

Youth Homelessness Demonstration Program (YHDP) Start-Up Training

Chat log

November 2, 2023

from Rozann Downing (privately): 2:03 PM

Will we be able to get the powerpoint presentation?

from Jeanine Beasley, she/her, HUD to everyone: 2:05 PM

@Rozann We will send out the powerpoint presentations

from Danny to everyone: 2:08 PM

how do we get an ID to start the ELOCCS

from Danny to everyone: 2:09 PM

I have tried this and it ask for an ID

from Jeanine Beasley, she/her, HUD to everyone: 2:09 PM

@Danny You must first register with secure systems, we are going over these steps now.

from Danny to everyone: 2:11 PM

thank you

from John "JB" Brown to everyone: 2:12 PM

Will slides from this protion be provided. I did not see them in attachments. We are working through determining assignments to setup eLOCCS.

from John "JB" Brown to everyone: 2:12 PM

protion = portion

from Regina Lee to everyone: 2:13 PM

Aimee is covering getting ID now.

from Jeanine Beasley, she/her, HUD to everyone: 2:13 PM

@John Yes, we will be sharing these slides!

from Rodney Garnett to everyone: 2:14 PM

Thank you John B.

from Lisa Lawson to everyone: 2:17 PM

I just want to make sure you have my email address to forward these slides to: lisala@kmhs.org

from Jeanine Beasley, she/her, HUD to everyone: 2:18 PM

@Lisa Thanks! We will get you the slides.

from Rozann Downing to everyone: 2:19 PM

Clarification-you can have 2 or more ELOCCS users to do draw downs

from Amy McDonald (privately): 2:20 PM

When will YHDP funds be released in eLoccs for drawdowns

from Jeanine Beasley, she/her, HUD to everyone: 2:21 PM

@Rozann Yes, you can have multiple ELOCCs Users.

from Alan Walker to everyone: 2:25 PM

user ID charater limit? I have tried to login with my existing credentials, but character limit prohibits proceeding with existing user ID.

from Rozann Downing to everyone: 2:27 PM

We have found issues with sending Form 27054E with encrypted email. Can you give us some information on how to do it. We use gmail. I am assuming it is not encrypted.

from Jeanine Beasley, she/her, HUD to everyone: 2:28 PM

@Alan You will receive your M-ID from secure systems, this is your User ID.

from John "JB" Brown to everyone: 2:28 PM

Question About Segregation of Roles. First HUD award. In all other Federal platforms I serve as Admin. We have an individual who will be managing procurement and likely draws. Under this award, I will need to monitor balances for match purposes and also Monitoring and Reporting. Would the Coordinator role have access to that information or will that only be available to eLOCCS Users?

from Lisa Lawson to everyone: 2:29 PM

Completion in 10 days.....is that 10 business days?

from Jeanine Beasley, she/her, HUD to everyone: 2:33 PM

@Rozann We will get more info on this and get back to you

from John "JB" Brown to everyone: 2:35 PM

Suggestions on email encryption must commonly used by HUD...?

from John "JB" Brown to everyone: 2:35 PM

must=most

from Amy McDonald to everyone: 2:35 PM

When will YHDP funds be released in eLoccs for drawdowns

to Aimee Harmon-Darrow she/her (privately): 2:36 PM

would you like too do audio questions?

from Juanita Perry to everyone: 2:37 PM

when the executed grant agreement is processed by our financial office, banking information is processed and all ER met

from Juanita Perry to everyone: 2:37 PM

ER=environmental review requirement met

from Sandra to everyone: 2:39 PM

How long do we wait for the M-ID via snail-mail before being concerned that it's gone astray? We've been waiting > 2 weeks and are starting to get nervous.

from Megan VandeBogert to everyone: 2:41 PM

We do not need to do anything if we are already in eloccs for another YHDP grant correct?

from Jeanine Beasley, she/her, HUD to everyone: 2:42 PM

@Megan Correct!

from Juanita Perry to everyone: 2:42 PM

@Megan, if you have access in eLOCCS, no you do not need to redo the secured systems process.

from Pam Mattingly to everyone: 2:46 PM

When will the YHDP be loaded over on the drawdown page? I can see our grant in the listing of grants, but it has not moved over to the drawdown section.

from Danny to everyone: 2:47 PM

are we inputting from Jeanine Beasley, she/her, HUD to everyone: 2:49 PM

@Danny No you will not input/upload any receipts, you will need to keep these in your internal records

from Christine Elwell to everyone: 2:51 PM

I believe we can only submit one invoice per day - is that correct? Is that the case even if we have different grants (as in 1 YHDP and 1 PSH grant)?

