

Youth Homelessness Demonstration Program (YHDP) Round 6 Start-up Training

Webinar Transcript

November 2, 2023

Speaker 0 00:00:00 Welcome, and thank you for joining us today at locs and Financial Information Training. Before we begin, please ensure that you have opened the WebEx chat panel by using the associated icon at the bottom right of your corner. You may submit written questions throughout the presentation, and these will be addressed during the q and a. To submit a written question, select all panelists from the dropdown menu in the chat panel, enter your question in the message box provided and send. Please note that all audio connections are muted until the q and a portion of the call. If you require technical assistance, please send a chat to the event producer. With that, I turn over the conference to Nelly. Please go ahead.

Speaker 1 00:00:45 Thank you so much. Uh, good morning. Good afternoon, everyone. Um, we're really excited to offer this, um, webinar today. I'm joined by, um, YTP, team members, members, um, Amy Harmand, Doro you'll be hearing very soon. Juanita Perry, who is, um, also here about to talk about the startup training. Um, and then we've also been joined by Ebony Rankin, Janine basically s as well as, um, Regina Lee, who will be joining. Um, we'll be taking questions, um, as we are going through the presentation. There's going to be live q and a too, um, towards the end, especially around the startup. Um, I'm the director for state Assistance, division Manager for YHDP. Um, I'm going to turn it over to Amy.

Speaker 2 00:01:40 Thank you, Neely. So, today we're going to talk about, uh, the first part of our training is going to be about how to get access to ux, how to create a voucher, and some basic financial management requirements for HUD, for HUD awards, and how to document your financial file. So, starting off with, um, secure Systems and locs going down the rabbit hole, uh, I stole that, uh, title from another one of our colleagues in, I believe, the Minneapolis, Minneapolis Field Office. Uh, and you'll see why that's a pretty appropriate title for this process. Uh, for this part of our presentation, we're going to learn the difference between these two systems, secure Systems, and locs. Uh, we'll improve your understanding on how to access these systems and, um, how to maintain or change the user data for these systems.

Speaker 2 00:02:51 Um, more specifically, we're going to talk about, um, the roles that the individuals in your agency will have in the systems, how to register for them, uh, how to find them on the web, uh, adding and changing users. Uh, what do you need to do for troubleshooting? And, um, I'll provide additional resources, uh, for your reference. So you're going to hear, uh, the word Secure Systems a lot. Secure Systems is basically, uh, the home of, um, HUD's main, uh, major systems, uh, including our line of credit. So it's the platform which you're going to access, the, uh, the Eloc system. And it's, uh, operated by the Office of Public and Indian Housing and the Real Estate Assessment Center. So it was originally designed for our multi-family partners, um, the PHAs and Multi-family developers and asset managers. So there's a lot in that system that's not necessarily for our grants, but that is the system that you use to access eloc.

Speaker 2 00:04:10 Uh, to get to our systems, you go through HUD dot gov, uh, that's where you'll find Secure Systems. And then within the Secure Systems platform, you can find locs. So, in order to access these systems, your agency has to assign certain roles, uh, to employees. So the first is the Approving Official. The Approving official is basically our lapse administrator who, um, signs off on users in the system. And their responsibilities include recertify lapse users in the LAP system. Um, the Secure Systems Coordinator is the Secure Systems administrator who manages the organization's users in the Secure Systems platform. And their responsibilities will be assigning locks roles to themselves and to their users. Um, these are the same people. They, they just have different titles based on the system that we're talking about, but this is the same person in your agency. The approving official will be the Secure Systems Coordinator, and then you'll have users who are going to actually use the system, go into locks to submit vouchers.

Speaker 2 00:05:33 So, uh, drilling down a little bit further, um, the coordinator needs to be someone who is a supervisor to the user. Uh, it could be a board chair, the CEO, the executive director, or the CFO. Um, and they can go into the system, they can retrieve user IDs, and they can assign roles. We're going to get into the details of how that's done a little bit later. Um, and the, uh, user is, uh, the same title, both Insecure Systems and Locks. Uh, and you need to add a user, uh, and that person would be someone who reports directly to the person who is the approving official or coordinator. So it would be, uh, an accountant or a data entry clerk or a bookkeeper, something to that effect. And their job will be to enter the vouchers in the system to create the draws.

Speaker 2 00:06:34 So we're going to start off going through the registration components. Essentially, in order to get access to locks, you first must start with registration in HUD Secure Systems. And in order to do that, your agency needs to be, um, registered as a business partner to HUD. And then the locks, uh, this, the Secure Systems Coordinator, uh, needs to register, and then your locks user will register, and then you have to assign the roles. So the first part, if you haven't had any HUD contracts before, is to go into the system and register your agency as a business partner. This is a pretty simple form. Uh, the, the link to the form is, um, is in the slides, and you'll, the slides will be available after the presentation. Uh, you'll need to have your 10 available when you do so. Um, and make sure, uh, with this in particular, that your mailing address is accurate and up to date, because one of the important pieces of this, uh, process is going to come to you by snail mail. Um, so you'll definitely need to make sure that it is, uh, an accurate mailing address. You wait one business day, and then you can start the next part of the process.

Speaker 2 00:08:00 So, registering in, um, secure Systems as a coordinator or a user, these can almost happen simultaneously. Uh, but here are the steps. You'll go into HUD dot gov to the website. You'll select program offices at the top, and you'll go to Public and Indian Housing. That's the right place, even though that's not, you know, we're CPD, uh, but that's the, uh, the host of our Secure Systems website. And you'll scroll down and select, I want to access PIH React Online System. And when you get to this page, you're going to bookmark this page. Um, you'll select, need access to HUD Systems, register online for the purposes of the CPD grants. The YHDP program, you are a multifamily housing entity. So when you select, uh, what kind of user ID you need, that's the one that you're going to select.

Speaker 2 00:09:11 And then this is the page that's going to come up. This is the exact same, uh, page for both the, um, secure Systems coordinator and the user. The only difference you'll see is those radio buttons. So the coordinator's going to select coordinator, and then the user would set Select User. The thing that you'll need to have, is your organization's 10 and your Social Security number. And at this

point, you're going to be asked to create a password to the Secure Systems. This is a unique password that you cannot share with anyone. So you might be tempted, uh, especially the coordinators. If you're busy and you have a secretary or something to that effect, you might be tempted to ask them to do the registration for you. But because, uh, you're going to be using, um, personal information and you're going to be creating your own, um, password, uh, you need to do this process yourself and make sure you save that password.

Speaker 2 00:10:17 Uh, you might not hear for like seven to 10 days about your id. So you need to keep your password safe and know where it's going to be, because eventually you will use it after about, um, seven to 10 days, hopefully, you're going to receive this very formal looking letter from, uh, react in the mail. This is just for the coordinator only. Uh, they receive their MID, it's called an MID by mail. Um, and that's when you'll be able to get into Secure Systems and do the rest of the good stuff. Now, pretty much at the same time, those that are going to be, um, your locks users, the folks that are going in and making your draws for you from our system, they can also fill out that same form. The process is exactly the same. And, um, and register as a user.

Speaker 2 00:11:21 Once the, uh, once the coordinator gets their MID, they'll be able to go into the system and retrieve the MID that's been assigned to the locks user. You might want to wait just like a couple of days, but it can almost be done simultaneously. So, um, for once the, uh, once the coordinator gets their MID, they'll go back, find their password they created, go back to the page that they bookmarked, um, and they'll log into the system. So it says existing, uh, users, log in here, and that's the page. It's going to come up for you. This is what it looks like. It's not very fancy. Uh, it's pretty basic for websites nowadays. So, um, you'll put in your MID you'll put in your password, and you'll log in before the, um, I think there's also like a, you'll have to approve, you'll have to agree to a set of, uh, uh, rules and behaviors that pop up after you log in.

Speaker 2 00:12:32 But this is the main menu. What you're going to see is you're probably not going to see that list of systems. Um, those are the many systems that are available to, uh, folks who are in our multi our Multifamily partners. But you will see the System Administration menu on your front page. And so the first thing you're going to do is select user maintenance, and you're going to assign yourself as the coordinator some, uh, roles in this system so that you can then, um, retrieve your user's ID and assign roles to them. Uh, this is not the lock system, by the way. This is just Secure Systems, which is once, uh, once again, the platform, uh, that locks is, is housed in. So you'll enter your id and then you'll click on Search User.

Speaker 2 00:13:26 And this Maintain User, uh, menu will come up and you'll go to Choose a Function, and you'll select on the dropdown menu, maintain User Profiles, actions. You'll scroll down and find Locks and Select Coordinator, and then click Assign Unassigned Actions, and then click okay. And then we're going to do one more thing that looks almost exactly the same as the thing you just did, but it's, it is different. You'll go back to the Choose A function, and you'll go back to the dropdown menu. And this time you'll select Maintain User Profiles, roles that you need to assign yourself a role.

Speaker 2 00:14:16 And you'll select, you'll look for locks, and you'll select admin and Query only. Those are the only two roles you need, and you should not select the additional roles. And then assign unassigned roles, and then you'll click, okay, so then you're good to go. As the coordinator, you have all the roles that you need assigned to yourself, and now you're going to find your users, uh, id, because it will not come in the mail. This is, um, as the coordinator, you're the one that would be looking up their

MID, which they're going to need to fill out the locks access form, which we will get to soon. So you'll go back to the user maintenance, uh, screen. And at this point, also that user maintenance is part of your left hand, um, navigation menu. So if you don't see it after you're finished with your roles, uh, and you want to get back to the beginning part of user maintenance, you'll also see it on the left.

Speaker 2 00:15:14 Um, and then you'll search for User, because you don't have your user's MID at, right? Right. Now, you're going to want to go down to the part where it says, search users with these other criteria, other search criteria. And the easiest way to do it, um, that I found is to use your user Social Security number. But you can also try using the Business Partner Tin, which is your, your tin, um, or even first and last name. You'll get not as much accuracy with the first and last names because there's so many users in the system. But, um, one of those specific ways, and you'll, you'll select on, uh, search users. And then the same menu is going to come up. And this is where you're first going to find your employee's user id. So the first thing you're going to do is write down their user id.

Speaker 2 00:16:07 It'll start with an M and because they're going to need that for their, um, for their locks form. And then we're going to add roles for them. So in this page, uh, you'll make sure that the coordinator says that they are not a coordinator. They should not, uh, be listed as a coordinator. Uh, then you'll go to the Choose A function and you'll do the dropdown menu and do maintain User profiles roles, and you'll look for locks. Scroll down to lock and select Admin inquiry only. Do not select requisition or year Yearend settlement. Even if your employee does those roles for you and your agency, they don't mean the same thing in the system, and you don't need those roles. And if we find that they're selected, um, we can't process your form. We'll have to ask you to go back and unassigned those, those specific roles.

Speaker 2 00:17:03 So you only want Admin and Query, and then you'll select a Sign Unassigned and click okay. And then, uh, you're good to go in Secure Systems. Your Secure Systems registration is all set. So, uh, just to review, you're going to be, you're going to make sure you register as a business partner first. You're going to identify who's going to be the approving official and you know, slash coordinator in your agency. And they will register Insecure Systems as the coordinator. And then you're going to identify who your user or users will be. And I do actually recommend having two people who have access to the lock system, uh, for draws. Um, and then they will register as Secure Systems users, and you'll retrieve their user ID and make sure that all the roles are assigned. So that's the Secure Systems Registration Process that has to be done before you can request access to the, to the ELO system.

