians West Census Area, 029050 Bethel Census Area, 029060 Bristol Bay Borough, 029068 Denali Borough

Selected Items:

Please select at least one area.

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

Callouts:

- Callout 1: Select "Save & Back to List" when finished adding housing types
- Callout 2: Select "Save and Add Another" to add another housing type

YHDP Renewal Project Application

- | Step | Description |
|------|---|
| 1. | <p>From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ If "None" is selected, the form will truncate and no other questions will appear. ○ Select "Save & Next" to continue to the next screen. |
| 2. | Enter the number of units and beds available for project participants at the selected housing site. |
| 3. | Enter the number of beds available for youth. |
| 4. | Enter the physical address for this proposed project. For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address. |
| 5. | <p>Select the geographic area(s) in which the project is located.</p> <ul style="list-style-type: none"> • 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. |
| 6. | To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 4. |
| 7. | When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen. |
| 8. | When your list is complete, select "Next" to continue to the next screen. |

eForms Logout

TestUser1

YHDP Project Application
FY2019

Applicant Name:
Project Applicant A
Applicant Number:
20032008
Project Name:
YHDP Project 1 FY 2019
Renewal
Project Number:
136515

YHDP Project Application
FY2019

4B. Housing Type and Location

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

Total Units:

Total Beds:

Total Dedicated CH 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
		Scattered-site apartments (...)	---	10	10

1

Back Next

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

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).

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.

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.

	TH	RRH	Total
Total Units:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10"/>
Total Beds:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10"/>

The sum of TH and RRH amounts must equal the Total.

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				
		---	---																		10	10				

1

Save & Back Save Save & Next

Back Next

- | Step | Description |
|------|---|
| 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)

On this screen, you will enter information about an individual housing site.

4B. Housing Type and Location Detail

The applicant has selected "JOINT TH & PH-RRH" as their component type and 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", additional questions will appear

2. Housing Type:

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

4. Indicate the maximum number of units and beds available for project participants

* a. Units:

* b. Beds:

* 5. Beds for Youth:

6. Address:

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

* Street 1:

* Street 2:

* City:

* State:

* ZIP Code:

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

Available Items:

- 020078 Anchorage
- 029013 Aleutians East Borough
- 029016 Aleutians West Census Area
- 029050 Bethel Census Area
- 029060 Bristol Bay Borough
- 029068 Denali Borough
- 029070 Delta Junction Census Area

Selected Items:

Select "Save and Add Another" to add another housing type

Select "Save & Back to List" when finished adding housing types

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

Step	Description
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, additional questions will appear. (See next steps)
	If "TH" is selected from question 1, in 1a, select "Yes" or "No" from the dropdown menu to indicate if this TH portion of the project has private rooms for each household. If yes, in 1b, select "Yes" or "No" from the dropdown menu to indicate if they are private or semi-private rooms.
2.	From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides. <ul style="list-style-type: none"> Barracks

YHDP Renewal Project Application

-
- Dormitory, shared or private rooms
 - Shared housing
 - Single Room Occupancy (SRO) units
 - Clustered apartments
 - Scattered site apartments (including efficiencies)
 - Single-family homes/townhouses/duplexes.
 - Other
 - If "None" is selected, the form will truncate and no other questions will appear.
 - Select "Save & Next" to continue to the next screen.
-
3. Identify the funding source for the unit and beds from the dropdown menu:
- CoC
 - ESG
 - Section 8
 - HUD-VASH
 - Mixed Funding - *select this option if the funds are from multiple sources*
 - Other - If other, identify the funding source in the text box that appears
-
4. Enter the number of units and beds available for project participants at the selected housing site.
-
5. Enter the number of beds available for youth.
-
6. Enter the physical address for this proposed project.
For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.
-
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. When you have entered all of the types of housing 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

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.”

