

Transcript- YHDP Round 6 Project Application Training

May 23, 2023

Speaker 0 00:00:00 Welcome and thank you for joining today's Y H D P round six new project application webinar. Before we begin, please ensure you have opened the WebEx chat panel by using the associated icon located at the bottom of your screen. Please note this conference is being recorded and all audio connections are muted at this time. If you require technical assistance, please send a private chat message to the event producer. You're welcome to submit questions throughout today's conference. You may do so by selecting everyone from the dropdown menu in the chat panel, typed her question in the box provided and hit enter to send. With that, I'll turn the conference over to her.

Speaker 1 00:00:42 Thank you. Um, welcome everyone. This is, um, our Y H P around six new project application, uh, webinar. Uh, we are going to walk through the EAMS project application for the Y 21 Y H p, uh, project application. Uh, so, um, we're going to try to go through as many screens as we can, uh, and, um, we ask that any questions you have, uh, just please put them in the chat during the presentation. And then if we have time at the end, we'll try to, um, verbally answer some questions. Uh, so next slide, please. All right, uh, so for this, uh, webinar, um, our objectives are, um, we're going to learn how to navigate the project application in EAPs, um, how to complete application form, which, which we mean by screens and EAPs, and then really how to submit the project application. Uh, we ask that all questions come through the chat box, uh, on WebEx, and to please, um, in that dropdown menu to select everyone so that we all can see your question.

Speaker 1 00:01:50 Uh, and then we'll make sure to answer it so everyone can see our answers. Um, so again, please place your questions to chat box if we run out of time. Um, to answer your question, please, uh, send us a question at the youth demo email, which is youth demo.gov. Uh, we also have to have an aq, um, that has a lot of just already pre-answered questions that you can, uh, kind of look up certain answers. Uh, but if you are in a, in a hurry to, to, uh, to get an answer for question and we weren't able to answer on this call, please send it to that email, uh, youth demo HUD dot gov. Uh, next screen, please.

Speaker 1 00:02:28 All right, so our overall agenda is, uh, we're going to go over application deadlines, um, which are pretty simple, uh, for this program. Uh, resources, um, that you can use to help use, um, fill out and complete the project application, uh, how to access the project application EAPs, um, the requirements, uh, for your project application, and then ex and then how to submit your project application. Uh, so next slide please. So, application deadlines. Um, I don't believe we have any ufas in this round, so if we did, we had kind of stated a May 15th deadline for ufas to submit their applications. Uh, but we don't have any ufas, so we are, uh, good, uh, we're, we're good here. Uh, so the deadline really for, uh, all of you is this July 1st, 2023 deadline that is the final date, um, to submit applications to receive funds in the FY 2023 funding cycle, uh, which ends on September 30th, 2023.

Speaker 1 00:03:26 So we like to, we, we pick July 1st, 2023 because it gives us enough time as, uh, um, reviewers to review your, uh, projects and then get through the whole, uh, project, whole post award process and grant agreement process, and gives us enough time to get that all done and, um, be able to, um, receive funds, uh, through Locke. So we really, um, are adamant about getting, keeping to

that July 1st date for your projects. If you need, um, an extension or anything, please, uh, email the demo hot gov email, uh, so we can try to figure out, um, ways to pop, uh, to help you out if you need, uh, an extension on any de on any, uh, deadlines. Uh, next slide, please.

Speaker 1 00:04:13 So here are some few resources that can help you, uh, with your project application. We have the c O C program interim Rule, um, that go that because the Y H P program is under the C O C program, we do abide by the C O c uh, program rules. Uh, we also have our own Y H P application resource page. Um, and this is, it's linked here in the, in the PowerPoint and for everyone, um, we will be sharing this PowerPoint. We'll try to upload it to our, to, to this, uh, application resource page as well, uh, so you have access to it. Um, so you can kind of go through the, through the PowerPoint yourself. We also, on this research page on, um, on HUD, on HUD gov have our detailed instructions and our navigational guide. Our detailed instructions are a, um, a very, really a detailed take on the application.

Speaker 1 00:05:00 It gives you, uh, a lot of, um, supporting information on what each question is asking for, and the, um, exact information we're, we're, we're looking for those questions. The navigational guide is kind of, is a helpful document that helps you navigate EAPs. So a lot of things you're going to see in this PowerPoint about how to navigate samp, you will find in that navigational guide as well. Uh, so we, um, we're going to talk through that on here, but you're also going to have something in written form, uh, to be able to use, um, when you're NA to navigate, uh, EAPs. We have our own EAPs resources page on the HUD Exchange. Uh, you have your TA provider as, uh, as a resource to help you with any questions. And again, we have the, the aq, uh, for you to, uh, look up any questions that may have been asked in the past. Uh, so next slide, please.

Speaker 1 00:05:46 Uh, another very important resource, uh, we really, uh, think you all should use is something that was created for the round three Y G P. Uh, it is a interactive, it's really not an order, but it's a video, uh, of how to act, how to kind of create a project application, how to, how to, um, register for a funding opportunity, create a project application, and, um, and submit a project application in EAPs. So this was made for around three projects, but it's actually the, the, the process has not changed, uh, since. So you can actually view this video and it gives, and it's pretty much a carbon copy of what you're going to be doing in ESAP today. The only difference is, uh, when it comes to the funding opportunity, you're going to be looking up the funding opportunity for, uh, that's named Y H p new project application FY 2021.

Speaker 1 00:06:31 That's the funding opportunity that is for this around six, um, YGB projects. Uh, so when you're, look, when you're watching the video, just remember that's the funding opportunity you are going to register for, uh, in samp. Uh, next slide, please. So, when you initially log into EAPs, you go to the, to the samp login page. Uh, this is the front office samp login. So you can copy this link. Um, when, um, you, you can copy this link now. You can write it down if you want, uh, or you can wait for, um, uh, the PowerPoint to be uploaded. Your user profile is your username and password. So you, um, if you are a first time user, you need to create a profile. Uh, so you need to create a username and a password. Uh, you can also, um, add or delete, um, registrants, so people you can add, delete people to your profile. Uh, and we have a link here to how to, how to add and delete registrants and EAPs. Uh, we also have, um, that written up in the navigational guide as well, uh, of how to add or delete people, uh, to your, uh, profile. So if you don't have a profile on samp, you need to create one. And if you already

do, then you should know your username and password to be able to log in, log into SNAs. Uh, next slide, please.

Speaker 1 00:07:40 So this is actually one of the slides in that video I mentioned. Um, and it goes through four different steps of how to, uh, navigate with the EMS and access your project application. So step one is you need and ensure that your project applicant profile is in complete status. You need to select the appropriate funding opportunity you need to create or establish the project application. And then you need to, you, you should be able to access all the project application on the submission screen. So the next few slides, we're going to go through these steps, uh, to show you how to do that. Uh, so next slide please. So, to complete the pro applicant profile, so the applicant profile is for your organization, which is also you as a project applicant. Uh, you do not want to create an applicant pro profile for an individual. You want to create it for your organization.

Speaker 1 00:08:21 So if you're an organization that already has, uh, existing applicant profile in SAPPs, you're in pretty good shape. You, uh, you don't need to create anything. You might, if you need to update any contact information or things like that, then you would need to go into your applicant profile to make those updates. If you do not have an applicant profile, this is the first time you're using ESOPs ever, uh, you need to create one. And we do, and in the navigational guide, uh, that is uploaded onto, onto hot.gov, you can read through how to, uh, create a, uh, applicant profile. Uh, one thing to really keep aware is when you are editing your profile, you need to go to the, it's this final thing called submission summary. You need to go to that submission summary, um, screen and click and select edit. Once you click edit, your applicant profile becomes editable, so you can make changes.