Speaker 2 00:18:12 And here we go. So the next thing that you're going to do once you have your mids and you're fully registered, is you're going to, uh, use the HUD form 27 0 5 4 E to request locks access. Um, this is the same process for all the users, and this is not something that the Approving official, uh, needs to do. This is, this is for the users only. There is a section for the Approving Official, but this is something that, uh, you're only going to fill out for those who are going to make actual draws. So in the first section, you're going to select new user, you're going to put their MID in the Secure Systems ID section, um, completely fill out the form, make sure that you include their title and their address. Their email address has to have some part of their name in it. Um, and then they will sign it and date it.

Speaker 2 00:19:22 And then in section six, that's where the Lots Approving official completes it. And the person who did all the work to be the Secure Systems Coordinator, this is your section. So you'll fill that out. You'll put your title in, um, and your unique MID make sure, um, that this is not the same thing. You, you have to have every person in your agency has to have a unique, um, id. And your title cannot be

that. That's, uh, like a temporary title. You need to be a permanent employee of the agency. Um, and it needs to be clear that there's a, a, like a supervisory role with your title, um, to the one who is requesting access. Uh, another thing to note is that only employees of your agency can have access to the system. So if you are someone who's been using, um, like a contractor to do your, uh, your financial management for you, someone who might be acting, uh, like, uh, I'm forgetting the word right now, but someone who is, is acting to maintain your, um, financial management systems.

Speaker 2 00:20:38 And, um, and they're in, in a contract with you. They cannot draw from locks. It has to be an employee of the agency. Um, and then the, so the, uh, the approving official will sign and date it, and then both of those signatures have to be notarized. And the notary's, uh, signature must be dated, and the date must be the same date that both the user and the approving official signed. So if you are doing, if you're working remotely and your user is completing the form first, and they, um, then they need to get their signature notarized and then send it over to their, uh, their supervisor, and then that second signature would be notarized. Um, and you'll send a second notary seal with your form to us. If you're not doing this at the same time, it's obviously easier to sign it at the same time, but, um, I understand sometimes that can happen.

Speaker 2 00:21:45 Uh, so you'll just have a second, uh, notarization. And then section eight, don't, don't touch that. Uh, that's our, our section. We'll fill it out. You don't need to try and expedite it by, by putting your HUD contact in there. Just, uh, just don't touch it. We got that part. This, uh, form has two pages. So in the second page, this is where we get to some of the details. Uh, for one, we'll have your, uh, organization's, uh, tin, um, and your organization name. Before we get to that, the very first thing you're going to do is you're going to, uh, add the reason that you're requesting access. And it's always basically, um, new user or reinstate user, but it'll be new user. And you'll just go back to, uh, the selection you made on the first plate in block one. And the instructions on the form will say, uh, reason as checked in block one.

Speaker 2 00:22:50 So they have to match. Very important here in this part of the form is the program area id, um, for YHDP, the program area ID is snap. I know that that might confuse you, but it's not YHDP, it's not COC, it's snap. And then you'll write the program area name, which is Special Needs Assistance. You might be tempted to write programs, but don't do that because it's not, and I'm only saying that because the CFO Security office is incredibly particular about these things. So, um, program area id, snap program, area name, special Needs assistance, you're going to add, and you're going to add drawdown access. And then at the very bottom of page two, you'll need to initial and date again. And the very last box, again, one of those spots you do not fill out. And that's for the HUD staff.

Speaker 2 00:24:01 So that is your form. Um, the expectations that we have is that you'll need to email your form to us, uh, by encrypted mail. Uh, don't, don't use snail mail for your forms because, uh, it will take a very long time, and I'm not sure we'll ever receive them. Because most of us are not in the office. Um, it's easier to do this by encrypted mail. You can password protect your form and send the password to us in a separate email, um, or find some other way to send, uh, encrypted mail. The MID is, uh, secure information. And HUD's email is not secure. That's why, uh, we require it by encrypted mail. Uh, the average amount of time, if your form is good to go, and we submit it to the lock security office is about a week. But they have 72 hours, um, to process 72 business hours to process the form.

Speaker 2 00:25:03 So that's about eight days. So during a very busy time, it can take up to eight days to get your access. Um, you'll, the approving official will receive an email that the access has been

granted, and they'll let their user, their user know. And what's very important is that the locks user needs to sign in to locks within 10 days of getting their access granted. Um, even if they don't have a draw prepared, it's just to go into the system, because if it's not done within 10 days, we have to start the process all over again.

Speaker 2 00:25:40 So this is, I know it's hard to read this, but this is what the email will look like. Um, what I'm trying to highlight here is that it'll have the date that you need to log in by, uh, so please don't ignore this email. Uh, don't reply back to this email. Um, but this is, uh, very important. It will also give you instructions. You're going to be expected to, um, set up a pin when you log in for the first time, and also set up some security questions and answers in the system. And this is for the user only. Um, the approving official, the locks, the e the secure Systems coordinator, they do not, um, they do not go into locks except for recertifying their users, which I'll go into in a minute.

Speaker 2 00:26:36 So, again, this is, uh, this is how you've entered the system. You go to HUD dot gov, you select, uh, get onto Secure Systems, which is the page you bookmark, and then you'll have locs. And this is what your, um, page is going to look like if all your roles have been assigned properly. And the locs has, uh, granted your access. Um, you'll have in your list of systems, uh, you'll have line of credit control system, and you'll have the System Administration menu. All right. So what if the agency needs to change their approving official, or you want to add a user or downgrade a user or, or terminate a user? So, to, to do any of the, um, add a user, downgrade a user, or terminate a user, you're going to use the HUD form, uh, 27 0 5 4 E. Uh, those that form you'll send in to us to, to do any of those things. But to change your approving official, you need to make that a formal request that's on agency letterhead. Um, and it contains, uh, some important information. Um, and then it has to be signed by the, uh, the new approving official and notarized. And we have instructions we can send to you. So if you come to this place and you, uh, you need to know what to do, just to just ask us, and we'll, we'll provide you the instructions, you'll send that letter also via encrypted email to your dedicated desk officer.

Speaker 2 00:28:30 Um, when you sign on, you agree to the rules of behavior. Uh, this is really important because, um, if you break these rules of behavior, you will be terminated from the system and not be able to get access to it. And very specifically sharing your MID via, uh, unsecure email, or really just, you don't, you don't ever really need to share your MID um, unless you're submitting the form to us. So sharing your MID on an email or sharing your, um, your password and your, uh, your ID and your password with other people in your agency, those are all prohibited by our rules of behavior. And you'll end up getting kicked out of the system for that and not being able to, um, regain access to it.

Speaker 2 00:29:24 So every, um, so the approving officials duties in our system is just to recertify your users every three months, and you'll start getting notifications of, uh, recertification 45 days out from that expiration date. Don't ignore those emails. They'll come like on almost a daily basis. They harass you. Uh, it's system generated so it doesn't hurt them. Uh, they'll send you those emails, uh, all the time until you recertify your user. So every three months, you'll need to do that, which is helpful because you need to be logging into secure systems to maintain your access every 90 days at a minimum. So this is just something that helps you to stay current with your access to our systems as well. Um, if this system is, if you don't recertify in a timely way, you're going to lose access to locks and not be able to make, uh, timely draws, uh, throughout the country.

Speaker 2 00:30:26 Different regions have different recertification months, uh, just so that we're not overwhelming the system, uh, I'll show you where you can learn what region you're in, but don't worry,

because as I mentioned, you'll be getting many, many, many, many emails about, uh, recertify. And this is what the email's going to look like, very similar to what happened before. Uh, pretty boring looking email. Don't respond to it, but it will have the date by which you need to recertify your email, and it'll also have the instructions on how to do that in the email. So I think the only thing to do is to make sure that your HUD locks at HUD dot gov email address is saved, like in your safe senders file, so that it doesn't get, you know, sent to junk or anything like that.

Speaker 2 00:31:22 So, again, important to remember. Do not share your passwords, do not share your IDs or your will be terminated from our system. And un, you know, go through a very unpleasant IRS audit like, or IRS like audit by our, um, chief Financial office. Uh, and they're not, they're not terribly friendly. So what if you have questions, um, that you need help from? If you haven't received your secure Systems id, uh, you'll call the React Technical ASEs, uh, assistance Center at that number. Um, and, uh, if you didn't register using like a, your, like, the proper role, like if you registered as a user instead of a coordinator, as a coordinator instead of the user, you will also call that same number and they can change your level of registration. Um, if you've been in the system before, but you don't remember what your ID is and you're not really sure, uh, you'll also call that number.

Speaker 2 00:32:36 If you're a user and, uh, you need your id, that's, you'll contact your secure systems coordinator for that. Uh, if you don't see the Elop link again, then your coordinator needs to, uh, make sure that they've assigned your roles properly. Um, if your menu is blank again, it's probably because the roles haven't been assigned properly. Usually we can catch that before we submit the form. Um, for access and any other question that you don't know the answer to, goes directly to your dedicated desk officer. First, for no reason should you ever contact the lock security office, uh, they will probably send you, um, a very unpleasant message and that, and refer you back to your program officer, which is us. Um, they are a small office that handles all the locks users in the nation, which are thousands. So they cannot take, uh, direct emails from our locks users. So please go through your dedicated desk officer first.

Speaker 2 00:33:52 And, uh, these are some very handy websites, uh, the business partner registration, um, how to access secure systems, starting at HUD dot gov, the forms that you'll need to request access or change your address. Um, and then also the EOCs registration Guide, which basically, um, shows you step-by-step, what I just explained to you. And, uh, the EACs getting started guide. So I'm going to stop here. Uh, if there's, I haven't been following the chat, but if there's any questions just about these steps, um, I can, uh, uh, answer some of those. Were there any questions that couldn't get answered, um, that, that you all noticed as you were following? Um, okay. We had

Speaker 3 00:34:44 A couple questions that we didn't get answered yet in the chat that maybe I can read out to you.

Speaker 2 00:34:49 That'd be great. Okay,

Speaker 3 00:34:52 Excellent. So, one of the questions was, um, question about segregation of roles. This is their first HUD Award in all other federal platforms, platforms, I serve as administrator, or 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 with the coordinator role, have access to that information. Or will that only be available to the ELOs users?

Speaker 2 00:35:25 That is only available to the ELOC users, but it's, you know, it's very easy to get. And so your user can just provide that information to you. I'm actually going to show that little bit later when we get into looking, uh, more directly at what it, what the lock system looks like. So you'll be able to see what's available in the system.

Speaker 3 00:35:47 Great.

Speaker 2 00:35:47 And we'll also talk about segregation of duties.

Speaker 3 00:35:53 Excellent. And then we had just a few other questions regarding, um, how to encrypt emails to send to HUD for those, uh, the forms.