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. Project Participants – Households and 5B. Project Participants - Subpopulations

This section provides some guidelines to clarify the way in which the fields on 5A. Project Participants – Households and 5B. Project Participants - Subpopulations 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.

e.Forms Logout

sbabineaux

YHDP Project Application
FY2019

Applicant Name:
Jeff Davis Communities
Against Domestic Abuse
Applicant Number:
72148905
Project Name:
FY2019_YHDP_Intake_4
Project Number:
136460

YHDP Project Application
FY2019

Before Starting
Part 1 - Forms
1A. SF-424 Application
Type
1B. SF-424 Legal
Applicant
1C. SF-424 Application
Details

5A. Project Participants - Households

Household Type:
HHs with at least 1
adult and 1 child

Total Number of Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>

Characteristics

Adults over age 24	Persons ages 18-24	Accompanied Children under age 18	Unaccompanied Children under age 18	Total Persons
<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="2"/>

Persons in Households with at Least One Adult and One Child

Adult Persons in Households without Children

Persons in Households with Only Children

Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>

Click Save to automatically calculate totals

Save & Back Save Save & Next

Back Next

Example:
Household Type: HHs with
at least 1 adult and 1 child
from 5A

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-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

The screenshot displays the 'SB. Project Participants - Subpopulations' section of the application. It features three data tables: 'Persons in Households with at Least One Adult and One Child', 'Persons in Households without Children', and 'Persons in Households with Only Children'. Each table has columns for various subpopulations: Chronically Homeless Non-Veterans, Chronically Homeless Veterans, Non-Chronically Homeless Veterans, Chronic Substance Abuse, Persons with HIV/AIDS, Severely Mentally Ill, Victims of Domestic Violence, Physical Disability, and Developmental Disability. A tenth column, 'Persons not represented by listed subpopulation', is also present. Callouts provide the following information:

- Top Left:** 'These 3 columns are mutually exclusive.' (referring to columns 1, 2, and 3).
- Top Middle:** 'Total of these 3 columns cannot exceed the "Total Persons" field on 5A for the corresponding Household type (example: cannot exceed 2)'.
- Top Right:** 'Columns 4 – 9 are not mutually exclusive. People can be in more than one subpopulation.'
- Bottom Right:** 'People counted in column 10 cannot be counted in columns 1-9. See Note: Field Calculations below.'

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

5A. Project Participants - Households

The following steps provide instructions on completing the "Project Participants – Households" screen for **Part 5: Participants and Outreach Information** 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.

5A. Project Participants - Households

Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households	0	0	0	0

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				0
Persons ages 18-24				0
Accompanied Children under age 18				0
Unaccompanied Children under age 18			0	0
Total Persons	0	0	0	0

Click Save to automatically calculate totals

At least one person in the Households Grid must be served.

Select "Save" to calculate totals

Select "Save & Next" to proceed

Step	Description
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. Project Participants - Subpopulations

The following steps provide instructions on completing the “Project Participants – Subpopulations” screen for **Part 5: Participants and Outreach Information** 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 on for screen 5B. On the previous screen, the household types were displayed as columns; on 5B, the household types are shown in individual tables.

The screenshot shows the '5B. Project Participants - Subpopulations' screen. It features three tables, each representing a different household type. Each table has columns for various characteristics and a 'Total Persons' row. The characteristics include: Chronically Homeless Non-Veterans, Chronically Homeless Veterans, Non-Chronically Homeless Veterans, Chronic Substance Abuse, Persons with HIV/AIDS, Severely Mentally Ill, Victims of Domestic Violence, Physical Disability, Developmental Disability, and Persons not represented by listed subpopulations. The tables are for: 1. Persons in Households with at Least One Adult and One Child (rows: Adults over age 24, Persons ages 18-24, Children under age 18); 2. Persons in Households without Children (rows: Adults over age 24, Persons ages 18-24); 3. Persons in Households with Only Children (rows: Accompanied Children under age 18, Unaccompanied Children under age 18). Callouts indicate that users should select 'Save' to calculate totals and 'Save & Next' to proceed.

Step

Description

1. For each household type included from screen 5A, enter the appropriate subpopulation on this screen based on the characteristics for 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.
- **FMRs.** Project Applicants will apply for projects in the FY 2019 CoC Program Competition using the FY 2018 FMRs. To ensure consistency between the Grant Inventory Worksheet (GIW) and the FY 2019 application process, GIWs will also use FY 2018 FMRs. Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the FY 2019 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).