Speaker 1 00:09:11 And then once you're done, you go back to that submission summary screen and you click complete, and then it's, and then you've, your applicant profile is updated. And the reason your applicant profile is really important is your application will pull information from the applicant profile into multiple screens in your project application, so that you're not, uh, having to continuously write the same content information or same organizational information. Uh, EAPs is pulling forward all that information from the applicant profile. So it's really important that you, uh, you have an applicant profile and you keep it up to date with the correct content information and everything, uh, it asks for, uh, in EAPs. Uh, so next slide, please. So once you do that, um, you're going to register for a funding opportunity. So when you initially log into EAPs, you're, you come to this, you come to the screen where you, on the left menu side, you see these four options, applicants funding, opportunity registrations, projects, projects and submissions.

Speaker 1 00:10:05 So what you will need to do is you need to click onto funding opportunity registrations to, uh, register for the correct funding opportunity. That's how you are able then to, uh, um, apply for the correct project. Uh, that's how EMS is set up for all, for all C O C programs. We, we divide them up by, um, funding opportunities. So for this one, it is, this funding opportunity is the YP new project application FY 2021. Uh, during the CCC program competition, we have funding opportunities for renewal new projects, c c planning, UFA watch, renewal, and watch for replacements. So for this one, for round six, you need to apply under the correct funding opportunity, which is the YP new project Application FY 2021. Uh, so next slide please. So how do you create a project once you have registered for, um, a funding opportunity? So once you've registered, uh, you're going to click on, you're going to, you're going to go back to that, that menu screen.

Speaker 1 00:11:00 You're going to click on projects, and you're going to come to this, come to a screen, uh, that there are these three different screens you're going to, uh, that you're going to go through in, in different points. So the first thing you're going to do is you're going to look, you're going to go to that where you see it's a little blurry, but where you see, um, funding opportunity name and a dropdown screen, you're going to click that dropdown and select as, and you can see in green and in text where it says Select your new project application FY 2021, you're going to select your funding opportunity from that dropdown screen. Once you select that funding opportunity, that me, um, you then need to create a, like a, a project application of within that funding opportunity. So once you select that dropdown, you then collect this where you see in the, uh, the, the top of this, uh, slide is a little, uh, document button.

Speaker 1 00:11:50 And it says, when we have text here that says, at icon appears after selection dropdown menu, you click that add icon, and then you come to this, um, create a project screen, which is right below where you are officially creating the, uh, a project application for you to access an esap. So here you a, you then write in your app the project name that you want for this project. So the way you know you're in this, and you've done this properly, is once you get to the screen, you will see that the funding opportunity name will say, why should be new project application FY 2021, it has your correct applicant name, and then you would just put in your, um, project applicant name. Now in this might be, you know, this might sound confusing with me saying it, but we also have this written in our navigation guide, and we also have that, um, video aid to help you, uh, register and register for your funding opportunity and create a project application to help. So if, if, when, if you're using all three of these things and it's still kind of confusing, you can, you can contact us at the youth demo email and we'll help walk you through, um, if, if you're still having trouble, uh, creating a project. Uh, next slide please.

Speaker 1 00:12:54 And then when you want to, once you've created your project, you can now, uh, access your project application. So you go back to the main menu and you click on submissions. And in submissions you then, uh, you need to confirm a few things. So you first, you click your select your submission menu item. Then, uh, on the top you need to confirm the correct that you, the correct applicant is showing up under applicant. Then on number three, you're going to use, um, the dropdown to find your project name. Uh, so what you ever, what you wrote up as your project name, uh, when you're creating your project, that's what's going to show up in this dropdown menu. You, um, you find your project name, you, you click filter, and then your project's going to pop up, um, on, in the bottom menu. And then to access the project application, you just click that orange folder, and then you are officially in the project application and you can start making your edits. Uh, so everything you do previous to this, previous to this step is building, uh, is building all the requirements. So you can then access your project application here on the, in the main EAPs platform. Uh, so next slide, please. And so now I believe I'm passing this onto Ebony.

Speaker 2 00:14:05 Thanks, Sid. Um, Ebony Rankin and I will be, um, going through forms required in part one and part two, um, of the project application and a little bit about the, um, sub-recipient detail, um, and the Subrecipient experience. So for part one, the sf uh, 4 24 part one A through one F, they're all part of, um, our HUD form SF 4 24. So you may have seen it in a different form before, but it's actually in EAPs is as different screens. And it's sort of a cover sheet that's required for, um, all of our hood applications. So next slide.

Speaker 2 00:14:53 And as SI said, uh, the information is prepopulated from the applicant profile, although it is prepopulated. Um, you know, you still required to review the data that's on the screen. Um, and we're going to reiterate throughout this whole, uh, training that any errors you see, um, with, with your applicant data, please go to the applicant profile and update. Um, and once you review everything that's listed on in the form, um, and there's a sample of the form on your screen there, you will click, click next, uh, to continue, um, at the bottom of the screen. And we reiterate that it's important to, to chat your applicant profile because we don't not only use it for EAPs, but we do use it to, um, get the information to communicate to COCs and project applications directly on, um, other things we have, uh, dealing with your project. So, um, next slide.

Speaker 2 00:15:53 So this is another HUD form that's required with our, uh, our project applications. It's the HUD, um, 28, we call it a twenty eight eighty. Um, there's a link in this presentation, um, that you see and you will get a, a copy of the presentation. We'll be posted after this. Um, so you will be able to actually click on the slides and click on the link. Um, and this ask about, this basically asks about any additional HUD assistance that, uh, you as a recipient has received in the past. Um, and once again, some of the information will be prepopulated, but this is a form that you will have to enter, um, additional information, um, into, and it's pretty self-explanatory. Uh, um, next slide.

Speaker 2 00:16:40 Um, and this is important to note cause we, there's a difference between our, um, before I go into the Subrecipient screen, I want to go on a difference between a Subres recipient and sub-recipients. So the recipients are, are, are direct grantees, um, for our grants, those are the ones who are receiving money, I believe. Um, most of you want to call are recipients. Um, the grant agreement is between the recipient and HUD, um, with the field office signature, and you only submit one applicant profile. So as a recipient with your, um, unique DUNS number and your need, um, your not DUNS number anymore, but, but your unique, uh, tax ID number, you will have only one, um, applicant profile. And for sub-recipients. Sub-recipients do not have a grant agreement with HUD unless there's you recipient and another grant. But if you're sub recipient for a particular grant, you will not have a grant agreement with HUD. You will have an agreement between, um, you and the re and the recipient. So sub-recipients, uh, do not have an applicant profile in EAPs. The only time a sub-recipient will have an applicant profile is if they're a recipient for a different grant. But if you're just a sub-recipient, you do not have a applicant profile, but you can, um, get, your staff can get access to help the recipient with their application. Um, next slide.

Speaker 2 00:18:08 So this is form two A that you'll see in EAPs. Only one entry will be for each sub-recipient. So, um, when you click on two A, it is self-explanatory. This will not obviously be prepopulated because our sub-recipients do not have, um, their applicant profile on eap. So you will have to complete everything, um, onto a, and then there, there would be, um, there's opportunity to save and add another subrecipient, add as many subrecipients. I don't know if there's a limit, um, but continue to add the sub recipients if you have more than one. So it's pretty self-explanatory. Um, I think that is all I have. Next slide. Oh yeah, and this is the same thing, um, to be, uh, the, this is where you'll put the applicant, um, the applicant and sub recipient is experienced. Once again, also self-explanatory will not be prepopulated. Um, then you can hit save and continue to the next screens. And the next screens will be, um, I'll pass it over to, um, Janine.

Speaker 3 00:19:25 Hi everybody. I'm going to walk you through project details. So this is when you really get into the specifics about what's going on with your project. So on screen three A, we want to

draw your attention to number five component type. This is where you're going to tell us what your project is. So we have six component types, permanent housing, which is pH, transitional housing, which is th joint transitional housing, and permanent rapid rehousing, which is joint th and pH r r h we have safe havens, s sh, homeless Management Information System, H M I S, and supported services only. Uh, I want to note that on permanent housing, we have two subtypes, which are the permanent supported housing, P s H, and rapid rehousing, r r H. Uh, also on our supported services only grants, we have supported services, only coordinated entry grants and supported services, only non coordinated entry grants. Next slide, please.