Speaker 2 00:36:04 Yeah, so different email services, you know, have different options. Um, what, you know, what we do is, um, we use wind zip for our own forms where we can zip and share it. And when you zip and share it, it provides you the option to encrypt it. Uh, and so that's when we, um, uh, assign a password to it. Uh, so that might be a, a possibility with Microsoft Outlook. I understand that if you, in the, um, subject line of your email, if you type encrypt, uh, with a colon, uh, and then you type in the subject line, that would encrypt it. Um, also, I believe in Outlook, there's a, um, there's an option to select Encrypt for your email when, when you're in there. Um, I don't know, uh, what some other platforms do. Uh, you might have to, you know, Google that, uh, depending on the platform that you use, um, I've had some people share it, uh, through, like, through a website that I had to get, like a one-time pin to open. Um, there's been different ways that people have, have shared those with us via encryption. Any other questions? Janine? I

Speaker 3 00:37:40 Think that's it for right now.

Speaker 2 00:37:45 Oh, I do see one. I

Speaker 3 00:37:46 Just have one come minute.

Speaker 2 00:37:47 I can. How long that it takes <laugh>?

Speaker 3 00:37:48 Yes. Uhhuh <affirmative>.

Speaker 2 00:37:50 I know it. So unfortunately, we do have to rely on the US Postal Service. Um, there is no other way to get your id. Uh, if you haven't gotten it, um, maybe within a couple of weeks, you would call the React and they'll resend it to you via snail mail. Um, but this is why we want to make sure that your e that your postal address is accurate. Um, I know I live in Baltimore and we often don't get all the mail that has been sent to us, and it, it can be, uh, a bit nerve wracking. And then over the summer, um, I believe the React, uh, had real challenges with the US Mail, um, and the system that they were using to get their, their letters out. Uh, so it was taking longer than people expected. So that's why we want to get started on the process as soon as possible. Um, but you cannot request locks access, you, meaning you can't send in the form itself until your funds are actually in locks. And so you should get an email from your dedicated desk officer when the funds have been put in the system to let you know that they're available in locks. Um, once they are available, then that form can get sent in. Uh, the lock security office will check to see if you have a project in the system before they'll provide, they'll grant you access to the system.

Speaker 2 00:39:27 So I am going to talk about eloc because once you have finally gotten into a into our system, you are ready to make a draw. And this is what everybody is really most interested in. How do I get money? So what we're going to go over, what you can see in locks when you get there, you will go through, uh, secure systems as we talked about. You'll see the main menu page. Uh, you'll see what your locks authorizations are, that's what you applied for, uh, to be able to see. And then we'll go through the core screens that you'll have access to.

Speaker 2 00:40:11 So after you log into Secure Systems, this is what the main menu's going to look like, except it's not going to have all these, uh, different systems on there. These are, uh, as I mentioned, uh, a bit earlier, these are a lot of the systems that our multifamily partners have access to. But our, um, CPD partners will only are only able to get access to line of credit control system. So it'll come up and it'll, you'll just have that one, um, that one selection. And when you select it, it's a hyperlink. It'll take you into the lock system. And this is what it looks like. Also not very fancy, um, but this is what the first page will look like. You'll have your, um, on the left side, you're going to have your name, um, uh, and hyperlinks to your profile. Uh, on the main page, you're going to see what your authorizations are, and it's going to be to the SNAP program area, because as we mentioned earlier, that's what you applied for. You'll select snap because that's a hyperlink. And this is going to be the main page that comes up. So we're going to kind of go through what all these different, uh, pages do.

Speaker 2 00:41:34 Oops, sorry. Went too fast. So the first thing that you can see here is, um, that you can review your portfolio. You'll select that all of those are hyperlinks. You'll select that. And your portfolio of all your HUD grants will come up on this page. Um, mostly, uh, mostly likely. Uh, you all only have snap, um, so your YHDP grants, uh, but if you have more than one program with HUD, they're going to be broken out by tabs on this page, on your portfolio page. So you'll have all awards, and then you'll have snap and then maybe you'll have, um, DRGR or some other type of, uh, of HUD grants will be there. Um, all your projects will be under award number, and they'll all be hyperlinked, and you'll see these columns, what's been authorized for that grant, how much has been dispersed, and what's available.

Speaker 2 00:42:37 Then when you want to look into a specific grant, you'll select the grant number, uh, to just ignore the CFP. That was just a sample I was able to find, just to show you the things that you will need to see. You'll go to the column grant number, you'll select one of your projects. They're all hyperlinked. And this is what will come up. This will be the front page of your, um, of your project. You'll find, uh, your organization name, address. You'll see the contract dates and the funding amounts, what's been authorized, what's dispersed, what's in pro, what's in process, uh, and the balance that's on your first page, the general page. Then you can go to the second tab, and that'll be your, your budget page. And so you'll see by budget line item, how much has been authorized and how much has been dispersed, and what's remaining in each budget line item. And then you can go to the vouchers tab and you'll see all the draws that you've made from the system. And each one of those vouchers is also hyperlinked. And you can go in and look at the detail of each voucher. So going back to the, um, main screen of the lock system, you can also look at your profile.

Speaker 2 00:44:10 So in your profile, you're going to be able to see, uh, your user information, your approving officials information, uh, the programs that you have access to. Uh, it'll again, just be snap. And then you're going to see what your secure systems roles are, and it should say admin or query. So now you want to make a draw. So you want to know how to create a voucher. So you'll go back to the main screen, uh, to create a voucher. You'll go to, um, payment voucher entry, select that link, and you'll

get a list of your projects that you can draw from. So, uh, you'll just select one and you'll put, uh, submit, click submit. And then this page will come up. And this is the basic form. Um, it's online called the, let's see, it's like the HUD 5 0 0 something <laugh>, but you're just going to want to print it. Uh, but it's, uh, you'll see all your budget line items, um, how much has been authorized, and how much is available to draw the balance of each line item.

Speaker 2 00:45:29 And in that far right column, you're going to select, uh, you're going to input the amounts that you want to draw, byline item. Um, another thing to note about your projects, because they're 24 month projects, is that locks automatically calculates, um, how much you can spend by 12 month periods. So if you, um, before your 12 month period is up, if you spend over that amount, your, your draw will automatically be held for a review by a HUD staff. Um, and this actually, it's not uncommon, um, because, you know, sometimes your budgets will call for, um, one-time expenses, like in for operating costs, we'll call for maybe furnishings or, um, repairs that you're doing initially. And so you'll end up spending the bulk of your funds upfront. And so, unfortunately, just because this is a, a hard edit that locks has, that we can't, you know, fix, they'll automatically start placing your, uh, your vouchers on hold. So when that happens, just email your ddo, say, I submitted a voucher, it's on hold for this reason. And, uh, just explain to them again why it's there. Um, and we'll release the, the voucher. So you'll put in all the amounts, and then you'll click submit, and you'll print that form, uh, for your records.

Speaker 2 00:47:07 And let's say you realize that you made a mistake, uh, when you submitted the voucher and you need to cancel it, you'll select cancel voucher from the main menu page. You'll go to the icon. These are the vouchers that it will be pending, that are available to, to be canceled. You, you can cancel it by selecting that, that icon and submit. The other thing that you can do in locs, and I'm not going to spend a whole lot of time on it, is you can maintain certain roles. So locks automatically sends emails, uh, they're like automatically generated for a reason. Um, and so the system has these emails in that you can change, uh, what types of emails your email addresses get. Uh, you can either change it, uh, you can update the email addresses, um, and you can also maintain like, the types of emails they would receive. And either you can do that by, uh, by the email address or by the type of email. So you might get, uh, an email notifying you that, um, that the payments have been processed by the treasury or, or something to that effect. And you can let the system know, um, who to send those types of emails to.

Speaker 2 00:48:39 So that's the, um, that's what locks looks like. It's pretty basic system. And, uh, one of the reasons why it's so hard to get into that system is because once you're, uh, once you're here making the draw, um, just go back to this a second. Once you select that and you, and you click submit, that money's going to be deposited within a couple days. There's no, um, it doesn't get sent to your approving official to approve that draw. So within the lock system itself, there's, um, there's not a lot of levels of authority. So that's why we have so many, um, hoops that you have to go through in order to get access to that system. Then it essentially acts like an ATM. And so your, um, your financial policies and procedures are going to have to have, uh, those internal controls outlined in their system. And so this is something that you should start to think about. Um, you know, as you, as you're going into operating your projects, think about whether you have the right internal controls and procedures. And I think I'll, I'll go into that a little bit, um, soon about more specifically, what types of internal controls that we would be expecting to see.

Speaker 2 00:50:16 So the first thing is, um, you know, internally, what happens inside your agency in terms of determining when you're ready to submit a voucher? Like, who will determine how much the

voucher is for, uh, and prepare that request? And who is going to review that request and, and sign off on it before the user goes into the system, um, and, and actually makes the draw? Um, I recommend you know that there'd be at least, uh, you know, one review, um, from someone who understands what our eligible costs to the program before. So, like, oftentimes your finance staff is going to pull a report from their, uh, fin your accounting systems and say, we spent this much on, um, on this program, and this is how much we should draw down. Uh, after they do that, someone who's familiar with the program should be reviewing those costs and making sure that that's accurate, um, and that it's eligible and sign off on it before someone goes and makes that draw. The other types of duties that you'll want to have policies and procedures about, um, are, you know, who is responsible for, uh, for paying invoices, who's responsible for posting things to your official systems? Either way, you need to have more than one person involved in all your financial, um, transactions. That way you're going to have, uh, separation of duties. There needs to be, uh, someone who's responsible for preparing it, and someone who's signing off on this and saying, yes, this is accurate.

Speaker 2 00:51:59 Let me make sure, uh, I caught everything there that I wanted to say. Another thing that should be included in your policies and procedures is an organizational chart that also includes, uh, job descriptions, position descriptions, um, that way it's clear like who's responsible for doing what. And, um, when HUD comes to review your, uh, financial systems, they're going to ask for this organizational chart and the job descriptions. And so it should be clear who's, who's responsible for doing what, and who's answering for, for what. Um, what should your local accounting records have? So the first thing is your general ledger needs to have, um, you know, be specific for your grant. Uh, we do grant-based accounting, uh, that's required for all federal awards. So you need to be able to, uh, generate reports from your general ledger that are specific to this program, which means you'll have to have specific codes in your chart of accounts for both your revenue and your expenses, um, or your payables, however, however you have that for.

Speaker 2 00:53:25 And they should be, uh, divided by, like, you should be able to identify the grant, the source of funds. And then you should also have, uh, the budget line items that are funded. Um, the, those are specifically, they're, they're fairly basic for our programs, operating supportive services, admin, rental assistance. You applied for those funds, and you have a budget that was in your project application. If you haven't shared that with your accounting staff yet, you should do that now. So, um, they, uh, that it should be very clear when you generate a report from your general ledger specifically, what these things are going to go for. And that speaks to the type of accounting and reporting that the, that one of our, um, participants asked about earlier. So the other thing is, you'll need to have, uh, you know, be able to show what's been budget budgeted, what's been obligated, expended, and the remaining balances.

