YHDP Renewal Project Application Checklist

Organizations applying to renew funds for existing YHDP projects should use this checklist to make sure their YHDP Renewal Project Application(s) are ready to submit to the CoC Collaborative Applicant so the Collaborative Applicant can upload and review them.

- The Checklist for all Project Applications applies to all organizations submitting Renewal, New, YHDP Renewals, and YHDP Replacement projects.

- The YHDP Renewal Project Application Checklist applies specifically to YHDP Renewal Project Applications.

Checklist for all Project Applications

☐ **Ensure your Project Applicant Profile is up-to-date.**
Have there been any recent changes in staffing, addresses, phone numbers, etc.?
If needed, review Update the Applicant Profile in Edit-Mode.

☐ **Confirm the HUD Form 2880 is filled out correctly.**
Are you still encountering error messages related to the HUD 2880 in the Applicant Profile or the Project Application? See How to Complete the HUD Form 2880 in e-snaps.

☐ **Ensure the correct projects are submitted AND that there is a date in the "Date Submitted" column.**
Did you create any projects in error that should not be submitted? You have the option to rename a project, such as "do not use**."** See Common Issues Encountered in e-snaps for instructions on renaming a project.

☐ **Make sure that any Renewal Project Applications that were amended have been resubmitted.**
Did the Collaborative Applicant need you to edit your application? If they amended it back, you will see two versions of the application. Make sure to submit the most recent version. Review "Amending the Project Application" in the CoC Priority Listing Navigational Guide.

☐ **Contact the CoC Collaborative Applicant to confirm they uploaded your projects in the Project Listing.**
Did you receive confirmation from the Collaborative Applicant that they received your submission(s)? Find your CoC contact information on HUD Exchange Grantees page.

☐ **Confirm your projects were accepted and ranked when the CoC Collaborative Applicant publicly posts the Consolidated Application (refer to the NOFO).**
The Collaborative Applicant must publish a publicly posted application; you will probably find it on the CoC Collaborative Applicant website. Are you not entirely sure what the Project Listings are? Review the CoC Priority Listing Navigational Guide.

More information and resources are available on the e-snaps Resources page.

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Project Applicants submitting YHDP Renewal Project Applications should confirm the following:

(√)	Action	Where to check and questions to consider	Helpful Resource
	The project is eligible to renew. The current project must have an operating end date in Calendar Year (CY) 2022.	Review your most recent Grant Agreement or Grant Agreement Amendment.	HUD Field Office staff directory
	The application type is the "YHDP Renewal FY 2021 Project Application."	1A. SF-424 Application Type, Question 2	Video: Accessing the CoC Program Project Application in e-snaps
	The correct proposed operating end date in CY 2023 is entered.	1D. SF-424 Congressional Districts, Question 17. Proposed Project Dates	YHDP Renewal Project Application Navigational Guide
	The correct CoC Number and Name is identified.	3A. Project Detail, Question 2	YHDP Renewal Project Application Navigational Guide
	The correct Component Type is selected for the project.	3A. Project Detail, Question 6	YHDP Renewal Application Resources
	If an SSO project, the correct type is selected.	3A. Project Detail, Question 6 *Note: Non-YHDP SSO renewals may only be coordinated entry projects. YHDP SSO renewals may also be Street Outreach, Housing Project or Housing Structure Specific, Standalone Supportive Services, and None.*	YHDP Renewal Application Resources
	If you or a subrecipient is a victim service provider, the organization is correctly identified.	3A. Project Detail, Question 7	YHDP Renewal Project Application Navigational Guide
	The project description addresses the specific requirements for a YHDP Renewal project.	3B. Project Description	YHDP Renewal Project Application Detailed Instructions
	If applicable, the project is identified as "Housing First."	3B. Project Description *Note: Question 3d auto-populates based on responses to Questions 3a-3c.*	YHDP Renewal Application Resources

	If the project is PSH, it is correctly identified as "100% Dedicated," "DedicatedPLUS," or "N/A."	3C. Dedicated Plus	Applying for DedicatedPLUS Projects page
	If you have a "100% Dedicated" project, all the beds are dedicated to the chronically homeless.	3C. Dedicated Plus and 4B. Housing Type and Location Detail	Applying for DedicatedPLUS Projects page
	The specific aspects of the YHDP Renewal are identified correctly.	Youth Homeless Demonstration Project screen *Note: This screen refers to diversion projects, host homes, special populations, rental assistance uses, existing waivers, and waivers requested for Special Activities.*	YHDP Renewal Application Resources
	If a waiver is requested, the waiver or YHDP Special Activity request is attached.	7A. Attachments	YHDP Renewal Project Application Detailed Instructions
	The correct 4B. Housing Type and Location screen is completed.	4B. Housing Type and Location *Note: Selections in 3A. Project Detail and 3B. Project Description result in different versions of 4B. If PSH, there is a question about CH beds. If Joint, there are entries for TH and RRH units.*	YHDP Renewal Application Resources
	If any Supportive Services are provided by a "Subrecipient," the organization is identified in the application.	4A Supportive Services, Question 1 and 2A. Subrecipients	YHDP Renewal Project Application Navigational Guide
	Each applicable budget line item is identified.	6A. Funding Request	YHDP Renewal Project Application Navigational Guide
	The Admin amount is correct.	6E. Summary Budget *Note: The "up to 10%" is calculated on the line "7. Sub-total Costs Requested."*	YHDP Renewal Project Application Navigational Guide
	The match amount is correct.	6E. Summary Budget	YHDP Renewal Project Application Navigational Guide
	The Project Application is complete.	8B. Submission Summary screen	Submitting the CoC Program Project Application in e-snaps

	If consolidating projects, they are eligible projects.	Confirm the following: ☐ same recipient ☐ all grants expiring CY 2022 ☐ no more than 10 projects ☐ include ONLY YHDP projects same project component (i.e., PH-PSH, PH-RRH, Joint TH and PH-RRH, TH, SSO, SSO-CE, or HMIS)	Consolidation Projects page
	If consolidating projects, the correct surviving grant is identified. (i.e., the one with the earliest start date).	YHDP Renewal Grant Consolidation screen, Question 2	Consolidating Eligible Renewals resource