Speaker 3 00:20:31 So moving on to project description. This is where we're really getting the meat of what's going on with your project. So this is where you're going to be providing some narrative about your projects. We need to know your project description. Uh, what are your milestones? Do you have a target population that you're working with? How does coordinated entry work? Um, what kind of housing are you going to be using? This screen's broken out into five different narrative fields, and we really want to stress that you should read the HUD detailed instructions because how you answer each of these questions, it's going to depend upon what, um, project type you're working with. So, and again, just really make sure that you're putting enough detail in that the person who's coming in reading this project application really can get a good sense of what you're going to be doing. Next slide, please.

Speaker 3 00:21:23 Okay, so let's go ahead and talk a little bit about questions one through one D. So in questions one through one D, we want to know, uh, for all of our projects, we want to know the entire scope of the proposed project. Again, what target population are you going to be working with? What is your plan for identifying services and needs? How are you coordinating with other organizations? Uh, for our P S H R R H T H joint and SSO non CCE projects, we need you to talk about how you're incorporating positive youth development and trauma informed care into your project. Um, what community partnerships you have, what are your outcomes and how are you going to measure those outcomes? For our joint component projects, uh, we see this happen sometimes where maybe one of your components isn't going to be funded with Y H D P funds, you need to make sure that you're giving us some details about how that component is going to be funded.

Speaker 3 00:22:24 So don't just assume that we know you need to let us know what's going on with that. For our SSO CE grants, we need to know the role of coordinated, of the coordinated community response, um, implementation of youth specific components for the coordinated entry process. And again, how are you including positive youth development and trauma informed care in your coordinated entry system that's specified for youth. For H M I S, we want to know, is this an are, are you expanding your H M I S system or implementing something new? Um, how is it specified to youth specifically?

Speaker 3 00:23:06 Next slide, please. Uh, moving on to question five, this is how we determine if you're using housing first, um, in a housing first approach. So what you're going to do is you're going to answer these questions. So you're going to answer question A, will the project quickly move participants into permanent housing? You're going to choose from the dropdown, and then you're going to move on to B and C. And from how you answer questions B and C, question D will auto-populate. Okay? So this is how we're going to determine if you're using housing first practices. Next slide please.

Speaker 3 00:23:54 Moving on to questions nine A through nine G. This is for SSO projects only, and it's also noted that this is for SSO coordinated entry projects only. So if you have an SSO that's a non CCE project, you are not going to see these screens. Okay? And again, for more detail on the specifics of the

questions, please read through the detailed instructions. Next slide, please. Okay, now we have our page on dedicated and dedicated, plus this is for permanent supported housing projects. Um, this is just where you would be saying whether or not your permanent supported housing project is going to be, uh, dedicated or a dedicated plus project. Um, and we just want to note that Y H D P projects do not need to be dedicated or dedicated plus. And with that, I'm going to go ahead and turn it over to Caroline and we can move on to the next slide.

Speaker 4 00:24:59 Thanks, Janine. Um, so the next section are, are racial equity questions. So this is a new section where we specifically want you to look into how your project is going to be, um, how, how you're evaluating whether your project will, uh, help people in an equitable manner, and how you're working to ensure that you're continuing to track the progress and, um, and evaluate the effectiveness of it. Um, so the questions are all required to be answered for every kind of project application type, and they do want to stress. These are not the only questions about racial equity that we have in the project application. There are a number that are scattered throughout, but these are, um, some new questions that we have this year that are really, um, that we brought in specifically to align with some of the, uh, full departmental priorities, uh, and questions we're asking on other funding opportunities so that we can make sure that our projects are, um, taken into consideration when we're looking at how well HUD is, um, helping and distributing money in an equitable manner. Um, so you just need to fill out each of these and then you click save in next, um, next slide.

Speaker 4 00:26:10 Um, so the next section is the Youth Homelessness Demonstration Project. So what this slide is, and this, uh, page is essentially trying to get a better understanding of how your project will work in the Y H D P landscape. So it asks for a number of things, um, to get to know your project a little better. So, uh, it asks if you're going to be doing problem solving or sometimes it's called diversion work. And if you do, then it's talk, uh, there's a in question one, and then there's question one A and one B that will appear if you select yes for one. And that's getting to know a little bit more about what kind of diversion activities you are looking or you will be implementing if you're going to be using any of these services. You know, these are also reflected in the services budget. Um, so you should just be thinking about how that project is going to be structured and what kind of assistance you're going to give.

Speaker 4 00:27:00 In question two, we're asking specifically if it's Host Homes project and trying to get more information about how you are going to recruit hosts, how you're going to be working with the youth in that. And I want to emphasize that these questions specifically come from the fact that this is the demonstration program. And so what we're trying to do is get a better understanding of how you'll be utilizing these funds and how they will respond to the needs that are identified in your coordinated community plan. And then finally, uh, if you look at the right hand side of these slides, um, we're looking more in terms of, uh, question three really goes into, are you going to be using rental assistance dollars? And if so, what are you going to use those for? Uh, question four talks about how you're going to integrate, um, and continue to involve the YAB in the project implementation and evaluation, um, which is a critical part of this.

Speaker 4 00:27:48 And I do want to make sure that everyone understands that the Y is not there just for the coordinated community plan nor to approve the projects. The YAB is continued, the Y continues to be an integral part of the Y H D P and frankly should be a big part of your whole C O c, um, at this point, so that you can really get the, um, you can have, uh, genuine leadership and feedback from, uh,

youth with lived experiences. And then finally, we are asking if your project has any specialized services for youth living with H I v. Uh, youth are one of the highest risk groups, uh, for contracting H I V, and it's important, uh, we're looking to make sure we have an understanding of who is collaborating with H I V service organizations in their community and have an understanding of what they're doing, um, that supports some projects we're doing with the C D C in terms of h HIV awareness, treatment and services to help. So, with that, I'm going to turn this over to Juanita to talk about our special wide DP activities.

Speaker 5 00:28:54 Thank you, Carol. Caroline. Um, so I will be talking about the special activities. So I think there's like maybe four slides. So we have special YCP activities, um, just uniquely for our, um, Y C P recipients because we know that youth, um, have unique needs in order to obtain and, and remain in permanent housing. So the special activities provide that flexibility to our recipients, so you can provide the services that you need to, um, make sure that they remain in housing. Um, the first slide is just your wondering, not you are going to apply for, um, special Y HDP activities or an exemption, or an innovative activity. So when you get to the screen, it will automatically be defaulted to the select option in the dropdown menu. Um, so you'll just click on that dropdown and, um, it should be yes or no. If you select no, then you just, there's no further action. You just click save or save a net and proceed on with your project, um, application. Or if, if you click yes, then you will, uh, you will see the complete list of Y H D P special activities. Uh, next screen please.

Speaker 5 00:30:21 So once you click yes, this is all the special activities that you can apply for. I just want to go over a little bit about, uh, what you see on the screen. So, um, for, uh, questions two and three, these are special activities that are, uh, one C one A, and these, uh, don't require any additional narrative. Um, and you, in order to determine eligibility under the blue parenthesis, we have those projects that are actually eligible to, um, select that applicable, uh, special activity. So if you do want to apply for one of these special activities, just make sure it's eligible by, um, just looking at the blue language. And then you can just click on the, uh, checkbox next to the special activity. If you choose not to, um, apply for any of the special activities under two and three, there is a, uh, text box, I'm sorry, a check box at the end. Um, it says either, um, uh, no special activities requested or none, and, um, to save a net. Next slide, please.