Speaker 2 00:54:31 So, um, now how are you going to document all of this? And, and what type of, uh, information do you need to keep on hand, um, when you are making draws from the system? So, again, for, we're just going to go back to get onto locs. Y'all go through secure systems. Your approving official is your secure systems coordinator. You only have one of those per agency. Um, you should have in your policies and procedures, the separation of duties and identify who is the coordinator, who is the user, and what the different roles they have. Um, all federal grants require that you draw at a minimum of quarterly, uh, but you can draw as many times as you want. Um, and if I haven't said this already, and I know I have never share your IDs and passwords, all right? So each project should have its own separate, um, financial file where you're going to keep the documentation, uh, of all of your expenses.

Speaker 2 00:55:45 So each voucher and, and you're going to document for each draw, you're going to keep that information together. So when I said print that form that you, uh, that you filled out to make a draw behind that form, you're going to put your invoices, you're going to put your payroll report or your, um, your, uh, your rent roll, your rent roll, and, um, and your time sheets and, and all the receipts that, uh, you included in that draw and keep that in your financial file. Um, something, uh, how do you know if your cost is eligible? There's two places to look for eligible costs. Um, the first place is in our regs, uh, which, and you probably are, are familiar with this right now because you just developed your budget. So, uh, you went and looked at those pretty clear, pretty closely. But, uh, 24 CFR, uh, 5 78 are the COC regs.

Speaker 2 00:56:48 And so, um, you'll look at the, uh, eligible costs under each line item, and also, um, you'll look in two CFR 200, subpart e that's the, um, o and b's definitions, uh, that, that our grants are, um, are required to comply with. Um, if you are going to draw funds in advance, which you can do though, we prefer that it be reimbursement. Uh, but there are some programs like that. If you're running a rental assistance program and you have, you know, 20 units, it's, it's very hard to have, um, three months rental assistance and reserves. So you can make that draw in advance of cutting your checks, but you cannot, um, you have to have in your policies and procedures, your cash, cash management, uh, policies to make sure that you're not holding that amount, um, that you draw in advance for more than three business days.

Speaker 2 00:57:49 So it's something that you'll have to have in your procedures, you know, making draws for rental assistance if you plan to make those draws in advance to make sure that you're not doing it, um, in any way where you're holding those funds for a long period of time. Uh, no, you know, no costs can be reimbursed until agreements are signed and dated, and no costs can be incurred before the date that your period of performance starts. And no, no draws can be made before that date as well. So, um, let's see. I think that covers that information. Yeah, and you'll just keep that on file so that when someone says, you know, uh, from HUD, a lot of times we might just want to look at the supporting documentation that you have for a draw. Um, you'll be able to easily access that and send it over to us.

Speaker 2 00:58:49 So time and attendance is one of these things that kind of trips people up a little bit, um, in terms of, uh, your, your staff salaries and that sort of thing. Um, if your staff is dedicated to just one program, then their position description should be enough to support their, uh, their salary as they, uh, for supporting documentation. But very often you're paying your staff for multiple program sources, in which case you have to keep track of their activity based on their source of funding, because we only want to pay what's our fair share to pay. So, um, so you'll do that either on their actual time sheets or, um, or by, uh, some type of activity log that you keep, um, time cards or, um, you know, uh, they have to be signed by a supervisor.

Speaker 2 00:59:55 Uh, payroll reports have to be signed by a supervisor, however, it is, I know a lot of times now it's all online, but there's still a record that you, um, that you can document in terms of it being approved by the supervisor. And then with regards to direct or indirect costs, um, you can have indirect costs in our awards, um, but you can't have both direct, it has to, uh, a specific cost has to be one or the other. They can't be in both categories. So it can be very useful, uh, in order for you to get as much at, uh, as you can out of our grants to have a direct cost allocation plan. If you haven't done that yet in your agency, um, we prefer that a cost that can be directly allocated should be directly allocated.

Speaker 2 01:00:50 So one of the things that you should be doing, and that we do at, in our office, is you should be tracking your spending on a regular basis to make sure that you're, um, on track to spend your funds, uh, in a timely way. We generate, uh, for our use a monthly spending report. Um, and our, uh, dedicated desk officers will look at that and then reach out to you if they have concerns about your spending. If there's slow or you haven't made draws in a timely way, um, the draws are also being tracked in your quarterly progress reports. Um, so you'll, you'll notice that question that they just pull that information from locks, um, and we want to make sure that you're tracking it so that you'll fully expend your funds by the end of your grant term. If you have questions or if you need a budget adjustment, you'll contact your DDO and we can work with you, um, on, on, on figuring out how to make sure you're getting, you're spending your funds down.

Speaker 2 01:01:58 Uh, I want to remind that there's some pass through agencies and you have some response, additional responsibilities, uh, as a pass through agency, you need to reimburse, um, invoices, uh, within 45 days of receiving them. You're also responsible for monitoring your sub recipients, uh, compliance with federal regulations. And, um, you're also responsible for, uh, reviewing, uh, their single audit compliance. And that is the end of the financial portion. So, um, I know I, I spoke about a, a lot of words, so <laugh>, there are some questions Yes, that, uh, I, yes. Okay. There's questions I was not tracking the, uh, chat. So if you want to read them out, um, where people now can, uh, can start to come off mute. Um, I went through this. I, we had given ourselves 90 minutes for this portion, so I think we're doing good on time. Um, so if we want to just Regina or, or Janine, do

Speaker 4 01:03:13 You want to, Amy, can you hear me?

Speaker 2 01:03:15 I can.

Speaker 4 01:03:16 Okay. Here's the first question from Patty Madden. Good. When will the YHDP be loaded over on the down page, down draw down page? I can see our grant in the listing of grants, but it has not moved over to the draw down section. Do you understand that question or does she need to say anything more to it?

Speaker 2 01:03:40 Yeah, I'm not, I'm not. So, uh, so they can see the award, but it hasn't been, uh, it sounds like they can see the award, but it hasn't been spread. The funds haven't been spread into their, uh, budget line items yet. Um, so you might just reach out to your DDO to see, uh, because we have actually spread, I, I don't know if it's a majority, but it's certainly, we've spread a lot of funds, um, in the last couple of, maybe like 10 days, I would say. Uh, the, our accounting center was closed down to do a year end settlement, um, uh, for the last fiscal year. So they were closed for a period of time, so we might have to resend, uh, a grant agreement. If you haven't submitted your signed grant agreement to us, uh, then we have not been able to send it to Fort Worth, and we won't be able to, um, spread your funds into their, uh, budget line items. So make sure you've sent an executed grant agreement back to your dedicated desk officer. Um, but if you've already done that and it's still been a really long time, just reach out again to your, um, dedicated desk officer and we can try and figure out what's gone on with that.

Speaker 4 01:05:00 Uh, Ji

Speaker 2 01:05:01 Believe most of them have been, have been spread.

Speaker 4 01:05:06 We have, uh, several questions from John Brown on documentation. I noted the receipt question. We will be subject to an A 1 3 3 audit, shall we assume then that there will be a closeout audit for verification on procurement?

Speaker 2 01:05:29 I am not quite certain what you mean by that, but if you want to send that question directly to your DDO, um, and then we can follow up on that. Um, your, we have an email address for your auditors to get verification of, um, payment from HUD that, um, that they can, you know, they can use for the purpose of doing their single audit. Uh, and the, I believe it's, um, audit audits certifications at HUD dot gov, but let me make sure of that. But if you send it to your, um, dedicated desk officer, they will definitely, um, uh, you know, get back to you with that email address. I hope that answered the question. We, um, you know, you've just gotten started. These, uh, these grants will not close out for like, at least three years. So for your, like your annual audit, you'll have to do the, um, audit, uh, certification from our, um, Fort Worth Accounting Center using that email. Is there another question? Regina?

Speaker 4 01:06:51 Uh, Danny sent this question. Um, when will HUD review, I'm not sure what the review is dis, I'm not sure if Janine knows that question, but it's talking about review. Would it be in person?

Speaker 2 01:07:06 Oh, like a, um, monitoring? So right now, the way we approach, um, the way we approach the initial period of time, the first two years where this is the, um, demonstration grant that you have, uh, we'll be doing a lot of oversight as, uh, the dedicated desk officers meeting with you regularly, um, reviewing, spending with you, uh, if you have audits, looking at your audits. Um, and potentially we'll also be doing, uh, voucher reviews. That helps us to look at your supporting documentation. Um, we also have the quarterly, uh, performance reports that we look at, that looks at, um, your, your performance in terms of clients being served and draws being done. So that's a lot of the oversight that we do in the first two years of your program. And then when your projects renew under the COC program, um, through the COC nofo, your projects then get folded into the field offices portfolio and they'll be doing, uh, more formal monitoring reviews that you might be used to if you've already had HUD grants. Um, so they'll include you in their risk analysis and, and then determine when they go out to review your grant, your projects. Now, if there are, if there are grants that I think, uh, have had issues that we're aware of that we are dealing with a lot, we might consult with our, um, monitoring team in the Snap's office and, and look at that sooner. Um, Neely, I don't know if you have more you want to add to that particular question.

Speaker 1 01:08:55 No, I think you've covered, um, every piece of it. Um, like, we'll, we, we will be doing financial reviews, spend downs. We will be regularly, monthly, um, you know, sending an updated message about your financial spend downs. Um, you know, and I think this has been asked before, um, about how often should the funds be drawn. Um, the expectation is at least quarterly, but we highly recommend not to wait, um, to draw down monthly if you're able to. Um, it really helps and it also helps with making sure you are logging into the system and maintaining it. Um, I will say it has caused a lot of problems for several recipients in the past when they have lost their access. Um, and especially right around towards the end, um, of the 24 month grant cycle, everyone is trying to make the draws and, um, it, it does also cause issues.

Speaker 1 01:09:53 And remember, your APRs are also tied up, um, with all this process. So, you know, with YHDP, we will still be doing your APRs, um, reviews. It's still going to be annually. So, you

know, we do look at the locks information, financial information about drawdowns. So don't wait till the last minute, you know, um, please start the financial process. Um, and, and again, if you have questions about like, if eligible cost and others, you know, definitely reach out to the DDoS and they can walk you through, um, or send us the questions on the youth demo box, uh, email box.

Speaker 4 01:10:37 So, uh, the last, last one we have here from John B John Brown, uh, you may have answered this, um, may want to reiterate it. Uh, you were probably saying it during your presentation. Uh, John said, probably in the weeds with the questions, but does have guidance on supporting documents for approved staffing. We had one agency that wanted time and attendance logs for salaried accept exempt staff, payroll register, pay stub, and direct deposit verification. If you have an O-M-B-C-F-R reference, that will suffice. Trying to prepare in advance. Mm-Hmm, <affirmative>. So, uh, and you, I believe you answered this in the presentation, so I'm not sure if John, if you could say, yes, you have the, you have the information, or you would like to hear it again.

Speaker 2 01:11:31 Also, um, with regards to that, if you want to send that information or that question to your, uh, dedicated desk officer, we can get an answer. Um, a more detailed answer to you with regards to the OMB um, citation that you're talking about. The two CFR. Um, you know, basically we're looking at the, uh, the, the cost has been, uh, the cost was eligible and that you actually did pay it. So those, those look like some samples of what type of information is needed. Um, so, and I can assist the dedicated desk officer with answering that question. Um, Mike, I see your question with regards to first voucher processes. Uh, for the most part, a lot of your grants have started on October 1st. Um, if your grant is starting a little later, later, it might be, um, the per the period of performance might not be in locks yet.