from Pam Mattingly to everyone: 2:51 PM

@Danny you keep all your financials/receipts and when HUD does a monitoring they will all those.

from John "JB" Brown to everyone: 2:52 PM

On documentation, I noted the receipt question. We will be subject to an A-133 Audit. Shall we assume then that there will be a closeout audit for verification on procurement?

from Pam Mattingly to everyone: 2:52 PM

@Danny...AUDIT those.

from Jeanine Beasley, she/her, HUD to everyone: 2:52 PM

@Christine one voucher per day per grant.

from Danny to everyone: 2:53 PM

thanks

from Amy McDonald to everyone: 2:53 PM

I only ask because it has been several weeks since all of that has been completed.

from John "JB" Brown to everyone: 2:54 PM

Normal turn around time from Submission on draws until funded? receipts

from Jeanine Beasley, she/her, HUD to everyone: 2:55 PM

@John Usually 3 business days

from John "JB" Brown to everyone: 2:56 PM

TY... Props. That's good.

from Jeanine Beasley, she/her, HUD to everyone: 2:57 PM

@John We require quarterly draws but suggest monthly draws

from John "JB" Brown to everyone: 3:00 PM

Probably an "In the weeds question" but does HUD have guidance on supporting documents for approved staffing. We had one agency that wanted time& attendance logs for Salaried (exempt) staff, payroll register, paystub, and direct deposit verification. If you have an OMB / CFR reference that will suffice... (Trying to prepare in advance)

from John "JB" Brown to everyone: 3:00 PM

great timing...

from John "JB" Brown to everyone: 3:04 PM

Dedicated Salaried Position - Direct Cost. Our Payroll system is setup to comply with DoL and we therefore do not have salaried staff log in and out each day for pay. They only report absences.

from Pam Mattingly to everyone: 3:06 PM

@JB..I gave my exempt staff the option of logging in or doing a manual timesheet....they opted for logging in/out every day

from Danny to everyone: 3:08 PM

yes

from John "JB" Brown to everyone: 3:09 PM

... Question was based upon comparing this program with other agencies and experience. Some have required specific forms to compile documentation.

from Laura Latta to everyone: 3:09 PM

Our group has been working to get our secure ID but have heard nothing back from our submission. Any guidance in this case?

from John "JB" Brown to everyone: 3:11 PM

Some close-out audits have required 50% sampling of documents. Better to ensure we comply from day one...versus surprises after a program has concluded.

from Micah Snead to everyone: 3:11 PM

Are there any "first voucher" processes YHDP recipients need to know about? Some Field Offices have particulars for the first draw on a grant.

from Jeanine Beasley, she/her, HUD to everyone: 3:12 PM

@Laura Please reach out to your DDO for assistance!

from Danny to everyone: 3:13 PM

who is our desktop officer

from John "JB" Brown to everyone: 3:13 PM

OK.... direct to DDO.... trying to say in DOL compliance as well for exempt staff

from Jeanine Beasley, she/her, HUD to everyone: 3:14 PM

@Danny what community are you from?from Jeanine Beasley, she/her, HUD to everyone: 3:14 PM

@Danny what community are you from?

from Laura Latta to everyone: 3:15 PM

Thanks Jeanine! That was our first action. We are now just waiting for a reply.

from Micah Snead to everyone: 3:15 PM

Can a community request their DDO be replaced by Aimee?

from Rozann Downing to everyone: 3:15 PM

If our grant agreement is signed early Oct. Will we be able to do eloccs draw for Oct, if we have already begun our YHDP program

from John "JB" Brown to everyone: 3:19 PM

Do we need Round 1-5? :)

from Pam Mattingly (privately): 3:19 PM

Our grant began on 11/01/23 and it is not over in eloccs to do a payment voucher. when will that happen?

rom Nili Soni to everyone: 3:21 PM

YHDP Dedicated Desk Officers

Juanita Perry

Rolisha Handy

April Mitchell

Erin Collick

Aretha Periera

Jeanine Beasley

Micah Snead

Aimee Harmon- Darrow

Regina Lee

from Donnie Feller to all panelists: 3:25 PM

Specific Question: Do we need to do an Environmental Review for Transitional Housing?