YHDP Renewal Project Application

Part 6: Budget Information

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**, if you select the leased units cost category, **6C. Rental Assistance**, if you selected the rental assistance cost category, and in all cases, **6D. Match** and **6E. Summary Budget**. You will need to complete these budget screens, if relevant. However, for any other cost categories you are requesting, such as Leased Structures, Supportive Services, Operating, or HMIS, you will enter the total amount in the relevant field on **6E. Budget Summary**. You will only be able to enter a number in a category on the **6E. Budget Summary** if you selected it on the **Youth Homeless Demonstration** and **6A. Funding Request** screens. You must sure the amounts match the most recent Grant Agreement or Grant Agreement Amendment.

NOTE:

- You will only be able to enter a number in a category on **6E. Budget Summary** if you selected it on the **Youth Homeless Demonstration** and **6A. Funding Request** screens.
- You must select the same cost categories on the **Youth Homeless Demonstration** and **6A. Funding Request** screens, or you will receive an error message.

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		Leased Units	Leased Units			Leased Units
Leased Structures		Leased Structures	Leased Structures	Leased Structures		Leased Structures
Long-Term Rental Assistance	Short-term/Medium-term Rental Assistance		Short-term/Medium-term Rental Assistance			Short-term/Medium-term Rental Assistance
Supportive Services	Supportive Services	Supportive Services	Supportive Services	Supportive Services		Supportive Services
Operations		Operations	Operations			Operations
HMIS	HMIS	HMIS	HMIS	HMIS	HMIS	HMIS

YHDP Renewal Project Application

6A. Funding Request

The activities you select on this screen will determine the budget categories that *e-snaps* will require you to enter on **6E. Summary Budget**, as well as **6B. Leased Units** and **6C. Rental Assistance**, if applicable. This screen shows only the eligible costs applicable to renewal projects.

YHDP Renewal Project Application

Funding Request for Renewal YHDP Applications

The screen capture below shows the "Funding Request" screen for renewal YHDP Projects

6A. Funding Request

* 1. Do any of the properties in this project have an active restrictive covenant?

* 2. Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project?

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

4. Renewal Grant Term:

5. Select the costs for which funding is being requested:

- Leased Units
- Leased Structures
- Rental Assistance
- Supportive Services
- Operating
- HMIS

Buttons: Save & Back, Save, Save & Next, Back, Next

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

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award. Conditional award recipients will be asked to submit the proposal 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.

* a. Please complete the indirect cost rate schedule below:

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base

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

* b. Has this rate been approved by your cognizant agency?

* c. Do you plan to use the 10% de minimis rate?

* I hereby confirm that I have attached a negotiated indirect cost rate agreement signed by the cognizant agency

Step	Description
1.	Select "Yes" or "No" to indicate if there is an active restrictive covenant on the project properties.
2.	Select "No" to indicate if the original project was awarded as either a Samaritan Bonus or Permanent Housing Bonus project.
3.	Select "Yes" or "No" to indicate if the project proposes to allocate funds according to an indirect cost rate. If you select "Yes," three additional questions will appear. <ul style="list-style-type: none"> • If you select "Yes," indirect cost rate proposals should be submitted as soon as you are notified of a conditional award and no later than three months after the award. Conditional award recipients will be asked to submit the proposal or approved rate during the e-snaps post-award process. • In 3a, complete the Indirect cost rate schedule shown, by entering the "Administering Department/Agency," the "Indirect Cost Rate," and "Direct Cost Base." Note: You must enter information in at least one row. • In 3b, select "Yes" or "No" to indicate whether this rate been has approved by your cognizant agency. • In 3c., select "Yes" or "No" to indicate whether you plan to use the 10% de minimis rate.

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4.

Select the checkbox to confirm that you have attached a negotiated indirect cost rate agreement signed by the cognizant agency

5.

The grant term field is gray-shaded, as renewal Project Applications may only request a 1-year term.

6.

Select all 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.

7.



Select "Save and Next" to proceed to the first budget screen.


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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 instruction on completing the "Leased Units Budget" screen. Note that the screen image below is the same for both new and renewal projects.

The screenshot shows the '6B. Leased Units Budget' screen. At the top, it says '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 are input fields for 'Total Annual Assistance Requested', 'Grant Term' (set to 1 Year), 'Total Request for Grant Term', and 'Total Units'. A red message states 'Total Assistance Requested Amount has to be greater than \$0.'. Below this is an alphabetic listing of projects with columns for 'Delete', 'View', 'FMR Area', 'Total Units Requested', 'Total Annual Budget Requested', and 'Total Budget Requested'. The 'All' link is highlighted, and a callout box points to an 'Add' icon above it. The message 'This list contains no items' is displayed below the listing, along with 'Back' and 'Next' buttons.