Speaker 2 01:12:45 And so when you make your first draw, it might ask you for when your period of performance starts. So that is on your grant agreement. It's on the first page of your grant agreement, the dates of your period of performance. Um, so if it starts 12, one or later, you will probably be asked to put that in. We'll try and catch those as we do our own, uh, reviews of spending. Um, but the lock system doesn't allow us to put a period of performance in, um, if it's longer than, uh, two weeks prior to that period of performance starting. Other than that, um, there's not any particular, uh, protocol for first vouchers on our end, uh, that, you know, if your field, and to remind folks that these, uh, grants are managed here in snaps. And so the field is not involved in your demonstration. Your YHDP grants, your demonstration grants until they get renewed for the first time. So, um, that's, so that's not to say that you don't ever have to do what your field office asks you to do. You, you always have to do what your field office ask you to do. But for these particular, uh, grants, we don't have, um, any first voucher, uh, protocols.

Speaker 2 01:14:05 Um, let's see, what else? Um, let's see.

Speaker 4 01:14:16 Questions for,

Speaker 2 01:14:18 Let's see. If our grant agreement is signed early October, will we be able to do ELOC straws for October? Um, we, we have already begun our YHCP program. Most of the, the grants that actually have did start on October 1st. So your October, um, expenses can be, uh, reimbursed. If that's the period of performance on your grant agreement, then yes, you're able to draw down for October. If the period of performance says that it's a different start date, then you should not incur any costs before that date. So there have been some, because I, I have, uh, spread them in lock. So I see

there's some that are for, that started in November and December. And even a couple that are starting, um, the first of the year. So you can't incur any costs before the date of the period of performance. So even if you haven't heard that the funds are available to you to draw yet when they are available, you will be able to reimburse yourself, uh, the cost for that, for that date, correct, for October. Regina, did we catch all the, the questions?

Speaker 4 01:15:43 Those were the questions while we were going. Um, okay.

Speaker 2 01:15:49 Did anyone else catch any that, uh, that we haven't covered yet that were from the chat?

Speaker 3 01:15:57 No, I think we're doing pretty good.

Speaker 2 01:16:04 Awesome. So we can, uh, we can transition into the, um, startup slides that we sent out. Um, so everyone should have received the, uh, the COC startup slides for a second. I'm going to, I think, shift to something else, the startup slides. I knew that was going to get confusing for me. So if I start looking all over the place, then, um, just ignore that <laugh> because I'm working on multiple screens. Um, so hopefully you can, uh, see the, the startup slides. Can someone like, uh, shout out to me regarding those?

Speaker 3 01:17:06 Yep. We can see them. See

Speaker 2 01:17:07 Them. Oh, fantastic. Very good. I don't know if I need to go to slideshow. I think I'll just keep it like this for a while. Um, we can jump all around. There's no, we're not going to go through these slides, um, because as you all have seen, there's, uh, 128 of them. So there's a lot. Um, if there are slides that you want to refer to, we can, uh, definitely go to that slide so everyone can see. And I believe at this point we're going to open up for people to, um, just be able to do audio questions, keep you, feel free to keep putting questions in the chat as well. Um,

Speaker 0 01:17:48 If you wish to, to submit an audio question, please press the raised hand icon and you'll be unmuted

Speaker 1 01:18:00 Be before we get started. Um, I just quickly wanted to, um, share that, you know, right now with round six, um, as you know, we, um, have done, because of the funding obligation, we were trying to get the grant agreement signed by September 30th. Um, majority of you have been sending us like a lot of you have been sending us the executed grant agreement. Um, if you haven't, please, um, then, then to your respective dedicated desk officers, um, because that's an important thing along with the other documents that needs to be, um, sent. And like the environmental review document, um, that needs to be attached with it. Um, if you have sent in the information, I just want to mention that, um, sometimes you may find that we would have put, um, lock, um, that you cannot spend down you, uh, right now until like you satisfy the locks, um, information and if you're waiting on any match information from you. Um, but feel free to, um, you know, uh, ask us questions now. Um, I will send, I will put the DDO information in a minute on the chat

Speaker 2 01:19:24 And I cannot see the chat. So if y'all want to, um, if, uh, Janine or Regina, if y'all can like, take turns, uh, reading the questions that are coming up or call on people, that would be great.

Speaker 3 01:19:40 So right now we're just having some questions on who DDO contacts are. So we're looking into that right now.

Speaker 2 01:19:46 Okay. Figured out how to get the chat also. So going to become a, okay, I think I see a question about segregation of roles. Did someone respond to that one or is that an older question? We already talked about that one. Oh yeah, that's an older one. Sorry, I'm getting down to where we're current. Okay.

Speaker 3 01:20:31 We got you. Amy

Speaker 2 01:20:33 <laugh>. Thank you Regina. I'm sorry.

Speaker 1 01:20:39 To me, um, people are asking if you could go through the slides. Um, so at least if we can cover the topics.

Speaker 2 01:20:50 Sure, sure. Are people just seeing the slides or are they seeing other things? Okay. No, I, right now we just,

Speaker 3 01:21:01 The slide not in presentation mode.

Speaker 2 01:21:04 Okay. Uh, I can do presentation mode if that makes it easier to read also. Is that better?

Speaker 3 01:21:16 Yep.

Speaker 2 01:21:18 Okay. Uh, let's see. Here we go. Um, we don't, it is a very long, uh, I'll try and maybe stop at some that I think are, are really important to highlight. And I apologize again for my head all moving around at, uh, looking at different screens. But, um,

Speaker 3 01:21:43 We have a request to talk about eligible participants, Amy.

Speaker 2 01:21:48 Okay. Let's see if I can figure out where. Um, okay. This program components, so let me figure out. And then eligible cost, um, ah, slide 37. Okay. And not to look, it's going to make you Disney for a minute. All right. Here we are. YHDP eligibility. Um, is there a specific question about, um, the eligible participants that you, that you have? And feel free to raise your hand or type it in the, the chat. Uh, something that is confusing to a lot of folks, uh, this comes up a lot. Um, can once say, uh, a participant turns 25, can they continue to be served? And they can, as long as they were eligible when they, um, were, uh, enrolled in the program, they can be served even after they turned 24, I mean 25, um, for household members. So it's one of the, one of the tricky things is if a youth comes to your program and they have, um, they have an older partner, uh, that would not be eligible to be served, then they may need to be referred to, uh, a different type of program.

Speaker 2 01:23:44 However, if there's a youth that's already in your program and then they have an older partner that, that wants to move into their unit with them, uh, that is okay, you cannot serve their older partner. Um, and so you just have to track your, um, your expenses and your services to just be supporting that youth that was eligible and enrolled in your project. Hopefully that does come up, um, quite a bit. Uh, and it can be kind of confusing to folks. Because I mean, you can't, you know, tell people don't associate with, uh, you know, someone who's 25 if you're 24 or something like that. Um, another thing here, uh, to remind folks is that our COC programs doesn't have minimum income eligibility. That the eligibility, um, is related to their homeless status.

Speaker 2 01:24:41 Okay, great. I think we answered, uh, Roseanne's question back to eligible cost. So with re oh, and a specific question, yes, there, uh, you do need to do an environmental review, transitional

housing, um, and, uh, if there's specific questions that you have about that, um, uh, send those to your DDO or you can, uh, type them in. But there's, uh, guidance on HUD's website, on, on which type of environmental review each type of activity, uh, requires. So eligible, there's no, um, there's, there's no criteria on income for COC programs. It's related to eligi uh, homeless status. So if you have someone who has income, uh, that's great because hopefully then you'll be able to, um, get them stably housed, um, more quickly and you might, uh, need to just put them in like a rapid rehousing, uh, project versus, um, crisis or transitional housing.

Speaker 2 01:25:58 So, let's see, eligible costs, we can go through these slides. Um, they are many, um, because we are trying to, you know, support, um, as much assistance as we can. If there's a specific question about eligible costs, um, that you're wondering about. Oh, sorry to jump all over the place. Uh, let's see. So I'm looking at a question regarding if a young person doesn't, uh, want to complete the requirements of the program any longer, and do they stay in housing? Um, so with regards to housing first programs, they are not required to participate in services, um, in order to get housing. So if, um, but you're required to offer those services and, and make monthly contacts, um, in terms of the supportive services, but they cannot be, um, you know, evicted from your program for, uh, for lack of participation in the supportive services that you offer.

Speaker 2 01:27:25 So hopefully, um, okay. I think you're getting, uh, specific, we've got a young person is in housing for three plus months and they started to live in an uninhabitable situation. They do not want help with cleaning. They're bringing in unapproved guests and illegal substances. What would be the protocol? Well, this is definitely, uh, with related to housing first. And I think a lot has to, we could talk a lot about, um, how to be supporting that client. Um, but the protocol, like, if, if something, you know, if someone has, is clearly like a danger to someone else, you might want to, you know, have a policy in place with regards to what you're going to do. But, um, you know, just because they might be using a substance that's not, um, that's not legal, uh, they don't necessarily want help, um, you're going to continue to try to work with that client, try to figure out what's going on until you can, um, you know, make some headway with them.

Speaker 2 01:28:43 But it, you know, because you're required to be housing first, it doesn't sound to me like those are reasons why they would not be allowed to participate, um, in the program any longer. I mean, a lot of, a lot of youth are coming from really difficult situations and they're dealing with traumas and they might not be the ideal tenant and they might be actively using substances that, you know, you're not, you, you wouldn't want them to see. Um, but they, uh, Danny, I, you know, this, this definitely is something that, you know, you should meet, you know, create a <laugh>, get a meeting with your DDO and your technical assistance providers. Because they can really help you develop some policies and procedures around this housing first. Um, especially with those kinds questions. Be cause those are great questions and a lot of people have those types of questions.

Speaker 2 01:29:42 How to, you know, like not all the clients are going to be just so happy to, to get into housing that they're going to, you know, do the, the things the way you want them to do it. So these are great questions and also we can, um, so you know, let our TA providers know that it's, you know, it's something that might be useful in our community calls to discuss specifically with regards to housing first. Um, I'm going to go through these, uh, these eligible costs I'm going to go through really quickly, but as someone wants to like stop me, uh, let me know. Because uh, there's so many, I just, uh, I want to be able to cover it. But if we, um, I will get to that question. That's a good question. Roseanne, I saw, uh,

I'm sorry if I mispronounce your name also. Um, but I saw your question about FMR and I'll, I'll we'll get to that when we get under the rent reasonableness, I mean, and, uh, rental assistance.

Speaker 2 01:30:42 Um, so there's a number of eligible costs that are listed in the COC program and you submitted a budget, uh, in your project application. And those are the approved costs for your program. Um, we can amend the budget if it needs to be amended. Uh, there are sometimes some things will trigger an amendment, uh, and some things do not trigger an amendment. If it's within a budget line item, it might not trigger an amendment. So for rental assistance, um, you can do different types of rental assistance programs. Uh, rental assistance is eligible under, uh, permanent housing programs and transitional housing programs. You can have short-term meeting term or long-term if you, um, for YHDP, we even have the ability to extend rental assistance out to 36 months. That is a special activity that you could have applied for when you were, um, applying for your project.