Speaker 5 00:31:44 Uh, for four, this is where we, um, require a little bit more information. Um, because this, these special activities will need to be reviewed by HUD and approved by our deputy assistant secretary before, um, you, you'll be able to, uh, uh, uh, receive the special activity. So if you, uh, would like to apply for one of these special activities, um, again, just make sure that your project is eligible and it's the eligibility is, um, under the blue parent parentheses for each project type. Um, and if you click on the check box, then there will be a, uh, corresponding text box that will appear, and you would need to make sure that you provide a very detailed, um, response that address the criteria for each of these special activities. Um, so we know how you will, um, uh, uh, make sure that you are telling, tailoring your, uh, these special activities to, uh, youth that are, uh, eligible to receive the special activities. Um, make sure that you, uh, like I said, that the response is detailed and that you are actually answering the criteria for each one that you are, um, requesting, because this will be reviewed during our assessment process, and it does go through a special team for review. And, um, final, um, approval, a rec recommendation for approval, um, to be approved by our, uh, deputy assistant secretary.

Speaker 5 00:33:30 Uh, next slide please. Um, it's similar to number four. Number five is, uh, if you choose to, um, apply for innovative activity, if you, uh, select the no on the, under the check under the

dropdown, then you can just proceed on with your project application. But if you are applying for innovative activity and select yes, then um, questions five B to five F will need to be, uh, reviewed, answered, and then also provide a detailed response because again, um, similar to the special activities that were under, number four, they will need to be assessed and reviewed and recommended for approval and approved by deputy assistant secretary before they can be included, um, in your grant agreement. Uh, if you have any questions about, uh, how to complete the forms for the special activities, um, or if you get stuck, uh, um, while you're going through these forms, um, please send, um, us your questions through the youth demo box and the email is provided in the slide. So, uh, yeah, um, I'm going to turn it over to Sid now to walk you through the next part.

Speaker 1 00:34:52 Thanks, Juanita. Um, so we're going to go over part four, and this covers supportive services for participants, uh, h i standards, which is an H mis projects only, uh, uh, screen, uh, for the housing type and location and, uh, h MIS training, which again, is just for H mis projects. Uh, so next screen please. So the supportive services screen for participants. Uh, if you are an H mass or SSO cord entry, uh, you don't have to answer these questions. You can just, uh, put in na um, uh, for these questions and just move forward. We do not, um, assess these questions for an h i s or SSO CE project. So, uh, if you have the, if that's a project you're applying for you, would, you do not need to answer these questions. However, if you're applying for any other component type, you do need to answer all these questions. Uh, so please use your, um, detailed instructions to know what exactly, uh, these questions are looking for. Uh, next slide, please.

Speaker 1 00:35:48 Uh, so if you do fill out the ss, uh, if you do fill out the, uh, supportive services screen, there is a chart that requests that is asking for what, um, services you'll be providing. Uh, so if you, if so, if the provider under the provider column, you can select applicant or sub-recipient or there's a host of things. But if you select applicant or sub-recipient, you'll need to put, um, you'll need to have a matching, um, budget entry in your supportive services budget. So just remember that, uh, whatever supportive services you are, um, pro providing, uh, that you, that you place on the supportive services, on the supportive services screen for participants, uh, you need to be able to, um, budget for that on your supportive services, uh, budget screen. So just, that's just a, a nice reminder, uh, to all, uh, next screen please.

Speaker 1 00:36:40 And then this is kind of the la the bottom half of the supportive services screen. Again, um, H S O C E, uh, you all can just skip, you know, just put NA or, or you know, not app, just right optical. Um, and you can, you know, none of these questions will apply to your project, but if you are, uh, any other component type, you need to answer these questions, uh huh. So, next screen please. This is the H MIS standard screen. This screen is only applicable to H MIS projects. So, um, uh, for, this is not a required screen. So if you are any component type that is not an H mis project, you can completely skip the screen. Uh, however, if you are an H MIS project, you need to fill this out, um, because the screen is not required in EAPs. Um, you need to make sure that if you're an H mis project, you're filling this up because you could accidentally skip it. So please, um, if you're an H project, make sure you're filling the screen out and please, uh, look at your detailed instructions to make sure, uh, you know, you're filling it out correctly. Uh, next screen please.

Speaker 1 00:37:42 So the next screen here is the four B housing type screen. And this slide is showing how you actually add, um, uh, a housing type in your, the housing screen. And so when you get to four B, the on, so the, the, the screenshot you see on the left hand side is what you see first. Um, so

this is the housing type and location screen. And if you want to add a, uh, a housing location, you have to select that little, um, document icon, uh, where it's a select ad. You click that and you're going to move to, uh, the, you see the screenshot on the right. That's the, uh, that's the next screen you see of where you can input all your housing information. Uh, so you put in your unit and bed counts, um, where that building, wherever that building is located. And then, um, the, the, uh, the geography, the geographic area where it's located, and you pick the housing type, uh, that, that pro that that, um, housing location is.

Speaker 1 00:38:40 So it could be a cluster apartment, scatter site, shared housing, uh, whatever. We have a full list of those. Um, and then, um, once you save, you'll see it populate back on the housing type and location screen. It'll give you the total units, total beds, um, that you have requested. So you can add as many housing locations as you want in here, um, for your project. Uh, next screen please. So every component type has to fill this out. If you're an H M S and S S O C E, you will select none as your housing type, uh, so that, uh, so that you can move forward in ems, EMS will not allow you to move forward unless you, once you, unless you make a selection here. So, uh, you just need to select none, and then it'll, and it will let you, uh, move forward for, for your housing selection, for all other housing projects.

Speaker 1 00:39:27 Uh, PS H R H joint T, uh, you need to fill this out, um, for your housing, you have to, even if you're, maybe if you don't have, you're, you're not using y should funding for your, for your housing, you still need to put in your housing in here because we need to know how many, um, units and beds are going to be in this project. Uh, so please put in all units of beds are going to be a part of this project and, and, uh, input it here on, on this screen. Uh, and then sso Nazis will also can either select none or you can complete, uh, you can clip some of the questions as some, it's possible, some SSO Nazis could have some housing, uh, to be a part of it. Uh, so next screen please.

Speaker 1 00:40:07 Uh, so there are different versions of the housing type location screen. Um, the H T H SSO is what you saw on the previous slide, pssh is what you see to the right, what it's going to look like, giving you tool units and beds and, and total dedicated CH beds. That pssh is the only one that can have, you know, dedicated, uh, CH beds. And then below the, the bottom screenshot is what you see for a joint project and joint projects you have to list, um, what th RH housing you're going to have. Uh, so when you are filling out your housing type and location screen, you need to be able to enter information about th units and RH units, so we know exactly, um, uh, that, uh, that you're, that you're providing both, uh, some applications might not have. May. If you are having issues with, with this screen, please contact the you demo, uh, email and we will help answer any questions. Uh, next screen please.

Speaker 1 00:41:04 Uh, so h i s, um, the I training screen, so you can see this is also named four B, so the four, so there's two four B's, and they're, um, and there're, um, two four A. So there's a four A for supportive services, and it's a four A for hm, i s then there's a four B for housing type and A four B for hm i s training. Uh, so the i s stuff is only for S projects. So if you are not an H project, you do not need to fill those out. Uh, but if you are, uh, you need to fill out this HS training screen. And like I had said is on the previous screen, since it's not required in asaps, it is possible that you can skip it. So if you're HMS project, make sure that you are filling this up so you don't accidentally skip it. And then we have, we catch it when we're reviewing, and you have to, um, do it really quickly, uh, so you can get your project funded. Uh, but again, if you're not H M s, you can leave this screen blank and you just go to the next screen. So next slide please. So I believe, um, Erin, uh, will, will go over part five.

