CoC APR- Youth Homeless Demonstration Program (YHDP) guidance

This document is a supplement to the CoC APR Guidebook - for CoC Grant Funded Programs submitted in Sage to provide guidance and instruction on the submission of the supplemental reporting requirements for YHDP. Please refer to the guidebook for information on how to use Sage, create an account, navigate the submission launchpad, and for specific details on questions found in the CoC APR.

For each project funded under YHDP, the APR must be completed in Sage within 90 days of the end of operating year. Multi-year grants must submit an APR for each operating year of the grant. APRs are to be submitted by the grant recipient. The recipient may have assistance in completing the form by a subrecipient provider as is needed, but the recipient themselves must review the APR and submit it to HUD. UFA’s who have received YHDP grant(s) will be required to submit a separate APR for each YHDP project and will not include the YHDP data in either their Renewal (Master) grant APR, or their new grant APR.

There are two supplemental forms required to be completed by YHDP for most project types:

- **The YHDP - Supplemental Questions** is a targeted series of questions designed to gather specific information on the program and the impact of the demonstration. This document will provide guidance on those questions.
- **The YHDP - Supplemental CSV** is the CSV output from the YHDP Supplemental Reporting Tool. Recipients who did not modify their HMIS data collection are still required to respond to this section as detailed in this guidance.

The Supplemental Questions and CSV upload will continue to be required by HUD even after the project becomes incorporated with the CoC as it renews.

**Project Type APR Submissions**

- Full APR’s that report on all TH, PSH, RRH, JOINT TH/RRH, SSO - Services Only, and SSO - Street Outreach will complete the following reporting steps in Sage:
  1. Grant Information
  2. Bed and Unit Inventory and Utilization (TH, PSH, RRH, and Joint TH/RRH project types)
  3. Contact Information
  4. Financial Information
  5. Performance Accomplishments
  6. Additional Comments
  7. CSV APR Upload
  8. YHDP - Supplemental Questions
  9. YHDP - Supplemental CSV Upload
  10. Sign and Submit
• SSO-Coordinated Entry projects will use a modified CE APR that will only contain:
  1. Grant Information
  2. Contact Information
  3. Financial Information
  5. Performance Accomplishments
  6. Additional Comments
  7. YHDP - Supplemental Questions
  8. YHDP - Supplemental CSV Upload (Optional)
  9. Sign and Submit

• HMIS Dedicated Projects will use a modified HMIS APR that will only contain:
  1. Grant Information
  2. Contact Information (Recipient and HMIS Lead)
  3. Financial Information
  5. Performance Accomplishments
  6. Additional Comments
  7. YHDP - HMIS Supplemental Questions
  8. Sign and Submit

• YHDP Planning grants will complete a YHDP Planning Grant APR. The supplemental questions in this document and the Supplemental CSV do not apply to YHDP Planning Grants.

YHDP - Supplemental Question Information

Complete the APR by responding to the questions as asked, and where narrative answers are needed, respond using no more than 2,500 characters. All project types, except HMIS Dedicated projects, will answer the following questions. If the question does not apply to your project answer “no” or indicate N/A in the response option list.

Waivers

YHDP projects have the option of requesting waivers from HUD. All project types will report on waivers. Check the box(es) of as many waivers as you have been approved by HUD to receive.

If you received a waiver for this project, the waiver(s) you have been approved to receive:

☐ Allowance for leasing in RRH.
☐ Allowance of youth to maintain homelessness eligibility post exit.
☐ Allowance to continue services post rental assistance for additional time.
☐ Allowance to increased months of RRH rental assistance.
☐ Allowance to reduce term of a lease. (down from 12 months)
☐ Allowance to require case management in RRH.
☐ Allowance to waive match requirements.
☐ Other*.
☐ N/A - no waiver requested or received by the end of the operating year.