Speaker 2 01:31:48 And you can still add these special activities if you determine that your program's going to require that. And you would reach out to your DDL, uh, to get more specific guidance on how to apply for, um, special activities that you didn't include initially. Um, rental assistance costs. So your rental assistance budget is based on FMR and the number of units. Uh, but there are other costs that you can, uh, charge to your rental assistance line items. Uh, the first and last month's rent security deposits, uh, property damages that's not in, uh, uh, rapid rehousing. However, we did have a special activity with related, uh, with relate relating to property damages, uh, vacancy payments, and then specific staff costs, uh, relating to rental as, uh, implementing a rental assistance program, uh, such as HQ s inspections and, uh, writing out rent checks and, and that sort of thing.

Speaker 2 01:32:56 Uh, going to skip over that because that's not that important right now. Um, okay. So we did go by, uh, rental assistance, what those costs could be. Um, you can pay your rental assistance costs through, uh, through your COC funds. Uh, you can also pay it with your matching funds. Okay. I did not get into rent reasonableness there because I did not realize the slide was going to jump there. So HUD will only pay up to FMR if a rent exceeds FMR and you determine that it's a reasonable rent based on your rent reasonableness, you can lease that unit, but HUD funds can only pay up to the FMR and you'll need to find another source of funds to pay for the remaining costs. So, hopefully that, uh, answered your question and there might be more information in these slides, but, um, I don't know for sure. I know that rent reasonableness is in the slides. Oh, I'm sorry, I skipped past the leasing. So, uh, leasing is, uh, eligible under permanent housing, permanent supportive housing, transitional housing, and, uh, SSO and I'll explain the uh, SSO portion later because, uh, your supportive services only, um, only has supportive services funds. But there is a, uh, line item that you could use for operating expenses, I believe that would be, uh, leasing. So this is, uh, to pay rent for a structure or individual units to provide, uh, housing or supportive services.

Speaker 2 01:34:46 Um, you can also use it to pay security deposits and, uh, again, the staff overhead relating to those activities we talked about earlier. Uh, Regina or Neely, if you think it's important to like cut me off with a question from the chat, that's fine. Um, so leasing is, uh, is also, you could pay for vacant units. Um, if you have, you know, your contract directly with the landlord and one of your participants moves out, you can continue to pay the rent on that unit. You wouldn't be able to do that with rental assistance beyond 30 days.

Speaker 2 01:35:29 Um, operating costs, these are eligible under pub, um, permanent housing, uh, permanent supportive housing or transitional housing. Uh, oftentimes, uh, transitional like operating

costs is paying for the cost of the units in your transitional housing versus leasing or, uh, rental assistance. Um, it's also the day-to-day operating costs of the, uh, housing which people, you know, are living in such as, you know, like utilities, uh, water, um, maintenance, furniture and equipment, that sort of thing. Um, it cannot pay for rental assistance in the same unit. Um, it does, we cannot pay for any emergency shelter. Uh, you cannot use operating and supportive services only, um, facilities. Uh, but you can also, uh, pay for staff overhead for carrying out certain activities. So you, you know, if you had a maintenance worker, they could go into your operating budget.

Speaker 2 01:36:42 So supportive services, this is probably your most flexible line item. Um, and this is where you might move things around in your budget and it, you know, wouldn't necessarily, uh, trigger an amendment for us, but it was something you should be working with your DDO if you determine that you need to make a change to your supportive services budget. So a lot of times you go into these projects and you have an idea of what you think is, you know, going to happen, but these are all new projects and so, you know, your clients might be coming to you with different needs that you hadn't necessarily anticipated. And so that's when you're going to start thinking about do we need to make a budget amendment or do we need to make an adjustment to the budget and the services that we're going to be providing. So, um, supportive services, you know, can pay for the services themselves or the staff that's, um, providing the services.

Speaker 2 01:37:38 Um, this is the whole list you'll find in our, uh, in our, um, regulations that I had, uh, mentioned earlier of all the different services that you can provide under the supportive services budget. There's one other line item that was in this budget. If you are supportive services only, and that is the operating line item that would've covered like, you know, rent of your space, that's, you know, your office space for your supportive, like your outreach workers or that sort of thing. Um, you know, cell phones and that type of stuff that you're paying for your supportive services staff to be using. That's under, um, your operating mine item in the supportive services budget.

Speaker 2 01:38:29 So for special activities, uh, most of them are related to your supportive services budget. Um, security deposits that don't exceed, uh, two months rents. Uh, the cost of damage to housing. Um, household cleaning supplies to the clients. Um, house startup expenses, uh, cell phone for and service for a program participant. Um, again, you have to make the connection that it's going to help them, um, get or maintain their housing. But these are all, these become eligible in that case. Um, you can also pay rental and utility arrears. Uh, under supportive services budget. Uh, you can pay up to three months of utility costs. Uh, you can pay for, uh, gas and mileage for program participants, personal vehicles, legal fees you can pay, uh, driving fines and fees if it's impacting their ability to obtain or maintain housing. And you can also pay for insurance and registration, um, if the vehicle is necessary for other services. And yeah, as I mentioned earlier, all the services have to be necessary to assist the participant to obtain and maintain housing. So you need to be able to make that connection and you need to, um, maintain your records to, you know, establishing how you determine that the cost was necessary for that purpose.

Speaker 2 01:40:13 Uh, to answer Bridget's question, because I do see it down there at the bottom of my, of my queue, yes, if you hadn't identified that cost and your supportive services budget, you can make that change to your budget. You'll want to let your, um, dedicated desk officer know, uh, it probably does not require a budget, uh, amendment because amendments for us are only when we're moving, uh, costs from one budget line item to another. So if you were moving your operating costs into

your supportive services costs or your supportive services costs into rental assistance, that's when it triggers an amendment. But within a budget line item, it won't trigger an amendment, but you should be, uh, communicating with your dedicated desk officer about that. Uh, I went over this a little bit about the operating costs and supportive services. Um, there is that supportive services line item has its own operating line item, line item.

Speaker 2 01:41:13 If you are a supportive service only project, that's where you'll get your operating costs reimbursed from in that line item. If you're a different project. If, if you were, uh, more than just supportive services, if you are like APHR, um, rapid rehousing, then you would have your own, uh, operating BLIA separate operating BLI, um, HMIS. Um, all any project can have HMIS budget line items like costs, um, related to, uh, computers, software, hardware licenses, office space, um, salaries for any of those. So, uh, employees that are responsible for maintaining HMIS, uh, admin costs. These are specific costs and you do have to track them. Uh, I know that when we don't ask for a detailed budget admin budget in your project application, but you should have, um, you should have a budget for what your, your admin, uh, line item is. So, um, it's for general management oversight and coordination, uh, training to your staff on COC requirements. Environmental review. If you're a pass through agency, you have to share your, um, at least 50% of the admin with your sub-recipient. Um, the cost of carrying out eligible activities, so that is not admin. So, um, those are like project delivery costs. So for example, like someone who, uh, is cutting checks to landlords that should be charged to rental assistance. Um, it's not an administrative cost per se.

Speaker 2 01:43:16 Um, we are required to comply with two CFR part 200 and, uh, indirect costs. So, um, you indicated that you were going to charge indirect costs in your project application. Uh, you may not have realized that you had the option to do that, but uh, it was required in the application. We can amend the project if you want to charge indirect costs and you didn't necessarily, uh, know that you should apply for that. Um, you can either, if you have a federally negotiated rate, you must use that rate. Um, if you don't have a federally negotiated rate, then uh, you're allowed to use the de minimis, uh, rate of 10% and you can apply those to all budget line items with the exception of leasing and rental assistance. But even within those line items, you could apply it to, uh, you just can't apply it to the cost of the actual rental assistance or leasing cost, but you could apply it to the, uh, um, the project delivery costs. Um, let's see. Can y'all still hear me? But one of my

Speaker 3 01:44:48 <inaudible>

Speaker 2 01:44:49 Oh, excellent. <laugh> one, one of my earbuds just kept telling me I had to keep charging it. So if you, um, want to negotiate a rate and HUD is your, um, oversight agency, this is the email address that you'll send your, uh, proposal to. Um, these links are, uh, live in your, uh, your slide deck that you received. So that will help you. Alright, so I went over all the costs, but I did not see a lot of the questions coming in. Janine or Regina or Neely, do you think there's any that we need to highlight or were they covered in the chat?

Speaker 3 01:45:34 Um, I think you've done a pretty good job of hitting things that people are asking and we've got some things that we've answered in the chat already. We just got a question in, um, from John Brown. Uh, we are a diversion program, so we are addressing the imminent risk aspect of homelessness. Any guidance on objective nature of imminent?

Speaker 2 01:45:59 That's a good question. That's not as much my wheelhouse. I don't know if, uh, Neely or SSID want to jump in there or Janine, what

Speaker 3 01:46:11 Are your <crosstalk> I was actually just about to pull up the category two definition and just put it in the, um, chat for Okay. For John.

Speaker 2 01:46:20 So in terms of pending eviction, um, like I think the eviction is one that it needs to be more than just the landlord is like, I'm going to evict you. I think there needs to have been an eviction action taken place, uh, where you can, um, demonstrate that it would be within, uh, 14 days. Does that sound right to me? Yeah.

Speaker 2 01:46:47 Mm-Hmm. A lot of times the landlords, you know, they get mad, they threaten eviction, but they haven't taken an action to evict. So, um, you know, that doesn't necessarily, and prevention is not one of the things. I mean, diversion. Yes. Um, so, okay. Are there other questions? Because we have plenty of time. Um, left in, we have about 40 minutes. We can go over pretty much anything that was in the slide deck. We covered the eligible costs. Um, we talked about YHDP eligibility. Um, these are the categories, uh, no one should be serving. Category three is my understanding without, um, you know, specific, uh, permission from HUD. So, uh, categories one, two, and four. Um, see, so for the note here is, uh, youth residing in transitional housing qualify under category one.

Speaker 2 01:48:20 Let's see. So here is, uh, uh, some more detail about imminent risk. Uh, lose their primary nighttime residents within 14 days and have no subsequent residents identified. And also lack the resources or support networks needed to obtain other permanent housing. So, and means you need to document all three of those pieces, um, for that category. So I'm going to skip over category three because you do need permission from HUD. Um, and as far as we know, uh, no one asked, uh, permission to serve category three in round six, so I'll move away from that. And then, um, also note that, uh, the definition for, uh, category four was recently updated, um, I think through the VOW Reauthorization Act. And Sid, you can correct me if I'm wrong, Sid is our vow expert. So it includes the following situations for youth, um, trading, sex for housing, human trafficking, physical abuse, violence, re related to sexual orientation or gender identity, emotional abuse, uh, family conflict, causing the youth to feel unsafe. Financial abuse, uh, drug and illegal substance use in the youth's housing gang or neighborhood violence that's directed at the youth in their home or other illegal activity, putting a youth or a youth child at risk. Now this is a handy chart. Um,

Speaker 3 01:50:21 Amy, we got a question, um, asking if my dog also has a question. Um, I asking if we could please repeat what we said about sharing 50% of our project admin budget with our sub-recipients and explain a little more about that.