Speaker 6 00:42:05 Thank you, Syd. Good afternoon, everyone. I'm Erin Collick, and I will be discussing the, um, population trackers of the application. So for this section, um, you have to address who the projects will serve if there are new projects. When you put in your data, it will be prospective data, um, and you have to use the maximum capacity in a single night as you are making those predictions. There are two parts for this section. Five A covers households, and then five B covers subpopulations. Um, everyone must enter data because it is a required screen. Um, it applies to permanent housing programs for P S H as well as R R H and transitional housing joint with the th and R R H component, as well as any S s O project that is a non coordinated entry. Um, if the project is an ss o coordinated entry project or H M I S, you must enter a digit on that screen, and that would just be a zero. Next slide, please.

Speaker 6 00:43:14 So, specifically for households, there are three household types, um, and the composition is of adults as well as children. The, um, household with at least one adult and one child will need to be entered. If the household is just an adult household with no children, that will need to be entered. And if the household is only children, that will need to be entered as well. So more specifically, the characteristics of those, um, household types would be anyone who is under 18, 18 to 24 or over 24, as well as anyone who was under 18 and not accompanied by another adult. If you see the screenshot below, it will give you an example of what it looks like when you open up the project application, and you must make sure again, that there is something put in each box. Next slide, please.

Speaker 6 00:44:14 For five B, the subpopulations, there are three data tables here. Um, and these correspond to each of the household types by age categories. So if you look at the screenshot, it will show you the various types. Um, there's chronic homeless non-veterans, chronically homeless veterans, veterans that are not chronically homeless, chronic substance abuse, HIV or AIDS severely mentally ill. Domestic violence, physical disability, developmental disability, and persons not represented by any of the other listed subpopulations, those who need to be included as well. And of course, these will be based on your project. Um, keep in mind that mutually exclusive class classifications would be, as I stated, the chronically homeless veterans, non-veteran, chronically homeless, and then veterans that are not chronic, chronically homeless, excuse me, or any other that apply, um, in the subpopulation categories. Just make sure that you pay special attention to the entries and to each box, and, um, utilize any of your project description to make sure that you are answering what needs to be put in. Next slide, please. And is this my slide? So, so for special considerations on the slide, just look at permanent supportive housing. If you are serving 100% chronically homeless individuals, you must ensure the number of chronically homeless individuals are in part five and ensure that that matches the number of chronically homeless beds. And part four, um, for host homes only project participants should be included in the totals under five B, even if funds are provided to support and increase cost to the household. Next slide, please. And I will be passing this back to Sid. Thank you. All right,

Speaker 1 00:46:19 Thank you, Erin. Uh, so we are now going to go over the budgets. This is the last big part to the EAs application. Uh, so this part will be a little bit longer. Um, but it is very important because this is where you've, uh, asked for how much money <laugh> you, uh, you would like for these projects. So, uh, the initial screen you see is the, is the six a funding request. Um, here you have questions around asking like, well, this, you know, grant agreements no later than September 30th, 2024. Uh, you have to say yes to these. Um, the, this, uh, states that this will be a two year term grant as old, um, why should be around six grants are two year terms. You can select if you want to do indirect costs,

um, and if you want to do an extended grant term, so for why should be projects, because they're a two year grant term, you are, you are able to do an extended grant term up for 25 to 30 months.

Speaker 1 00:47:11 So let's say you, um, you know, a regular grant term is 24 months, but then you might need a little bit of time to get it, you know, start, you might need like, time for startup. Uh, so you can ask for a few extra months, uh, maybe like two or three extra months to help us start up. So you can extend that grant term from 24 months to 27 months. So when you're selecting that dropdown of strength grant term, you would select 27, um, from that grant term. And, um, and eventually that will, uh, go, that will, uh, get onto your grant agreement showing the extended grant term. Uh, and then you can check out the, and then you can see the interim rule, how this, this, this is covered, um, by going through to the interim rule. Uh, next screen, please.

Speaker 1 00:47:57 Uh, so indirect costs, um, you can, you know, you can request 10% di minimus. Um, I'm not totally knowledgeable in indirect costs. Uh, so, and it's, I know it can be confusing to a lot of people. So if you do have questions about indirect costs, please uh, email the demo, uh, email. Um, but when you're filling it out, it's a pretty simple, um, dropdown menu. You select indirect costs, and it's, it's about, it's one row where you fill in, um, if you're doing, um, direct cost base, you're doing, uh, do minimus amount or you have an approved rate, uh, that, uh, that you are, uh, putting into this system. Um, but if you have questions, please email the youth demo website. Oh, uh, email, uh, next screen, please.

Speaker 1 00:48:43 The other cost that, that you're going to only see on your summary budget is your project admin cost. So it doesn't have a separate detail screen, it's just a, it's one field and a summary budget, and you just put an amount, uh, an amount equal to 10% of the subtotal of your, um, project application. Total, uh, summary budget. Uh, so eligible cost for project admin costs are salaries and wages, administrative services, uh, third party contracts and goods and services, uh, exempt, sorry, equipment insurance and utilities. Uh, all eligible activities are like preparing program budgets, developing compliance systems. Um, so you, uh, you can read that full list, uh, and you can also see in the interim rule, um, how we define, uh, administrative costs, um, once if you are requesting them in your program budget. But the important, but the really important part about, uh, administrative costs is they cannot exceed 10% of the subtotal of your, um, project budget. And samps will alert you if you go over that 10%. Uh, so next screen please.

Speaker 1 00:49:44 So, um, once you start getting to the actual budgets, uh, certain budgets will require that you add you, you add a, um, a budget detail. So those, those budgets are your rental assistance and your, your rental assistance, your lease leasing and your lease structures re um, we'll ask for these, uh, adding these details. So it's very similar to that four B housing screen where you select that little paper icon. Uh, and then once you do it, it's going to send you to, to a separate detail screen where you fill it out. So what you see here is a lease structures budget. So if you click that little document icon, paper icon, it sends you, uh, into this detail screen where you fill out the name of the structure, the address, and then what the, um, then you would fill out what, how, you know, the rent, the, the amount per month for that lease structure.

Speaker 1 00:50:34 And then you'd save, you could go save and back to list, and it'll, it'll then populate it on, on the, um, lease structures budget main menu screen. So this is something that you will do the same thing for, uh, leasing and rental assistance. Um, so next screen please. So for leasing rental assistance, um, there are some, there are fundamental differences, um, before you even get to the point

of adding a leasing and rental assistance budget. Uh, leasing, uh, the lease with the landers is between the recipient resistance with the participant, uh, rent <affirmative>. Uh, rent responsibility for the, for leasing is with the recipient. For the rental assistance, it's, it's, um, the participant's per lease or, and, and for the recipients per landlord agreement and tenant contribution. For leasing, it's optional. Um, and for rental assistance for PS h, it is required, um, you, you can, you calculate per the interim rule, and for RH it can be variable and you calculate it, uh, per your co c written policy.

Speaker 1 00:51:30 So again, if you have any questions about this when you're applying for leasing rental assistance about any of these, uh, issues, uh, please email the youth demo, um, email, and we will answer you as quickly as we can. Uh, and again, you can find, uh, both leasing rentals since in the interim rule, um, at 5 78 0.49 and 5 78 0.51. Uh, next slide please. So, your lease units budget, um, if you, when, you know, once you select that little document icon and it populate, this is the detail screen you see, um, you, you're, it's going to use FY 2023 F fair market rents, uh, and then you have to fill out the, um, number of units you want. Uh, and then the, um, the amount of rent for that unit, uh, you cannot exceed the FMR amount. Um, you can go lower than the FM R amount, but you cannot go, you cannot exceed it.