- | Step | Description |
|------|--|
| 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. |

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6B. Leased Units Budget Detail

Leased Units Budget Detail

Enter the appropriate values in the "Number of Units" AND "Total Request" fields.
 * Metropolitan or non-metropolitan fair market rent area:

Size of Units	# of Units (Applicant)	Total Request (Applicant)
SRO	<input type="text"/>	<input type="text"/>
0 Bedroom	<input type="text"/>	<input type="text"/>
1 Bedroom	<input type="text"/>	<input type="text"/>
2 Bedroom	<input type="text"/>	<input type="text"/>
3 Bedroom	<input type="text"/>	<input type="text"/>
4 Bedroom	<input type="text"/>	<input type="text"/>
5 Bedroom	<input type="text"/>	<input type="text"/>
6 Bedroom	<input type="text"/>	<input type="text"/>
7 Bedroom	<input type="text"/>	<input type="text"/>
8 Bedroom	<input type="text"/>	<input type="text"/>
9 Bedroom	<input type="text"/>	<input type="text"/>
Total Units and Annual Assistance Requested	<input type="text" value="0"/>	<input type="text"/>
Grant Term	<input type="text" value="1 Year"/>	<input type="text"/>
Total Request for Grant Term		<input type="text" value="\$0"/>

Click the 'Save' button to automatically calculate totals.

There must be a non-zero value in the # of units column and a Total Request value greater than \$0.




Step	Description
1.	Select the FY 2018 FMR area in which the project is located. The list is sorted by state abbreviation.
2.	Enter the number of units of each bedroom size for which the project is requesting leased units assistance.
3.	Enter the Total Request 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 be auto-calculated.
6.	If the project is housed in one structure, select "Save & Back to List" to go back to the "Leased Units Budget" screen. <ul style="list-style-type: none"> 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. Once you have completed all of the "Leased Units Budget Detail" screens that your project requires, select "Save & Back to List."

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.

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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. If the list is complete, select "Next" at the bottom of the screen. You will proceed to the next budget screen.

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6C. 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.

- For renewal project applications with imported data, verify that the budget information is correct (as approved in the most recent Grant Agreement or Grant Agreement as amended or with a reduction if the CoC reduced your renewal project budget in the local reallocation process). If it is not correct, you must edit the screen.
- If data is not imported, complete the budget information.

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

The screenshot displays the '6C. Rental Assistance Budget' screen in the e.Forms application. The interface includes a sidebar with user information and application details, a main content area with a summary of funding requests, and a table for listing requests. A callout box highlights the 'Add' icon (a document with a plus sign) in the top left corner of the table area. The table has columns for 'Delete', 'View', 'Type of Rental Assistance', 'FMR Area', 'Total Units Requested', and 'Total Request'. The table is currently empty, with the message 'This list contains no items' displayed below the header. Above the table, there are input fields for 'Total Request for Grant Term:' and 'Total Units:', and a red error message: 'Total Assistance Requested Amount has to be greater than \$0.' The left sidebar shows the user 'TestUser1' and application details for 'YHDP Project Application FY2019'.

- | Step | Description |
|------|--|
| 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 1 year. |
| 2. | The "Rental Assistance Budget Detail" screen will appear. |

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6C. Rental Assistance Budget Detail

Rental Assistance Budget Detail

* Type of Rental Assistance: --select--

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

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents? No

Size of Units	# of Units (Applicant)	FMR Area (Applicant)	HUD Paid Rent (Applicant)	12 Months	Total Request (Applicant)
SRO	<input type="checkbox"/>			x 12	\$0
0 Bedroom	<input type="checkbox"/>			x 12	\$0
1 Bedroom	<input type="checkbox"/>			x 12	\$0
2 Bedrooms	<input type="checkbox"/>			x 12	\$0
3 Bedrooms	<input type="checkbox"/>			x 12	\$0
4 Bedrooms	<input type="checkbox"/>			x 12	\$0
5 Bedrooms	<input type="checkbox"/>			x 12	\$0
6 Bedrooms	<input type="checkbox"/>			x 12	\$0
7 Bedrooms	<input type="checkbox"/>			x 12	\$0
8 Bedrooms	<input type="checkbox"/>			x 12	\$0
9 Bedrooms	<input type="checkbox"/>			x 12	\$0
Total Units and Annual Assistance Requested					\$0
Grant Term					1 Year
Total Request for Grant Term					\$0

Click the 'Save' button to automatically calculate totals.