Speaker 2 01:50:40 Sure. Um, as a pass through agency, you're required to pass through 50% of the admin budget that was approved in your HUD award. Um, so your sub-recipient agreement. So if you received 10,000, um, in your HUD award, 5,000 for admin, then 5,000 needs to go to your subrecipient as admin for their admin costs. And that should be included in your, um, subrecipient agreement with your, with your sub recipient. Is there more, um, information with regards to that? I mean, the, uh, the eligible costs are still the same either way, and that is, uh, per the COC regulations. So that's, uh, ACOC requirement, not just YHDP, um, from Charle. I think, uh, we can get some assistance from our HMIS TA folks to do y'all think?

Speaker 2 01:52:11 I think if reach out to your, um, uh, when I say admin, it is not the same as indirect. Um, indirect costs are one type of admin cost. Uh, indirect costs can be applied to any budget line item with the exception of rental assistance or leasing the actual costs of leasing and rental assistance, not the, um, the project delivery cost. Yeah. Um, so some people inflate it if you go to our regulations and I don't think we, yeah, we did cover it a little bit here. Um, sorry, I'm going to go back. Yes. Um, and it goes into more detail, uh, in the actual regulations, but there are specifically, um, some specific activities that fall under admin. Um, so, and I think there's more than these. If you, if you go to our regulations, you'll be able to find that specific list. Uh, but then you can also include indirect costs in this, in this line item.

Speaker 2 01:53:43 Alright, I'll go keep scrolling through here. Might trigger some questions that folks have. So we went through eligibility and then we went through categories here. Uh, let's see. So yes, your doc, your policies and procedures need to have, um, you know, your procedures and how you're going to do intake to make sure that you're documenting properly. Um, make sure that your files are documented, and this is the order of preference that we like to document, uh, for homeless status. Uh, third party documentation, which might mean, you know, like, um, from, uh, a shelter that they've been staying in. Um, or then we have, uh, intake worker observations. And then finally, um, self-certification from, uh, from the youth.

Speaker 2 01:54:52 Uh, things to remember is that all of our projects, all of YHTP must participate in coordinated entry. Um, and you have to follow their ri the COCs written standards for administering assistance. So your COC should have written standards, uh, that are, that they publish and are available to you. And then you have to also have your own policies and procedures for your specific program. Uh, it should identify, you know, documentation and things like that, but it should also identify, um, you know, the trauma-informed care, positive Youth Development, housing first policies. All those things should be included in your policies and procedures. Hopefully you're working on those right now to make sure that they're, um, they're right for your program and that you're also utilizing your YAB to review your policies and procedures to make sure that they feel comfortable with those.

Speaker 2 01:55:56 Um, here's HUD's definition of a family. And then we have some resources that are really awesome on our website. We have great resources and these are linked, um, in, in your slide deck. Okay. Match, match we probably have to talk about, um, because I didn't talk about it earlier. Um, so all of the YHDP projects do require match unless you request it. And what were approved for a match exemption, um, you have to match all line items with the exception of leasing. And I think we probably have a handy chart. Um, and you have to track match. You have to track your ex, you know, the, your expenditures of match. Um, it has to be spent on your project, but it doesn't have to be spent within a specific line item or in a line item that's even, you know, been budgeted. So, uh, if you didn't get HMIS budgeted, uh, through your project, you can spend, uh, your match on HMIS for that project. And that would be considered match.

Speaker 2 01:57:14 It can be cash or it can be in kind. Um, it covers your expenses, it covers what you've drawn, uh, in terms of oversight and, um, compliance. It has to do with what you spent. Uh, even though you have to commit, um, the, as much match as 25% of your total award, you're only required to provide match on what you've spent from your award. Of course, we want to see you spend your whole award. So, um, we hope that you will, uh, provide that, uh, as much match you can, um, have in kind services from another agency. Uh, but you've, if it's services, then you'll have to have an MOU, um,

executed prior to, uh, the grant agreement that you executed with us. So at this point, um, that would already have been in place. You can, uh, use program income as match. So if you're collecting rent from your, uh, program participants, then, uh, that is program income and, uh, you can spend that on the program on other program costs. And that counts as match.

Speaker 2 01:58:28 Um, things that are not matched, uh, any contribution that you've used is matched for another grant is not matched for this grant. Um, any contribution that is prohibited, uh, to be used as, as match per those, uh, per that program cannot be used as match any in kind services that were provided without an MOU. Um, and also if you have savings programs for your participants, that's not considered match. And any, uh, federal benefit that's provided directly to program participants is not considered match. Oh, and here's a good match. Example, uh, let's see. Yes. Uh, and Charle, uh, what you're going to make sure you do when you pay office rent, um, is to have, uh, a direct allocation plan in, or some reasonable method, um, that you have used to determine how much of the rent that you pay is going to be considered matched.

Speaker 2 01:59:39 So, um, and we can, so specifically, like if you are paying office rent and you have, uh, three cubicles or four cubicles, because that's better, better math, easier math, and one of those cubicles is for your, um, case manager for your Y H T P program, you can pay, you can count as match the cost of, uh, 25% of that office space, if that makes sense. Um, that would be considered match a ca that would be considered a cast match, um, because it's an eligible cost under the COC program that you're spending on this project. So this is how you would, uh, the match was already calculated for you what was required when you were putting in your budgets. Um, so you'll see if you had leasing that was reduced from the amount that you would need to contribute match to.

Speaker 2 02:00:49 So this is another, um, example of what your total project, your total budget projects budget was going to be when you included match and you had to develop, uh, that budget, um, in your agency. Um, so hopefully you already have determined what you're spending your match on. It has to be an eligible expense. Um, but if the COC program only allows you to pay security deposit one time and you pay a security deposit multiple times, then the second and third time it wouldn't be considered eligible. Um, there are search certain situations where you can pay an el, uh, social, uh, security deposit more than once. Um, I believe it's a special activity. Um, also, uh, now with awa, if, uh, they have, if they are, um, you know, moving because they're in a situation, um, related to, uh, you know, they're end danger due to domestic violence, you can also pay security deposit more than one time.

Speaker 2 02:02:08 Let's see. So, uh, you have to demonstrate the match is spent on eligible activities and incurred within the grant period. You also have to report on match. Um, when you submit your APR, uh, I don't believe we do match for the QPRs, but, uh, your APR is going to ask you how much match you spent during that period of time. It's not going to ask you what you, what budget line item or what activity you spent it on, but you have to report that you did spend that match and you have to, um, keep those documents on file. Uh, if we are to monitor match, you would have to document, uh, those expenses and we would, we would review the source documentation if we were going to monitor.

Speaker 2 02:03:02 I think we've covered that. Let's see. So again, we have some really great resources on our website with regards to, uh, documentation of match, uh, Roseanne. Let, let us, uh, look into that specific question there. Um, as I mentioned earlier, we do, we did have the option to request a match exemption. Alright, other requirements, uh, this was rent reasonableness. You have to

do rent reasonableness on all units. Um, we do have some great resources on rent reasonableness, but you have to, the unit has to be both meet FMR and be reasonable rent for that particular area.

Speaker 2 02:04:07 So here's a, uh, a handy chart about, uh, rent reasonableness. So, um, we folks did, uh, mention this earlier. We only pay for this fair market rent, but you could allow for a rent that's above the FMR if you were, if you had determined that it was a reasonable rent. Uh, in some cases, uh, some areas don't command the FMR, so you would not be able to pay that. And here this shows you what you would be able to pay with the grant funds versus, uh, non-grant funds. All right. Let's see. I'm trying to check out the, um, the questions in the chat. Have I missed anything, Janine or Regina? Or is there a document that gives examples of various rental payment scenarios and how to ensure accounting is on point? For example, master leasing, direct leasing between you. So there's different requirements based on the program that you, the type of program that you're running.

Speaker 2 02:05:27 So leasing, you can have, you know, um, you still have to do, uh, you still have to do, um, rent reasonableness for leasing. Uh, um, I guess I'm not quite clear. Um, yes. So if they exceed the FMR, you can have that as a contract rent, but your HUD funds will only pay up to the FMR. So you would have to find another source of funds to pay the difference between the contract rent and the FMR. And also keep in mind that you have to include utility costs, FMRs include utility costs. So, um, you have to calculate that into, uh, the, like the tenant rent portion and, uh, and the reasonableness of the rent.

Speaker 2 02:06:23 Bridget, I recommend, um, looking at the, at the virtual binders that are linked. Uh, and then if you have a specific question that's come up, um, please email your, your dedicated desk officer with that and we can, um, do more research. Uh, PBRA, so we were talking about this a little bit. Um, the, uh, the youth has to be allowed to, uh, to locate the housing of their, of their choice. It does, you can't direct a youth to move to a specific place. Um, yeah, the virtual binders are awesome guys. They're, they're such great product. Um, they're really helpful in terms of, uh, you know, getting into the weeds of some of our, uh, policies and procedures. Um, the re the rental assistance you provide under, uh, tenant-based rental assistance follows the youth not, doesn't stay with the unit. Um, so they can go to a new unit if they want to. Um, let's see. And you can require someone to live in a certain structure or area, but only if it's necessary for service coordination under, um, under PSH and, uh, transitional housing. If you're using rental assistance to, uh, fund those line items, then you have to require, um, program participants to say a per a certain portion of their rent. Uh, and there is, uh, some guidance in the rule, um, in this section, 78.77 C to determine how much that rent would be.

Speaker 2 02:08:15 And if you're collecting that rent, please remember that it is then considered program income. Um, so this is the, you have to select either the highest of 30% of the family's monthly adjusted income, uh, 10% of the family's monthly gross, um, or, uh, a portion of the family's welfare assistance, if any. So keep in mind that 30% of zero is zero and they can be zero income. Susan Hernandez? Yes, please admit that. Yes. Uh, let's see. Oh, lease agreements. Yes. Okay. So if you were leasing with, um, if the recipient is leasing with the, uh, landlord, then they need to have an occupancy agreement or a sublease with the program participant.

Speaker 2 02:09:44 Um, there is, I believe the, uh, special activity where with rental assistance, you can do sponsor based rental assistance, but you had to request that as a special activity. Oh, Danny, I'm sorry. What is the, uh, oh, Janine, you caught that. Okay. Um, if you're using leasing to pay for, uh, rent, you do not have to charge your participants any occupancy costs. So if you have a transitional housing

project, um, and you're using leasing, uh, they do not need to have, uh, they, they do not need to pay for occupancy. So it just, it just depends.

Speaker 2 02:10:36 Um, but then here are some of the guidelines with regards to occupancy costs. And here's the sample lease agreements. I wasn't sure if that's part of what was being, um, asked earlier. Uh, and these are links, these are live links in the slide deck that you received. Uh, the utilities, so this does get complicated for folks. Um, you have to consider the reasonable monthly utility costs and the public housing, um, authority in your area. Usually, uh, publishes a utility schedule based on, uh, the type of unit, um, and the type of utility that's in that unit. So that can help you determine what your reasonable utility cost is.