Speaker 1 00:52:18 Uh, and then it's going to calculate the, uh, a two year amount at the bottom of, of the screen. Uh, so next slide, please. These structures, as you saw, you just put in your, you put in the information where the structure's located, and then you put in the amount of rent per month, uh, for the, for the structure. And then you just, uh, uh, click save and, and you, uh, move on to the next one. This is if you are requesting a lease structures budget. Uh, next slide please. Rental assistance is similar to leasing, uh, but, uh, rental assistance is more based on a formula. So you just put in, you select your, the type of rental assistance, which is P R A T, RRA or sra, uh, and then you select your FMR area. And once you do that, it's going to populate, it's going to get, populate the numbers, and then you just put in, um, the number of units and it'll then calculate the, the total rent. And then at the bottom screen, we'll calculate what the two year amount is. Uh, so, um, and then all, uh, all, um, projects have to request can only request fmr. You can't request HUD pay rent, which gives you less than, um, the FMR amount. So for all new product you have to request, you get the full FMR amount. Uh, next slide please.

Speaker 1 00:53:33 And so, other considerations before leasing rental assistance, um, you have eligible costs like, um, security deposits, uh, helping with rent calculations, rent, re determining rent and reasonableness. Um, certain things here, like security deposits are you, you can have that as a, um, special activity. Uh, that's one of the special entities listed. Um, but, uh, so you know, if you're requesting that you, you would put that cost within your rental assistance budget or, or leasing budget. Uh, and then you want to make sure that your unit configurations are correct, so you, uh, you're getting the correct amount of money for the units you want to serve. Uh, next slide, please.

Speaker 1 00:54:15 Uh, and so once you get out of the, the leasing rental assistance and lease structures budget, you get, it gets a little bit more simple. Um, it's just you, your supportive services operating in H mis budgets are just, are just, um, screens like this where you see the, the costs, and then you pick the cost that you are, um, you're going to be, you're requesting for this project that's going to be paid with, um, Y H B funding. So here on the, um, this is just an example of the support services budget. You'd put in a quantity and description which tell, um, where you talk about what exactly you are requesting, you know, what kind of costs you're requesting, and then you put an amount for the amount, the amount, and then at the bottom it's going to calculate it, um, by, uh, by two years. So all the

amounts that you put in that you, that you input yourself, then get multiplied by two and show up at the bottom of the screen, uh, for the total amount. So next slide please. So for so supportive services, um, your cost categories, they line up with, uh, interim rule 5 78 0.53. Um, number 17, cost category number 17 is only for ss o uh, corded entry, um, projects. And again, uh, as a reminder, any data entered on the screen must have a corresponding entry on the, on the four a screen. So whatever you select on that four a table, uh, should be also reflected on your, uh, source, uh, supporter services budget. Uh, next slide, please.

Speaker 1 00:55:40 Uh, your operations budget. Um, you just, whatever, whatever you're requesting here, you have to put in a quantity description in the amount. Um, you cannot combine rental assistance and operating the same project. However, there are special, we do have a special activity that does allow that combination. But to do that, you must request that special activity. And I believe it is a special activity that you actually need to write an additional narrative for, uh, to press that ability to have rental assistance and operating, uh, be in the same project. Uh, next slide please. And lastly here is you have the H mass budget where you, you select h mass costs, um, and again, um, and then you put the amount you want and you can find again what sort, what elig are under the interim rule. And you can ple and please, all these budgets are explained in the detail instructions, um, very clearly.

Speaker 1 00:56:35 So if you're looking for what exact costs are, are allowed, you can look through the detailed instructions, and if you sell more questions, please enter the youth demo, um, uh, email, and we will help you answer those questions. Uh, next slide please. So, last thing here is ma, the mass big thing here is match. Um, so all budgets except for leasing all projects except for projects that use leasing. Uh, so all projects require a 25% match requirement, but if you have leasing it, that the, the leasing amount doesn't get included in the match calculation. Um, and different types of match are, we have cash, and then in-kind and inkin split up between in-kind goods and in-kind services. Um, you will need to have, um, match documentation if you have, if you're doing in-kind, uh, match, you will need to provide in-kind documentation on your project application. Um, at grant agreement, all your match documentation is required. If you are requesting a 25% match exemption, which is one of our special watch activities where you need to, where you need to write an additional narrative. If you are requesting that and you get approved, then you do not need to put in match documentation.

Speaker 1 00:57:50 What we request is, even if you're are putting in a match requirement, we still say just, uh, you're putting a match exemption. We still ask that you, you might just put in, uh, you, you know, an estimate of what match you can provide just in case you know, your match assumption isn't, um, approved. Uh, but what, we'll, what we have done in the applications, we've made the match, um, we've turned off the match, uh, warning in the application where it doesn't stop you from submitting if you don't have 25% a match. Uh, but if you, you know, once you submit your project, and if your project is approved, but you aren't approved for the, for the match exemption, you will need to get that 25% match allocation, uh, by grant agreement, uh, so that you have that matched occupation available. But if you're approved for that match exemption, you do not need that, um, the, that matched documentation.

Speaker 1 00:58:46 So you have, you have from now till, you know, we go to grant agreement to get your, you know, if you're requesting a match assumption to, to get that approved. But if it's not, then you need to get your match documentation in order, uh, uh, so that you're ready to go to, to grant agreement. So, again, if I was confusing on that, please uh, send, um, an email to the youth demo, uh, email and we'll, we'll, we'll answer any questions you have. Uh, next slide please. And the last slide here

is the, uh, summary budget where you're going to, where everything is getting pulled forward, uh, into the summary budget. So here, uh, so it's pulling forward all, um, your budgets for your, your lease units, your rental assistance, supportive service operating h i s, um, and it's auto, you know, it's, it's calculating everything based on a two year grant term.

Speaker 1 00:59:35 And then the match is auto calculating too. So you'll see a match warning on here if you, if you're not meeting the match requirement, but you won't be stopped from submitting. Um, if you see any other errors, uh, that means that there might be something wrong on one of your budget screens and you just need to, um, you need to update that. Uh, and then again, you, you enter your admin amount here manually, and your admin cannot exceed 10. The, uh, 10% of the, of the subtotal of your, uh, project budget and EMS will, will have a warning if you go over 10%. Uh, next slide please. And I believe that was my last slide for the presentation. So I now pass this on to Caroline to finish up the webinar.

Speaker 4 01:00:15 Thanks, Syd. Okay, so you're almost done with your application, which is got to feel good, um, or at this point you will almost be done. So we want to get you through those final last steps. Um, so the next step is the attachment steps. Um, so on here you'll see, um, there are a number of different document types. Well, there's something that says other attachments for most of them. Um, the required attachments that we have for the Y H D P are if you identify, um, sub-recipients, you need to, um, document their non-profit status. I know that there was a message or a question in the chat about if you are, what happens if you're doing subrecipients after the project application, that is fine. You just need to make sure that you have on, in your files. So, non-profit documentation, uh, that would comply with this, but you don't need to redo the application and you can select sub-recipients after you submit the project.

Speaker 4 01:01:04 Application replacement reserves, I don't think actually applies to Y H D P, um, the Y H D P lead and the y uh, letters. So each project needs a, uh, a letter from both the Y HTP lead and the GAB saying that they support this project. And this can be done in a few ways. You can have a separate letter for each one, or we've also had people just have one letter that covers all the projects and it gets attached to each project. But I do want to emphasize you every project needs that letter. Whether that letter covers more than one project, that's fine, you can attach it to different projects. Um, and then if you have an indirect co, uh, direct cost rate, uh, you need, that's different from the do minimus, you need to attach that as well. I'll also say, so in the, uh, special activities, uh, Juanita talk to you about the criteria that are required for you, um, to address before they can be approved. If you need more space for those, uh, or if you have an innovative activity that's taking up more room and you need to explain it better, you can also attach that here, next line.