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

Step

Description

- Select the "Type of Rental Assistance:" N/A, PRA, TRA, or SRA. (not applicable, project rental assistance, tenant rental assistance, or sponsor rental assistance).
 - If you select PRA, the following statement will appear at the bottom of the screen "Are you requesting a 15 year renewal per section IV.B.3.b? This request is only available for PRA rental assistance projects and 1 year of funding according to the relevant section of the FY 2015 CoC Program Competition NOFA." If this statement applies to your Project Application, select the checkbox next to this statement after completing steps 1 through 5. If you select this box indicating a 15 year request, it will change the auto-populated "Grant Term" in other budget forms as well.
- Select the FY 2018 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 in the chart below.
- Indicate whether the request for rental assistance funding is for less than the area's per unit fair market rents.
- Enter the number of units of each bedroom size for which the project is requesting rental assistance.
- 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. For renewal projects, the total number and size of units must match the number and size of units on the final FY 2019 GIW.
 - 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

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-
- 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 "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.
-
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 1 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 one location, select "Save & Back to List" to go back 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 structure in the project for which you are requesting rental assistance funds.
 - Once you have completed all of the "Rental Assistance Budget Detail" screens that your project requires, select "Save & Back to List."
-

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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.

1. Review the following items on the “Rental Assistance Budget” screen.
 - The “Rental Assistance Budget” screen should have been auto-calculated with your total rental assistance total 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.

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6D. 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.

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:

Total Value of In-Kind Commitments:

Total Value of All Commitments:

* 1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant?

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

* 1b. Estimate the amount of program income that will be used as match for this project:

[Show Filters] [Clear Filters]

Delete	View	Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
This list contains no items							

Buttons: Save & Back, Save, Save & Next, Back, Next

- | Step | Description |
|------|--|
| 1. | Select "Yes" or "No" from the drop down menu for question 1 to identify if the project generates program income that will be used as match. <ul style="list-style-type: none">If "Yes," two new questions will appear.<ul style="list-style-type: none">In 1a, describe the source of the program income.In 1b, estimate the amount of program income that will be used as match. |
| 2. | To add information to the list on the screen, select the "Add" icon to open the "Source of Match Details" screen. |
| 3. | The "Sources of Match Details" screen will appear. |

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6D. Sources of Match Detail

The screenshot shows the 'e.Forms' application interface for 'Sources of Match Detail'. On the left, a sidebar displays user information for 'TestUser3' and application details for 'Renewal Project Application FY2019', including applicant name, number, project name, and number. The main content area contains six numbered fields: 1. A dropdown menu set to 'Yes'. 2. A dropdown menu for 'Type of Commitment'. 3. A dropdown menu for 'Type of Source'. 4. A text input field for 'Name the Source of the Commitment'. 5. A date picker for 'Date of Written Commitment'. 6. A text input field for 'Value of Written Commitment'. At the bottom, there are four buttons: 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'.

Step	Description
1.	Question one will automatically populate as "Yes."
2.	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.
3.	In the next field, enter the type of source. Select "Private" or "Government" to denote the source of the contribution.
4.	In the field provided, enter the name of the entity providing the contribution.
5.	Enter the date of the entity's written commitment.
6.	Enter the total dollar value of the written commitment.
7.	If this is the project's only source of match, select "Save & Back to List" to go back to the "Sources of Match" screen. <ul style="list-style-type: none">• If the project has another source of match, select "Save & Add Another" and repeat steps 1 through 6 for each source of match. Once you have completed all of the "Sources of Match Details" screens that your project requires, select "Save & Back to List."

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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.

6D. Sources of Match

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: \$15,000
Total Value of In-Kind Commitments: \$2,500
Total Value of All Commitments: \$17,500

* 1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? Yes

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

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

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.