from Lunie Beal to everyone: 3:25 PM

Eligible costs , please

from Rozann Downing to everyone: 3:26 PM

Is there a max. amount of income 50%AMI or 80%AMI

from Danny to everyone: 3:26 PM

What is the protocol if a young person has decided that once they are in the program, they do not want to complete the requirements of the program any longer? Do they stay in housing and the program without recourse or do we make a decision to extubate them from housing?

from Jeanine Beasley, she/her, HUD to everyone: 3:28 PM

@Donnie here is a great resource for ER: <https://files.hudexchange.info/resources/documents/CoC-Program-Environmental-Review-Flow-Chart.pdf>

from Rozann Downing to everyone: 3:28 PM

Can we exceed FMR if we do a rent reasonableness

from Danny to everyone: 3:28 PM

Once a young person is in housing for 3+ months, and they have started to live in an uninhabitable situation. They do not want help with cleaning, they are bringing in unapproved quests, and illegal substances. What would be the protocol?

from Nili Soni to everyone: 3:29 PM

Resources

- Virtual Binder: CoC Program Components Overview
- CoC Toolkit: CoC Program and Eligible Costs
- Training: Overview of CoC Program Components and Eligible Costs

from Lunie Beal to everyone: 3:29 PM

Eligible costs, I was asking because I did not receive the slides, but I'll ask my superviosr. Thank you

from Danny to everyone: 3:30 PM

Would there be any implication to evicting a participant from the housing program if they decided to not follow landlord or RRH rules and standards put in place?

from Nili Soni to everyone: 3:30 PM

<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-program-components/coc-program-components-overview/>

from John "JB" Brown to everyone: 3:31 PM

Re: ER. We had the subject of accompanied and unaccompanied. You referenced an older not eligible... for purposes of limitations... if there is a eligible client with a child. Is the child treated separately with respect to tracking and costs?

from Rozann Downing to everyone: 3:31 PM

Can we exceed FMR if we do a rent reasonableness

from Micah Snead to everyone: 3:33 PM

An HTML friendly version of the updated CoC Interim Rule can be found here
<https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml>

from Len Dittmeier they/them to everyone: 3:34 PM

@JB the child would be considered a member of the household, and you would track assistance by household

from charlia to everyone: 3:34 PM

second Rozann's question: FMR is only updated once a year, correct? so it could be behind the reality of rental costs

from Micah Snead to everyone: 3:35 PM

Aimee will hit on that Charlia. First depends on if you're using LEASING or RENTAL ASSISTANCE

from John "JB" Brown to everyone: 3:35 PM

This is our first Award and we are going to stay strictly within budget, but is there a process with HUD for future awards for Indirect Cost Agreements. Our approved budget was cut for administrative cost support. So all staff involved with maintaining the program will not be subsidized.) Want to resolve that in the future.

Fair Market Rents can be found here <https://www.huduser.gov/portal/datasets/fmr.html>

from Bridget Alexander (privately): 3:37 PM

As FMR increases each year, does our awarded amount increase ever to reflect this increase? If not, are these increases budgetted for when the grants go back into competition after two years?

from Micah Snead to everyone: 3:37 PM

FMR is updated annually, usually effective (although sometimes not released on/by) October 1.

from Bridget Alexander to everyone: 3:37 PM

As FMR increases each year, does our awarded amount increase ever to reflect this increase? If not, are these increases budgetted for when the grants go back into competition after two years?

from Micah Snead to everyone: 3:39 PM

@Bridget that depends on the NOFO and your budget activities, but usually yes we can adjust budgets up for renewals

from Jeanine Beasley, she/her, HUD to everyone: 3:39 PM

John You would be able to apply for indirect costs when the program is renewed after the initial two year grant period

from Bridget Alexander to everyone: 3:41 PM

To confirm, if we didn't have a line item for a support service and then wanted to spend funds on that line item (w/i support services), we can without submitting a budget mod? Also, if we give a raise in year two on a support service position above original budget that does not require a mod?

from Danny to everyone: 3:41 PM

does this include Host Homes

from Micah Snead to everyone: 3:42 PM

@Bridget re: FMR see "CoC Maximum Award and FMR Adjustments" in the FY23 CoC NOFO for an example.

from John "JB" Brown to everyone: 3:44 PM

We are in a Diversion program. So we are addressing the Imminent Risk aspect of homelessness. Any guidance on the subjective nature of Imminent?

from John "JB" Brown to everyone: 3:49 PM

Should we grab (cut and paste the chat?) or will you forward that with the slide deck from the first presentation?

from Jacqueline to everyone: 3:49 PM

Can you please repeat what you said about sharing 50% of our project admin budget with our subrecipients and explain that a little more?