Speaker 4 01:02:12 Um, and then finally, you're going to need some, um, the certification, uh, page, um, on, on, uh, page 70. Um, it, those certifications are that the proposed program will comply with the various laws that are outlined in the nofo and also that the organization has an active SAM registration that's renewed annually. Next slide. Okay. So this is the slide where it tells you what you've done and what you need to still address. So if you see, um, on, on the screenshot on the right, um, there are a lot of different screens there, and most of them have check marks, but a few of them have those red Xs, and those are the screens you're going to need to revisit because they're incomplete. Uh, if there's nothing there, that means that, um, no input was required. Uh, you might want to check the detailed instructions because it may not be required for EAPs, but it may be information that's required.

Speaker 4 01:03:06 Um, so we try to catch most of those, but you should look at the detailed instruction for that. So once you have all of those, um, the complete column, all of those are your happy green check marks. Instead of any angry red X's, uh, you click submit. Um, and once you click submit, then it comes up with the, um, joyous message of this e form has been submitted, and that's how you know that your project is submitted. Um, so that is an exciting part, and once it's submitted, you can't really get it back. Uh, if you do need to get it back, if you know that there was an error, what you would do is you would contact, and let's do the next slide, because then I'm going to tell you what you can do. Um, you can follow up with, um, you want to submit your questions to youth demo at HUD dot gov.

Speaker 4 01:03:51 If we're being honest, probably we will forward your application to our EAPs help desk. Um, but I do want to emphasize that any kind of questions you have about how to work within EAPs of like, how do I put my budget in here, or how do I, uh, navigate around this screen, those should be going to your dedicated desk officers or to the youth demo at HUD dot gov. Uh, mailbox. Your TA providers cannot help you in how to enter the application in samp. What the TA providers can help you do is really think through what should this project look like? I'm trying to figure out how many units I need, how would I think about that? Um, so very like, um, content rich, like how do we create a project that will address the needs that we saw in our ccp? Those can go to your TA provider, always go to CC your dedicated desk officer.

Speaker 4 01:04:38 But if you have questions about really working within EAPs, those need to come to youth demo HUD dot gov. Um, you know, we can always talk to each other about how to redirect if it we're not getting the things we need. Um, but the TA providers really are there to help with the content, not for the HUD systems, if that makes sense. You can also submit round six new application technical questions to the aaq. That link is right there. We'll put it in the chat as well. And it'll be in the slides when we post them to the, uh, website. And, um, next slide.

Speaker 4 01:05:14 So the final next steps, um, there's the good video that Sid was talking about for the round three project application and EAPs, please remember, that is an older application. So I find it super helpful, especially when for like, how to actually set up an application. EAPs are how to access EAPs. Um, but remember that the questions will be different. We also have the Y H D P application resources, um, posted to the FY 21 page. I will, um, put that in the chat as well. Um, but again, if you have any questions, you can always email you demo HUD dot gov. Um, and I think that is the last slide. So with that, I'm going to turn it over to Neely to see if we have any questions.

Speaker 7 01:05:56 Thank you. Thanks Caroline. And thank you to all the presenters. Um, please remember to put in your questions in the chat. Uh, we will answer if we are not able to answer the question now, we would get back to you. Um, we do know who you're asking, so please make sure when you're sending in, um, the question, um, you know, say, uh, respond to everyone so we can all see the questions that are coming in. Um, so we do have a couple of questions, um, that have come in. Um, let me try to pull them up. First question is, um, would this training, um, you know, information be shared, is it going to be HUD, HUD, HUD Exchange? Uh, where can it be found? Would it also be emailed? Um, Sid, I'm going to ask you this question.

Speaker 1 01:06:50 Yes, um, it will be, we are trying to post it onto the HUD dot gov website, uh, hopefully within the week. I'm not sure how long it takes to, to post these things, but we're going to try to post to the HUD to gov website as, uh, quickly as we can once, um, we are done with this webinar.

Speaker 7 01:07:10 Yep. Thanks Sid. Um, and I know someone asked about if the chat is going to be a label we do, um, I believe we do have the chat feature like that. We can be posted, uh, we can post it. Um, there is a transcript that you will see. So, um, we should have that information on the, um, you know, when it's going to be posted on the website. Um, I am going to turn this question to again, Sid or other members of the team. Um, are there any character limits, um, to the description fields?

Speaker 1 01:07:50 So there are, I don't know exactly what the character limit is for the project description. We do allow a lot of characters. We, we can, you can have a pretty long pro description. I do know for things like on the supporter services screen, those there are, they, those have shorter character limits. Um, but I would need to check to see what the character limit is specifically for pro description, uh, before other fields, um, uh, to know exactly what, what there are. But there are, there are character limits, but at least for the pr for the project description, you can write a lot. Um, so if you hit it, maybe you may have written too much. Uh, but, uh, it's a, it's a lot of characters that we allow.

Speaker 7 01:08:34 Great. Thanks. Thanks Zed. Um, there's another question about, um, s sso and Caroline, I'm going to turn it over to you. Um, what is the guidance for how s SSO projects are typed? Um, are there, like, you know, if we have SSO coordinate entry, is that the only one that we can select or you can actually have other options?

Speaker 4 01:09:00 Yeah, that's a great question. So you can select any kind of SSO project. Um, again, remember you have to have it outlined in your coordinated community plan. Um, but we do allow coordinated entry SSOs as well as, uh, supportive services only projects such as, um, street outreach, drop-in centers, um, navigation, diversion, uh, other, um, SSO projects like that. So any kind of SSO project you are able to apply for in the Y H D P, which is a little different from the C O C program.

Speaker 7 01:09:31 Great, thank you. Um, I know you answered this question also Caroline before, but I'm going to ask you about both sub-recipient and sub, uh, recipient, um, sorry, sub-recipient and recipient. Um, so community will select our sub-recipients or recipients through the R F P process after July one. How would we notate this in sns can recipients actually submit after July one?

Speaker 4 01:09:59 So all project applications need to be submitted to SNS by July one. So you may not select a recipient after July one because you need to have the recipient submitting that application. And the latest day is July one. So, um, sub-recipients are a different story. They, um, we've had a number of communities that have had their RFP selection after the project, um, application date. And you can add sub-recipients at a later date. Um, you don't need to do a grand amendment for that. It's not considered a significant change, um, by HUD. Uh, you just need to make sure you're maintaining their, um, nonprofit documentation and any other kind of performance documentation that your policies and procedures require.

Speaker 7 01:10:43 Great, thank you. Thanks for explaining the difference between the recipient and subrecipient and the timeline, um, for submission. Um, alright, uh, Sid, I'm going to turn it over to you Cl Ebony on this. Um, this is a question about potential project for rental assistance. Is asking to do sponsor based rental assistance. Um, is this liable? If it's not in our C C P

Speaker 1 01:11:12 I, I believe it's allowable. Um, I don't know how in detail we ask about, or we ask about what type of rental assistance you're requesting in your ccp. We do, uh, ask for things like units and bed units and beds, how many people you plan on serving, um, you know, the component type, but,

um, I don't believe we've gotten to that, that granular nature of your, of the type of, uh, rental assistance you're requesting. But if you didn't mention in your ccp, I I think you're okay. Uh, no, I, nothing I, you're okay, uh, to select sponsor based. Uh, but just let your, um, TA person know and let your, uh, whoever your designated desk officer is, uh, so that, um, when they are reviewing the, the project, they, they have an idea of what, uh, you are going to, what project you're going to be requesting in, in the type of rental assistance, uh, you want to request.

Speaker 7 01:12:08 Thanks Z Um, I don't know this question. Probably Ebony or Caroline, if you do know the answer, we can definitely get back to, um, Sterling who asked this question. Uh, it's about if we are requesting a rent reasonable waiver, um, does that change how we enter things with the FMR screen?