[Show Filters] [Clear Filters]

Delete	View	Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
		Yes	Cash	Private	Name of Private f...	07/01/2019	\$15,000
		Yes	In-Kind	Private	Name of donating ...	07/10/2019	\$2,500

1

Save & Back Save Save & Next

Back Next

"Delete" and "View" icons

1. Review the following items on the “Sources of Match” screen.
 - The “Sources of Match” screen should have been calculated with your total sources of match amounts.
 - Each "Match Detail" screen you entered will appear as a separate entry.
2. Select “Save and Next” to proceed to the next budget form.

NOTE: 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 “Sources of Match Detail” screens, select the "View" icon next to the appropriate entry.
- If you find that you have created a "Sources of Match 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 a "Sources of Match Detail" screen as discussed in the navigational steps.

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6E. 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 1 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 fields.

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 GIW 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	\$0
1b. Leased Structures	\$0
2. Rental Assistance	\$0
3. Supportive Services	\$0
4. Operating	\$0
5. HMIS	\$0
6. Sub-total Costs Requested	\$0
7. Admin (Up to 10%)	
8. Total Assistance plus Admin Requested	\$0
9. Cash Match	\$0
10. In-Kind Match	\$0
11. Total Match	\$0
12. Total Budget	\$0

Gray-shaded cells auto-calculate.

Clear cells are editable. Enter the budget amount directly in these cells:

- Supportive Services
- Operating
- HMIS
- Admin

Step	Description
1.	Review the funding amounts in the gray-shaded fields. <ul style="list-style-type: none"> 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.	Review the funding amounts in the Leased Structures, Supportive Services, Operating, and HMIS budget lines and confirm they are correct. <ul style="list-style-type: none"> If they are not correct, edit the fields on the screen.
3.	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."
4.	"Save & Next" at the bottom of the screen. You will proceed to the Part 7 - "Attachment(s) & Certification" 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.***

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7A. Attachments

Depending on the Applicant, the "Attachment" screen has three potential items:

- **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.hudexchange.info/programs/e-snaps/>. 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.


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The screenshot shows the 'e.Forms' application interface. On the left sidebar, the user is logged in as 'TestUser1' and the application is 'YHDP Project Application FY2019'. The main content area is titled '7A. Attachment(s)'. It contains a table with the following columns: 'Delete Document Type', 'Required?', 'Download', 'Document Description', and 'Date Attached'. The table lists three document types: '1) Subrecipient Nonprofit Documentation', '2) Other Attachment', and '3) Other Attachment'. All are marked as 'No' under 'Required?' and 'No' under 'Date Attached'. Below the table are 'Back' and 'Next' buttons. A callout box labeled 'Select a link' points to the 'Delete Document Type' column.

Delete Document Type	Required?	Download	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No	--		No Attachment
2) Other Attachment	No	--		No Attachment
3) Other Attachment	No	--		No Attachment

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

NOTE: *To delete an uploaded attachment.*

- Select the "Delete" icon  that appears to the left of the document name.
- Confirm the deletion in the pop-up window.

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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 displays the 'Attachment Details' form in the e.Forms application. The form has the following fields and options:

- * Document Description:** A text input field with a callout box pointing to it containing the text: "Enter the Description, including the Project Number".
- * File Name:** A text input field with a "Browse..." button to its right.
- Document Type:** A dropdown menu with the selected option being "1) Subrecipient Nonprofit Documentation".
- Maximum Size:** 5 MB
- Allowable Formats:** zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP*, gif, tiff
- 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.

At the bottom of the form are three buttons: "Save", "Save & Back to List", and "Back to List". The left sidebar shows the user "TestUser1" and application details for "YHDP Project Application FY2019".

Step	Description
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. <ul style="list-style-type: none">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."



For instructions on how to zip a file that may be too large to upload, refer to Creating a Zip File document in the "How To Guides" section of the CoC Program Competition Resources page at <https://www.hudexchange.info/programs/e-snaps/>.

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7A. In-Kind Match MOU Attachment

New in FY 2019, if a project applicant selects "In-Kind" as a source of match of screen 6D, 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.