* If you select “Other” you will be provided with two response options you may use to identify the waiver or waivers you received which are not on the list. Please enter a descriptive name of each type of “other” waiver you received.
**Demonstration Outcomes**

All YHDP projects completing a Full APR must complete the standard Performance Accomplishment - in Step 5 of the APR. In the Accomplishments question in Step 5 of the APR, describe the specific project being reported on so that the reviewer clearly understands what housing or services this demonstration project is providing. Then in the responses to the following questions briefly describe the accomplishments this YHDP project achieved this operating year.

1. Briefly describe the needs identified in your community’s coordinated community plan that this project was designed to meet.

2. Briefly describe this project’s current level of success in meeting the needs identified above in the coordinated community plan.

3. Briefly describe qualitative outcomes of the project.  
   *Please provide qualitative outcomes achieved. Qualitative means “quality of the project performance” not the “quantity or number of persons served”. The number of persons served is evident in other responses and the CSV upload.*

4. Briefly describe challenges that remain.  
   *Demonstration programs are not expected to be perfect at program start. As specifically as possible, describe any challenge at the project that remains at the end of the operating year and, where room permits, any ideas for correction/change.*

**Persons Served**

This section is intended to provide HUD with additional information on the specifics of the youth served within this YHDP project. Answer each question in relation to the specific project being reported on in the APR.

1. Does this project serve persons in Category 2 (i.e. youth who are at imminent risk of homelessness)? **Yes/no**

   If yes>
   a. Briefly describe the specifics of who you are serving and how you are serving this population.  
   *The description must contain specific information about the youth being served in this project at imminent risk of losing their primary nighttime residence and thus becoming homeless, and what the project is doing to prevent them from becoming homeless.*

   b. How many youth (heads of household) in Category 2 were served during the operating year?  
   *Provide the number of households served from Category 2. If you did not collect this information you should refer to Q15 - Living Situations, to help you identify the number of persons who were at imminent risk of homelessness rather than those literally homeless.*
2. Is the project approved to serve persons in Category 3 (i.e. youth who are homeless under specific other federal program definitions)? Yes/no

If yes>

a. Briefly describe the specifics of who you are serving and how you are serving this population.

_The description must contain specific information about the youth being served in this project, who are defined as homeless under other federal statutes, who do not otherwise qualify under the categories of literally homeless, at imminent risk of homelessness, or who are fleeing domestic violence. Reference to the specific federal program definition of those served is encouraged._

b. How many youth (heads of household) in Category 3 were served during the operating year?

_Provide the number of households served from Category 3. If you did not collect this information in HMIS you should refer to records outside of the HMIS to determine the number of persons from Category 3 who were served._

**Diversion**

1. Do you consider this project to be using a diversion, problem-solving, rapid resolution, or similar model? Yes/no

If yes>

a. Does this project serve any of these three populations of youth? (select all that apply.)

☐ Youth who believe they will become homeless in 14 days or more.
☐ Youth at imminent risk of homelessness (within 14 days).
☐ Newly identified youth experiencing homelessness (became homeless within the last 14 days).

2. Does the project provide financial assistance for rent or security deposit for diversion etc.? Yes/no

3. Does the project provide direct and quick access to some form of housing? Yes/no

4. Describe in a brief narrative this project’s model for working with each of the youth populations selected above. If possible, identify the number of youth successfully diverted (or rapidly resolved) in the operating year.

**Host Homes or Shared Housing**

_Use the following definitions to respond to the questions below. If the question does not apply to your project answer “no” or indicate N/A in the response option list._

- **Host Homes**: a housing model where youth households are placed in housing arrangements with other people without leasing or rental assistance.

- **Shared Housing**: a housing model where youth households are placed in a housing arrangement with other persons with a lease or occupancy agreement and rental assistance.
1. Does the project utilize “host homes”?  **Yes/no**  
   **If yes>**  
   a. Indicate which population(s) are targeted for host homes: *Select as many as are applicable to this specific project.*  
      - [ ] Youth less than age 18  
      - [ ] Youth age 18 to 24  
      - [ ] Pregnant or parenting youth  
      - [ ] Other* ___________