Speaker 2 02:11:37 Um, and so please review that. Notice. Was it linked here? No, not yet. But it helps you give, uh, information on how to determine the rent contribution from your client and consider the utility reimbursement if you have. It can be that if you have a client that has zero income, um, and they're doing rental assistance, that you would be paying, uh, a utility reimbursement directly to the program participant, but they would be responsible for paying their own utilities. So you're providing them with a reasonable amount for utilities. But that doesn't necessarily mean that that's what their utility cost is. Uh, as, as you all know, people leave lights on all the time. Uh, we don't take those types of things into consideration. So, um, they're responsible for anything that they go over with regards to their utilities. That's, that's still their responsibility.

Speaker 2 02:12:45 That's the stuff I was saying, saying here. So, uh, this gets into, uh, how to calculate those things. I'm not going to go through that screen by screen. Um, you can review, uh, there's more information and, um, a link on, uh, how to ask questions. Property requirements. So our requirements are HQS, but you could have requested habitability standards as one of our special activities. Um, they need to be inspected rental, you know, for, uh, rental assistance programs before the unit, before the lease is signed. They have to, to meet the HQ s um, you can pay for HQS inspections with your COC program funds or your YHTP program funds.

Speaker 2 02:13:46 Uh, I believe that Janine has already posted a link with regards to, um, environmental review resources. Uh, I'm not going to get too in depth with them because I'm not an environmental, uh, review expert, but, um, every, uh, every project it requires an environmental review. But some of our projects who would be, you know, exempt and you just have to document that review and for us, oh, yep. Great. Awesome. Um, we're, oh, we're going to review the flow chart together, but <laugh> for us, you need to let us know that the YHDP, uh, environmental review is done. You don't have to send it to us, you have to keep it on file. Let us know it's done. It has to be done before you draw any funds from your project. Um, our host homes, I think, yes, host homes. Okay. Um, we are not going to talk about Inspire, but COC projects are going to be following in, uh, inspire.

Speaker 2 02:14:50 We do have, um, a delay in our, um, in terms of being compliant with Inspire, and we're going to have more guidance coming from our office. But yes, it does cover YHDP unless again, you have requested the special activity of habitability standards. So this is the flow chart. It helps you learn, uh, figure out which environmental review you're required to do. Um, with this, these handy yes or no questions, I'm not going to actually go through in depth, but it is in your, um, on the slide deck. These links are all live, so you should be able to, um, sort that through. And if you have any questions, definitely email your DDO and, uh, Juanita Perry is our environmental review, uh, subject matter expert. So, let's see. There's the,

Speaker 3 02:15:50 Amy, we just got a question from Danny. Does the rental tenant law apply to participants, or are we following a different rule book?

Speaker 2 02:16:01 I'm not familiar with the rental tenant law, but I will say that you are required to comply with local laws. Um, none of our programs, uh, you, you know, override any local requirements. Requirements. So, um, it sounds like maybe the rental tenant law is a local requirement. Because I'm, I'm not familiar with that. There's a lot of local requirements that folks have on, uh, rental housing. Like it has to be in, in Baltimore, all rental housing has to be registered. Um, so yeah, you have to comply with local requirements. Um, you can't, uh, our program funds don't override those. So I'm hoping, uh, uh, that I've answered that question and I've made that very clear. I mean, we'd love to override local laws. Because I'll tell you, some of them are crazy <laugh>, they're very restrictive, but we cannot do that. Um, and that's not an uncommon question that comes to us, so I'll, I'll tell you that. Um,

Speaker 3 02:17:10 And then we got another question. Um, so can we ask our DDO for the hali habitability inspection exemption now that the grant agreement has been signed?

Speaker 2 02:17:20 Yes, you can. Um, that's one of those exemptions that you just notify HUD about. Um, so what you'll need to do is, uh, notify, um, your DDO that you are planning to use that special activity. Um, and you'll, you know, you might want to just place a, uh, like a, a small narrative about why you're, you know, choosing to use that. Um, and then, um, and then we'll respond back to you that, um, that you can go ahead and use the, uh, special activity. There are some special activities that, um, require HUD approval and they have to do with the additional months of rental assistance, additional months of supportive services. Um, the, uh, rental assistance in operating, I think in the same unit. Um, not same unit, same building, uh, the match exemption. Um, and there's one more that's escaping me, but there's five that required, um, HUD, uh, approval. So you can ask for HUD approval for any of those. Now, even if you didn't ask for it initially, but you can't just go ahead and let us know that you, that you're using it. So, but, um, the habitability standards was just one that per the nofo, you just would let us know about.

Speaker 4 02:19:00 I have one for

Speaker 2 02:19:01 You.

Speaker 3 02:19:01 And then,

Speaker 4 02:19:03 No, go ahead.

Speaker 3 02:19:04 Okay, great. So we had one that might've been missed when we were up at the top of the training. Would there be any implications to evicting a participant from the housing program if they decide not to follow landlord or RRH rules and standards put in place?

Speaker 2 02:19:22 So I, I went over this a little bit because, um, I'm reminding everyone, everyone that these, these are housing first programs. So in terms of requirements, when you, um, and, and it, and it's challenging too because obviously landlords, uh, uh, you know, are protecting their properties and that sort of thing. You want to be working with your clients to make sure that they're going to be successful in the unit that they select. Um, so when you say, I mean, if they break a lease, they break a lease, they may be evicted, you can continue to serve that client, you can continue to serve them in a different unit, you know? Mm-Hmm, <affirmative>, if they're evicted from one unit, that doesn't mean

that they need to be terminated from your program. And we would, um, we would recommend that you not terminate them because that wouldn't be housing first.

Speaker 2 02:20:20 So if they're going to be evicted from a unit because they didn't comply with the, um, landlord's expectations and the lease, then you would help them find another unit and continue to serve that client. Um, that's the expectation that we have with our programs, and that's one of the elements of housing first. So you're going to do as a, as an agency, everything that you can to help them be successful. That doesn't mean they're going to be partic, you know, participating all the time. And I, and I, and I hear that, you know, your experience might be that you have youth that don't want to participate in these supportive services that you're offering. Um, and they are, uh, you know, not great tenants. Uh, a lot of our youth are going to be coming to your programs with those types of situations. Um, and you want to make sure they're housing ready. So maybe they're not, uh, maybe they need transitional housing before they need to, before they go into a more permanent housing situation. Um, you know, that that might be one way to help them, you know, be ready to maintain a more independent market-based housing. Um, but we would not really, you do not need to, um, terminate someone from your program because they've broken a lease or they've been evicted from a unit that you are supporting with rental assistance.

Speaker 2 02:21:47 So I hope that that's answered the question. I know these are really challenging youth. We've been, you know, I've listened to many stories of folks who are on the ground and doing this, you know, direct service and I know how hard it is. Um, you know, and you're dealing with folks who are young people who are really traumatized. And that's why we have these elements as part of our programs. Because we want them to be successful. Um, and we know that they're, they're going to come to you with these issues. Um, I guess I'll just talk very briefly about amendments. Uh, we, you know, you don't have to be thinking about these right now, but as you get further into operating your, or implementing your project and, um, the project that, uh, it turns into is not necessarily the way you envisioned it initially, but you see the need for changes, uh, reach out to your DDO, um, and we'll talk to you about whether we think something requires an amendment or not.

Speaker 2 02:22:55 But if you want to shift, uh, budget line items around, uh, if you have, uh, if you need to re to move more than 10% from a budget line item to other budget line items or another budget line item that would trigger an a budget amendment, um, those are things that we can do. Uh, and we're, we want to do the things that are going to help you be able to spend down your program funds and make sure that your program is successful. So you're with us for the first 24 months of your project, and we're going to be, you know, hopefully in communication with you, uh, often, uh, trying to learn how the, how the projects are working and, um, you know, trying to offer as much flexibility as we can before we start going into like renewal, renewal years down the line.

Speaker 2 02:23:56 Hmm. So yeah, just, uh, talk to your YHDP, here's the adding special activities. This is in your slide deck also. Um, so there's more details. Timeliness, we talked a little bit about that, um, that you need to be drawing, uh, quarterly, uh, we're, we're tracking that. Um, you need to distribute your funds to your subrecipients within a certain number of days. That's per two CFR part 200. Those are the OMB regulations that we have to comply with. Um, your period of performance, you actually have a 24 month program, I mean, period of performance. Um, we talked about that record keeping. These are all the record keeping requirements that you have. So your policies and procedures should touch on these.

Speaker 2 02:24:54 So it's a good, like, checklist. Did I cover this? Is this in there? And then there's more stuff. There's more stuff like your policies and procedures are going to talk about some of those issues that we were talking about with regards to housing first and you know, things like that. Um, these are the record retention requirements. So I'm not going to get into monitoring because I did. Uh, this is basically like for our COC programs, it's stuff you'll need to know when you, um, renew, uh, and your projects get put into the portfolio of the field office. Uh, but we did talk a little bit earlier about how we're doing oversight while you're in demonstration mode and we still will be looking at all these different areas because we want to make sure you're compliant before you renew. Um, and one of the ways that we do that is, you know, maybe we'll do a review of one of your fi one of your vouchers and it will help us, you know, look at, are you keeping your, are you doing record retention and documentation properly? Um, just some reminders about our projects that they're required to, um, participate in the coordinated entry system. You're required to use HMIS, um, unless you are a victim service provider, then you use a comparable database, uh, housing First, incorporating positive youth development and trauma-informed care into your services and housing assistance.

Speaker 2 02:26:29 And these are the resources for coordinated entry. Uh, you also need to consider conflict of interests. Um, those, we also have a conflict of interest, uh, uh, COC citation, which is not here, but, um, there's, you know, there's two. There's the two CFR 200 for the LMB, and then there's also the COC Conflict of interest. Um, so please review those. Uh, and, uh, obviously at the core of YHDP is the participation of the yab. Um, these have a lot to do with COC. Uh, this is about COC governance a lot. But, um, these programs, uh, policies and procedures, this is a, a good list of things that you'll also want to be including in there that are specific to YHDP. Um, if you did have, uh, special activities, you need to be sure that your policies and procedures identify what those special activities are and how you are documenting them. And these are the other program requirements that the YHDP is required to comply with more great resources. And that's the end of those slides. Um, anything else we want to, uh, highlight Janine or Regina? Um, Neely, do you have any, um, words that you want to share? Because we have reached 4 29.

Speaker 2 02:28:26 Hopefully we didn't lose her. If you're talking Neely, you're on mute.

Speaker 3 02:28:30 You know, Neely actually did have to jump to a call. I'm not sure she was able to log back in with us, so.

Speaker 2 02:28:36 Okay. Well, if you did not get your question answered, please reach out to your DDO and we will get, uh, information to you. Um, it was a lot of information and I hope this was really useful to you. And thank you for joining us. We are going to make all of this available, um, on our website. Uh, it might take a few days, uh, and we will let you know, uh, your DDoS will let you know that, uh, um, that it's available for you. <laugh> no, don't, no Hotel California, jb All right. I believe we are done.

Speaker 0 02:29:26 That is the end of our conference. You may now disconnect.