The screenshot shows the 'e.Forms' application interface. The main title is '7A. In-Kind Match MOU Attachment'. On the left, there is a sidebar with the user's name 'sbabineaux' and application details: 'IDP Project Application 2019', 'Applicant Name: F Davis Communities ainst Domestic Abuse', 'Applicant Number: 1488905', 'Project Name: 2019_YHDP_Intake_4', and 'Project Number:'. The main content area displays a table with the following columns: 'Delete', 'Document Type', 'Required?', 'Download', 'Document Description', and 'Date Attached'. A single row is visible with 'In-Kind Match MOU' in the 'Document Type' column, 'No' in the 'Required?' column, and 'No Attachment' in the 'Date Attached' column. Below the table are 'Back' and 'Next' buttons.

Step	Description
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.

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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 'Attachment Details' form in the e.Forms system. A callout box highlights the 'Document Description' field with the instruction: 'Enter the Description, including the Project Number'. The form includes the following fields and options:

- * Document Description:** A text input field.
- * File Name:** A text input field with a 'Browse...' button.
- Document Type:** In-Kind Match MOU
- Maximum Size:** 5 MB
- Allowable Formats:** zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP*, gif, tiff
- Instructions:** For In-Kind Match Only: 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. MOU must be attached to the project application.
- Buttons:** Save, Save & Back to List, Back to List

Step	Description
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. <ul style="list-style-type: none">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."

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7B. Certification

The Project Applicant must certify that the proposed program will comply with the various laws as outlined in the CoC Program Competition NOFA. 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.

3B. Description
Youth Homeless Demonstration Projects
Part 4 - Housing, Services, and HMIS
4A. Services
4A. HMIS Standards
4B. Housing Type
Part 5 - Participants
5A. Households
5B. Subpopulations
Part 6 - Budget Information
6A. Funding Request
6B. Leased Units
6C. Rental Assistance
6D. Match
6E. Summary Budget
Part 7 - Attachment(s) & Certification
7A. Attachment(s)
7B. Certification
Part 8 - Submission Summary
8B Summary
View Applicant Profile

1-Year Operation Rule.
For applicants receiving assistance for supportive services, leasing, or operating costs but not receiving assistance for acquisition, rehabilitation, or new construction: The project will be operated for the purpose specified in the application for any year for which such assistance is provided.

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
Date:
Title:
Applicant Organization:
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 set

Check the box

Save & Back Save Save & Next Back Next

Step	Description
1.	Review sections A and B provided on this screen. If you are unable to certify any of these sections, provide an explanation in the textbox provided.
2.	Verify the name of the Project Applicant organization’s Authorized Certifying Official.
3.	Verify that the current date auto populates in the Date field.
4.	Verify the title of the Project Applicant organization’s Authorized Certifying Official.
5.	Verify the name of the Project Applicant Organization.
6.	For PHA Applicants only, enter the PHA Number.
7.	Review the certification statement and select the check box to the right of the certification statement.
8.	Select the check box to certify your organization has an active System for Award Management (SAM) registration.
9.	Select “Save & Next” to continue to the next screen.

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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 on the screen name 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. Notification is recommended to provide a heads-up to the Collaborative Applicant that the application is ready for their review and ranking.

YHDP Renewal Project Application

8B. Submission Summary (continued)

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.

Complete	Last Updated	Mandatory
✓	06/18/2019	Yes
..	No Input Required	No
..	No Input Required	No
✓	06/18/2019	Yes
✓	06/18/2019	Yes
✓	06/18/2019	Yes
✓	06/18/2019	Yes
✓	06/18/2019	Yes
✓	06/18/2019	Yes
✓	06/18/2019	Yes
✓	06/18/2019	Yes
..	No Input Required	No
✓	06/18/2019	Yes
✓	06/18/2019	Yes
✗	Please Complete	Yes
✗	Please Complete	Yes
✗	Please Complete	Yes
..	No Input Required	No
✗	Please Complete	Yes
..	No Input Required	No
✗	Please Complete	Yes
✗	Please Complete	Yes
..	No Input Required	No
✗	Please Complete	Yes
..	No Input Required	No
✗	Please Complete	Yes
..	No Input Required	No
✗	Please Complete	Yes
..	No Input Required	No
✗	Please Complete	Yes

Notes:

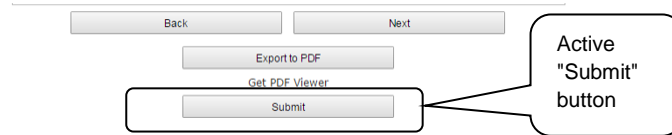
- 4B. Housing Type list must include at least 1 item(s).
- Renewal total request must be greater than \$0.