Speaker 4 01:12:41 Um, I invite Sid or Ebony to correct me on this because I'm never quite sure, but I'm fairly certain that, um, you know, the F M R screen can't really be changed. You must create your leasing budget or your rental assistance budget based on the F M R. Uh, what you can do is then kind of think more broadly though of how much money you would need, um, for those units and apply for a, a larger number of units, uh, and make that request, uh, notes about waivers. Um, so the F M R waiver, I believe is not a special activity, but it's an actual waiver. So you would need to, um, submit that waiver with your project application. It would need to be an attachment and you would need to comply with all of the regulations until the waiver was, uh, approved, which may be out of sync with when the applic or when the project is approved. Um, so I would re uh, recommend talking to your, uh, d D O about that if you're pursuing that waiver.

Speaker 2 01:13:42 And, um, not to go in too much detail. Um, so you can submit a f um, a waiver to go, um, above F M R. Um, you can already do that if your rental assistance, uh, in a, in a unit is rent reasonableness, re rent reasonable. Um, the issue is, I think the question was about rent reasonableness, and you are unlikely to get a waiver to go above to pay for a unit that is not rent reasonable. Um, so you can probably submit one, but I've never ever seen a waiver to get approved for a unit that is above rent reasonable.

Speaker 7 01:14:27 Great. Thank you. Thanks Caroline. And thanks. Um, uh, this was an interesting question and we can always get back to you, so feel free to, you know, send us the question also, um, if you feel like the answer was insufficient, um, there, um, there's another question about the dropdown for SSOs. Um, so is there a separate, um, dropdown for non, um, CCE s SSO and CE S sso? Or do we just note that subtype elsewhere in SNPs? Um, SID or Caroline?

Speaker 1 01:15:06 Yeah, on the, when you get to screen three A, which where you're going to select your component type, uh, and you select, uh, s sso, you will, you'll see a li uh, once you select ssl, um, for question five a question five A will pop up to select like the subtype and you'll, you'll click that dropdown menu and you'll get, um, a dropdown feeling and you'll get a list of, I believe, five or six options. So you'll have courted entry, um, uh, why am I blanking? You'll have court entry, uh, standalone. You'll have different, um, options to select, which, um, include both the, the S SSO CCE option, which is only courted entry and the s So CE options just about four different options, um, in your detail instructions, it lists all the options available for you to select and, and what each option, um, what, what each option means, uh, when you're selecting that, uh, that type of SSO non-recorded entry option. So please, um, look in your detail instructions and you'll give you a very, uh, a detailed look, a detailed list of all those s SSO and non cce uh, options.

Speaker 7 01:16:16 Thank you, Syd. Um, Juanita, this question is for you. Um, you know, can you provide more, you know, details about special activities, um, especially the ones that need, um, you know, the approval, like what those special activities are? And, um, if, um, you know, the, uh, if there's like additional information that needs to be provided, um, can people submit attachments to the, to the narrative?

Speaker 5 01:16:49 Uh, yeah. So, um, the special activities that fall under, I believe it's number four, uh, they, uh, they range from providing, uh, supportive services, uh, up to six months after, uh, that supportive services ends. I'm also providing, um, rental assistance for up to 36 months. Um, the match exemptions also one of those special activities. Um, so there's like a variety of different, uh, special activities that, uh, uh, uh, a project can request. Um, and if you do need to provide more detail details to meet the criteria for one of those special activities that do need to come in for review and had approval, um, I did put in the chat that if you are going to attach a separate narrative or a continuation that you just, uh, indicate that, notate that in the text box somewhere, maybe at the end of your narrative, um, on the, uh, the special activity screen.

Speaker 5 01:18:03 So it will, um, uh, so the reviewer will know to that there's additional narrative that they need to review, um, and they can, um, do that. Um, and, uh, just to clarify, I think I mentioned that there's like a, uh, internal review team. So, um, during the assessment process, when it gets to, uh, to HUD that those special activities that, uh, do require like, uh, additional narrative, um, the reviewer will, uh, review and then send that those special activities to, uh, what we call the Y H D P resolution team. And, um, we will review those, uh, special activities, um, and also your responses, uh, and either make a recommendation, a recommendation, uh, for approval, or we will make a recommendation that it needs to be conditioned because the narrative, uh, did not meet a portion of the criteria or the narrative did not address any of the criteria. So, um, a condition will be placed on that project. And a condition is something that needs to be satisfied, um, by the recipient before moving to post award. Post award is where we, uh, execute the grant agreements. So that will need to be rec, uh, reconciled before, um, we will actually go into, uh, uh, a grant agreement with the recipient.

Speaker 7 01:19:42 Thank you, Anita. Um, that was very, very helpful. Um, description about special activities. Um, can you again remind everyone the timeline for, um, project application when they're due and, um, uh, just with the ground agreement timeline also?

Speaker 5 01:20:01 Yeah, so the project applications are due by July 1st. Um, and then, uh, we have a time where we do the assessments, um, of the project application. And, uh, once that process is over, um, there is what we call a technical submission portion where that, uh, step is in EAPs and the recipient will have to reconcile any conditions. Um, and also issues, we do have issues that do come up with, uh, grant agreement, I mean, sorry, with projects as well. Those, it's just alerts and those, what we call issues aren't conditions that need to be, uh, satisfied before moving the post award, but you may need to address some concerns or some alerts that the reviewers may put onto your, uh, your project. Um, but so you'll reconcile anything that was identified due on the assessment portion and then that, uh, that will come back to HUD.

Speaker 5 01:21:11 Um, and then you will be ready to, uh, uh, for grant agreement. Um, we, the grant agreement process, uh, we need to get everything into our financial, to our financial office in Fort Worth, Texas by the end of the fiscal year, which is September 30th. But, uh, we do have a little bit or shorter, uh, timeframe because, uh, they shut down a couple weeks prior to that, uh, September,

September 30th deadline. So we do have to make, we do have a, uh, quick turnaround where we have to make sure that we submit all the HUD sign grant agreements to our financial office to ensure that your funds will be carried over into the, to the next fiscal year. So that, uh, uh, signing grant agreements, uh, process will happen sometime and like I would say, uh, mid, maybe early September, mid September. So, um, but your assigned dedicated desk officers will be, uh, sending out timelines and also sending out emails to let you know, um, the different stages and when certain phases of the process will, uh, take place.

Speaker 7 01:22:37 Thank you. Um, and we will provide, as we are going through the, you know, process, we will make sure to provide you additional update on this timeline. Um, I do not see any additional questions. Um, I want to open it up for the team if you have any, any last minute kind of reminders right now that we can share. Um, otherwise please like, you know, remember to send all your questions to you to demo. Um, information is, uh, on the chat, Caroline has shared also some resources. Um, when you have few minutes, please, you know, go through those resources and there are very helpful, um, resources that we, uh, have put together. Uh, but I'm opening it up to the team. Any additional, uh, comments or thoughts,

Speaker 1 01:23:35 Just a reminder, um, when you're applying for your projects to make sure you are applying on the correct funding opportunity? We had some instances last year where a couple of projects, couple communities told us that they had submitted a project like weeks prior and we didn't see it. And the reason was because they had submitted it under the wrong funding opportunity, so we weren't looking for it. Um, so when you, when you're creating a project, please make sure that you're submitting under the FY 21 Y should p project application and not the FY 2020 or under any of the c o c funding opportunities. It's, it should be the fy it should be the Y H P new project application FY 2021 funding opportunity that you are applying under.

Speaker 5 01:24:21 Um, and I, I guess I would say for the, uh, the special activities, I went over that, like, uh, you will see the complete list of special activities that, uh, one can apply for, but doesn't, that does not necessarily mean that that project is eligible for a special activity. So just make sure that you review the language that is in those blue parentheses to make sure that your project is actually eligible for that special activity that you're requesting.

Speaker 7 01:24:58 Good point. Sid and Juanita, um, thank you for sharing that. All right. We do not have any additional comments and no additional questions, so I'm going to wrap it up here. Um, thank you so much everyone for, you know, joining us today. Um, we are excited and looking forward to giving you project applications. Thank you.

Speaker 0 01:25:24 That concludes our conference. Thank you for using event services. You may now disconnect.