   *If you select “Other” you will be provided with two response options you may use to identify youth population(s) other than those listed that are targeted for host homes.*  

   b. Does the project provide financial assistance to subsidize the additional costs attributable to housing the youth?  **Yes/no**  
      **If yes>**  
      i. Briefly describe the financial assistance and indicate the percentage of the budget used.  
         *The description must contain specific information the type of financial assistance being provided under this project and the percentage of the budget used for providing financial assistance to youth in host homes.*  

   c. Number of persons served in host homes  

2. Does the project utilize “shared housing”?  **Yes/no**  
   **If yes>**  
   a. Indicate which population(s) are targeted for shared housing: *Select as many as are applicable to this specific project.*  
      - [ ] Youth less than age 18  
      - [ ] Youth age 18 to 24  
      - [ ] Pregnant or parenting youth  
      - [ ] *Other ___________

   *If you select “Other” you will be provided with two response options you may use to identify youth populations other than those listed that are targeted for shared housing.*  

   b. Provide the number of units utilized as shared housing this operating year.  

   c. Provide the number of persons who have moved into shared housing.  
   **If yes>** to both “host homes” and “shared housing”.  
   a. What factors determine which housing model is used for each household?  

3. What services are provided to youth participating in “shared housing” or “host homes”?  
   *If you answered “yes” that the project provides shared housing and/or host homes provide a brief narrative describing the services provided (e.g. case management, employment support, etc.).*
HMIS
ONLY: HMIS - DEDICATED YHDP GRANTS

1. What did you propose to do?
   *Briefly describe what the intent was for this project at the time of grant application.*

2. What are you actually doing?
   *Briefly describe what you are actually doing with this HMIS dedicated project. If the response is the same as what you proposed, simply indicate "same as proposed" in the response.*

3. Has the HMIS activity been approved by the local CoC or HMIS Committee of the CoC?  Yes/no

4. How does what you are doing fit in with the total HMIS effort of the CoC?
   *Briefly described the integration of this specific grant into the total HMIS data collection and reporting effort for the CoC.*

5. How does what you are doing improve the data collection/reporting efforts on youth homelessness?

6. How are you ensuring the confidentiality/privacy of all data collected for youth in this project?

7. Does this project use HMIS to create and/or calculate any youth specific performance measures, benchmarks, or a “by-name list?”  Yes/no
   
   **If yes**
   
   Provide a brief description of what performance measures were created/used in the HMIS.
   *Briefly described the specifics of the performance measures being captured which are unique to YHDP (e.g. collection of all RHY elements, collection of information for USICH benchmarks, collection of information specifically designed to generate a by-name-list, etc.). Your response should also include information on the current YHDP providers ability to collect any elements, in addition to HMIS required, that are needed to generate specific performance measures.*

YHDP - Supplemental CSV

Project recipients must submit a YHDP Supplemental CSV for all projects with the exception of the HMIS Dedicated Grant and YHDP Planning Grant. The Supplemental CSV is different than the APR CSV. It is generated by using the YHDP Supplemental Tool, loaded with deidentified data from the HMIS. The tool generates a unique YHDP CSV that will be uploaded to Sage.

The YHDP Supplemental Tool is accessible through Sage by clicking on RESOURCES on the Navigation bar. Use the Search function to select YHDP and click on the YHDP Supplemental Reporting Tool.
The tool aggregates and cross-tabs client-level data from HMIS on various demographics and performance measures. Complete instructions on using the tool are contained in the Instructions Tab of the tool itself.

Follow the instructions to “Import the Hashed HMIS CSV” data, (normally generated for Runaway and Homeless Youth Programs - RHY), generated from your HMIS for the reporting period date range, to the tool. Once you are satisfied with the upload results, “Export YHDP Supplemental CSV for Sage.”

With the export saved in your computer select the YHDP - Supplemental CSV Upload submission step to upload the CSV file to Sage. Follow the instructions for upload on the screen.

The CSV is validated upon clicking the upload button to ensure that the project type identified in the CSV is the same project type as the project you are reporting on. If it is not the same, contact your HMIS system administrator and have it corrected in the HMIS system. Once corrected, follow the instructions again on the YHDP Supplemental APR Reporting Tool to generate a new Supplemental CSV and upload the new file to Sage.