Step	Description
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.	When you have an active "Submit" button, continue to the next section.

YHDP Renewal Project Application

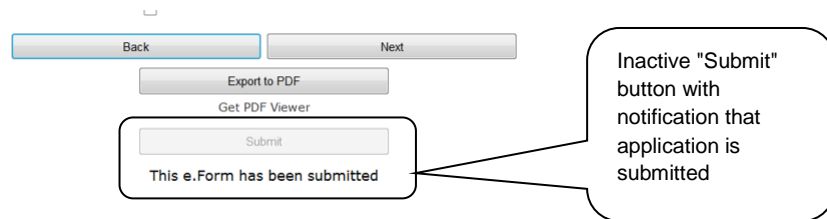
Submitting the Project Application

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



Step	Description
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.



Step	Description
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

Trouble-shooting 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.

8B Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1A. SF-424 Application Type	06/18/2019	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)	06/18/2019	Yes
✓	1E. SF-424 Compliance	06/18/2019	Yes
✓	1F. SF-424 Declaration	06/18/2019	Yes
✓	1G. HUD 2880	06/18/2019	Yes
✓	1H. HUD 50070	06/18/2019	Yes
✓	1I. Cert. Lobbying	06/18/2019	Yes
✓	1J. SF-LLL	06/18/2019	Yes
--	Recipient Performance	No Input Required	No
✓	YHDP Renewal Grant Consolidation	06/18/2019	Yes
✓	2A. Subrecipients	06/18/2019	Yes
✗	3A. Project Detail	Please Complete	Yes
✗	3B. Description	Please Complete	Yes
✗	Youth Homeless Demonstration Projects	Please Complete	Yes
--	4A. Services	No Input Required	No
--	4A. HMIS Standards	No Input Required	No
✗	4B. Housing Type	Please Complete	Yes
--	5A. Households	No Input Required	No
--	5B. Subpopulations	No Input Required	No
✗	6A. Funding Request	Please Complete	Yes
✗	6D. Match	Please Complete	Yes
✗	6E. Summary Budget	Please Complete	Yes
--	7A. Attachment(s)	No Input Required	No
✗	7B. Certification	Please Complete	Yes

Notes:

- 4B. Housing Type list must include at least 1 item(s).
- Renewal total request must be greater than \$0.

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

Callouts:

- Review "Last Updated" column
- Review for red "X"
- Review Notes

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Step	Description
1.	Review your 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 screen 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 submit a question to the HUD Exchange Ask A Question, at: <https://www.hudexchange.info/get-assistance/my-question/> under the e-snaps Reporting System. In the question field, please provide specific details regarding the issue you are encountering while trying to submit and provide a screen image whenever possible.

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:

Step	Description
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.	Selects "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.

Step	Who	Description
1.	Either one	<p>If a submitted Project Application needs to be changed, contact must be made between the Project Applicant and the Collaborative Applicant outside of <i>e-snaps</i> (via email or phone).</p> <ul style="list-style-type: none">• 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	<p>The Collaborative Applicant will notify the Project Applicant outside of <i>e-snaps</i> (via email or phone) that the Project Application has been sent back for changes.</p>
3.	Project Applicant	<p>After the Project Application has been sent back for amendment, any person who is an authorized <i>e-snaps</i> user with the Project Applicant's organization will be able to reopen the project.</p> <p>The following actions are taken by the applicant once the Collaborative Applicant has released the Project Application:</p> <ul style="list-style-type: none">• Log in to <i>e-snaps</i>.• Select “Submissions” on the left menu bar.• Find the Project Application that was sent back to the applicant.<ul style="list-style-type: none">○ 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.

YHDP Renewal Project Application

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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 Renewal Project Application!

At this point, your Project Application has been submitted to the Collaborative Applicant, as indicated on screen "3A. Project Detail" questions 2a and 2b. 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 approve and rank or reject the Project Applications prior to submitting them as part of the CoC Priority Listing to HUD for the FY 2019 CoC Program Competition. Please make sure you keep in contact with the organization in case any changes need to be made.

For additional resources, such as the New Project Application navigational guide, go to the CoC Program Competition Resources page at <https://www.hudexchange.info/programs/e-snaps/>.