from Rozann Downing to everyone: 3:50 PM

I think we were told that for Category 2-we can get written eviction letter that states the young adult has to move (these were in reference to couch surfing)

from Jeanine Beasley, she/her, HUD to everyone: 3:50 PM

@John here is the imminent risk category 2 definition: An individual or family who will imminently lose their primary nighttime residence, provided that:

Residence will be lost within 14 days of the date of application for homeless assistance;

No subsequent residence has been identified; and

The individual or family lacks the resources or support networks needed to obtain other permanent housing.

from Rozann Downing to everyone: 3:51 PM

We asked for Category 3 but were declined since Category 2 will fit most of the young adults that we serve

from Bridget Alexander to everyone: 3:51 PM

Can we get an example of how to document "no residence identified" and "lacks resources or support networks

from charlia to everyone: 3:53 PM

can't unmute myself. we are a survivor agency so are unable to put PII in HMIS, and HMIS "consent refused" is WA's Alternative HMIS system. We plan on providing the aggregated data, and work with our HMIS County/State folks to make sure we aren't duplicating/messing up our County's HMIS data

from charlia to everyone: 3:53 PM

I'm curious if there's any other guidance around this

from Susan Hernandez (privately): 3:53 PM

About the Admin - what if the subrecipient is receiving less than 50% of the total grant?

from Krista Josephson to everyone: 3:53 PM

When you say admin, is that the same as indirect? from Jeanine Beasley, she/her, HUD to

everyone: 3:55 PM

@Charlia yes, lets get you connected to our HMIS TA folks!

from Rozann Downing to everyone: 3:55 PM

Can you have a deminus indirect cost for Admin exp? Am I getting confused

from charlia to everyone: 3:55 PM

@Jeanine, would love to see a better way of doing HUD approved alternative HMIS system in WA :P

from charlia to everyone: 4:00 PM

Shoot I didn't get the memo that it needed to be spent on the project. so if this budget doesn't cover "office rent" for our team working on YHDP, then what pays for it is match

from charlia to everyone: 4:00 PM

will need to discuss this "collect rent" thing with someone

from Christine Elwell to everyone: 4:02 PM

I know that match has to be used for eligible expenses. Does this mean if we pay an excess security deposit for someone in the project, we couldn't apply that amount to our match, correct?

from Rozann Downing to everyone: 4:03 PM

Since our office space is donated, can we take the office space as match and calc it based on square footage

from Bridget Alexander to everyone: 4:06 PM

Is there a document that gives examples of various rental payment scenarios and how to ensure accounting is on point? For example, master leasing, irect leasing between youth and lanlord, rents above FMR, paying security deposit....

from Rozann Downing to everyone: 4:06 PM

can the rent reasonableness be used for RRH programs if they exceed FMR

from Danny to everyone: 4:09 PM

is there a link for the virtual binder

from Susan Hernandez to everyone: 4:10 PM

Regarding 50% of Admin given to subrecipients - what if the subrecipient is receiving less than 50% of the grant? Shouldn't we split Admin in proportion to the grant allocation?

from Danny to everyone: 4:12 PM

are homes included with SSO

from Rozann Downing to everyone: 4:15 PM

Is YHDP projects going to have to follow NSPIRE next year in Oct 2024

from Danny to everyone: 4:16 PM

does the rental tenant law apply to participants or are we following a different "rule book"

from Rozann Downing to everyone: 4:17 PM

So we can ask our DDO for the habitability inspection exemption now after the grant agreement has been signed

from Micah Snead to everyone: 4:18 PM

Local laws apply, agencies should definitely have a policy/procedure for how security deposits are handled

from Bridget Alexander to everyone: 4:25 PM

If we move less than 10% from one line item to another, we just tell our DDO, right? Any exclusions? Like could 5% be moved from rental assistance to support services?

from Micah Snead to everyone: 4:26 PM

@Danny terminating from a project is language HUD would use referring to when an agency ends a participant's enrollment in the project.

from Micah Snead to everyone: 4:27 PM

@Danny for more see 24 cfr 578.91 Termination of assistance to program participants.

from Danny to everyone: 4:27 PM

I can tell you that we do not operate on terminate any youth no matter what .

from Jeanine Beasley, she/her, HUD to everyone: 4:29 PM

@Bridget yes and yes, you cannot add a new line item to your budget like you could not move funds from supportive services to rental assistance if you did not have rental assistance to begin with, always reach out to your DDO first! :)