Transcript- YHDP Round 4&5 Project Application Webinar

May 5, 2022

Speaker 1:	Hello, and welcome to today's conference on the YHDP round four and five new project application. Thanks for joining us. Before we begin, please ensure you have opened the Zoom chat panel by using the associated icon located at the bottom of your screen. Please note that all audio connections are muted. You may submit a written question throughout today's conference by selecting everyone from the dropdown menu in the chat panel. Type your question in the box provided and hit. Enter to send. If you require technical assistance, please send a message to the host. There will be a Q&A at the end of today's conference. At which time you'll receive instructions on how you can enter the verbal question queue. With that, I'll turn the conference over to Jeanine Beasley, special needs assistance specialist. Please go ahead.
Jeanine Beasley:	Good afternoon, everyone. And thank you for joining us for the YHDP Round 4 & 5 New Project Application webinar. We have a lot of content to cover today. So we have quite a few people from the Snap's office who are going to be presenting to help keep you on your toes and to keep you entertained. My name is Jeanine Beasley. We'll also be presenting with Erin Colick, Anita Cruz, Sidhartha Nilakanta, Juanita Perry, and Ebony Rankin. This webinar is intended to assist YHGP funding recipients projects applications and e-snaps. If your community is still working through [inaudible 00:01:35] recipients, this webinar will still be useful to you. Learning how to navigate e-snaps work on project applications will enable you to assist staff designated to complete applications [inaudible 00:01:49] have made. Next slide, please.
	What are our learning objectives for today? Well, we would like you to be able to navigate to the project application and e-snaps complete the application form itself, and then finally submit the application. We are using a Zoom format today. Like our introduction said, please use the chat box to put in any questions that you might have. And we'll try to go ahead and answer a few of those during the webinar. We will have time after the webinar for some Q&A, you can also utilize your TA providers, your TA providers have a lot of resources. So certainly ask questions to them. We have our youth demo mailbox at HUD. You can always submit a question to that, and we're trying to get back to those very quickly. And then we also have the HUD exchange AAQ for questions on project applications and e-snaps.
	Next slide, please. Our agenda for the day is we are going to review application deadlines first. Then we're going to identify the resources that are available to you. We're going to go through the steps on how to log in and open the project application to access the forms. We're going to review the application itself. We'll go through this from beginning to end. Some sections are relatively straightforward, so we're just going to mention those sections and then some sections will really dig into. And then we're going to identify how you actually submit your application. Next slide, please.

Moving on to application deadlines, UFAS need to submit project applications by May 15th to ensure a July 1 start date. Non UFA project applicants have until July 1st to submit applications e-snaps to receive funding in the FY '22 funding cycle. We recommend that you do not wait until the last day to submit projects, not a good idea. So you can submit projects, applications on a rolling basis. So you don't need to submit them all at once. And you can actually go into e-snaps. You can work on a project for a little bit. You can save it and then you can come back to it later. So please give yourself ample time to complete your project applications. I just mentioned the FY '22 funding cycle. I'd like to clarify something about the fiscal years. So our around four or five communities were selected under our FY '19 and 2020 NOFA in e-snaps. The application is referred to as the YHDP New Project Application FY '20. And to make things a little more confusing, we're currently in the FY '22 funding cycle. Next slide, please.

We have a lot of resources that are available to you to help you complete your project applications. On this slide, you'll see a link to our COC program interim rule. This is the regulations that we use for our YHDP program. You'll also see a link to our YHDP application resources from this page. You can find the actual NOFO and you can find the detailed instructions. The detailed instructions are our document with guidance on the application content and expectations for your responses. Want to make sure that you pay close attention to this detailed instructions guide. We also have our navigational guide. The navigational guide helps you to navigate the system of e-snaps. It contains screenshots, and it really has a lot of explanation in that. Much of what we're using today in our presentation is coming from the navigational guides and the detailed instructions. So you can always go back to those as well as this webinar.

We also have some resources for e-snap itself. Another great resource is your TA provider. They have a lot of expertise, so definitely use them. And remember that you can always submit a question through the HUD AAQ.

Last year, in our last round RT providers created a really great video that's called Accessing the Round 3 YHDP Project Application in e-snaps. You can access that video from the link below. The video is only about 10 minutes, but it's super detailed. It walks you through logging onto e-snaps to actually finding the project application. E-snaps is not super intuitive, and if you've never done it before, it can get confusing, it can also be confusing if you've done it many times. So we would really suggest that you watch the video. It's. Again, only 10 minutes, really great resource for you. Now, I know the video says that it's for round three, but it's still applicable to the same process that you're going to use for the Round 4 & 5 applications. Just remember that you are now looking for the YHDP new project application FY 2020. Next slide, please.

So creating a user profile and logging into e-snaps. The first step is creating a user profile. If you're new to e-snaps, you will need to create an e-snaps username and password to do this, select the create profile link from the left menu bar. It's very important that every e-snaps user has their own unique login credentials. Every organization should have at least two staff that can access e-

snaps and the organization's application. Even if you have one person who is responsible primarily for the project application, it's just great to have a backup, you never know what might happen. After creating your account log into e-snaps by directing your internet browser to the link shown on the screen on the left menu bar, enter your username and password.

Once you have an e-snaps account in order for your organization files in e-snaps, you must be added to your organization's account as a registered user. For more information on how to become a registered user to your organization's account, please refer to the resource on adding and deleting registrants and e-snaps, which is located on the e-snaps resource page on the HUD exchange at the link on the screen. We also have a e-snaps 101 toolkit, which is also a link on the screen. There's a lot more resources in there for you to take a look at. Next slide, please.

Navigating within e-snaps. Once you have successfully logged into e-snaps in order to be able to view and allowed a project application, you must go through four steps. Step one is ensuring the project applicant profile is in the complete status. Step two is selecting the appropriate funding opportunity. Step three is creating or establishing the actual project. And step four, accessing and opening the project application on the submission screen.

The next few slides will elaborate on these steps. Given the time limit, we're going to provide information on accessing e-snaps and completing the project applicant profile, and then I'm going to skip through the others so that we can have time to start discussing the actual application requirements. Next slide, please.

Step one. Completing the applicant profile. An applicant profile is a reference to the profile for the organization. This is different than your individual user profile. If your organization has previously applied for COC program or YHDP funding, there will be an existing applicant profile in e-snaps, which is the one that must be in the complete status. You should not create a new applicant profile if your organization has never used e-snaps before the organization needs to create an applicant profile instructions for doing so are in the project applicant profile navigational guide on the e-snaps resource page. If you take a look on the actual screen, you'll notice at the bottom where the arrow is, you'll see a statement that says "this e-form has been marked as complete." That's how you'll know that forms are completed in e-snaps. Next slide, please.

Step two. After ensuring that the project applicant profile is in the complete mode, you can move to the next step required to access the project application in e-snaps, which is the funding opportunity registration. All project applicants must register their organization for the applicable project application funding opportunity. Registering for the funding opportunity enables project applicants to apply for funds during the associated competition. Registering in this context means you are indicating your intent to apply and funding opportunity refers to the type of grant for which you are applying. To register the organization,

selects the funding opportunity registration on the left menu bar. Next, select the register icon adjacent to the correct item. There are several grant options listed in the funding opportunity name column, make sure you are selecting the funding opportunity for the correct fiscal year. In this example, we are opening the FY 2020 new project application. Select yes, to confirm that you want to register your organization. This screen will indicate that the project applicant is now registered. Next slide, please.

We're now moving on to creating a project. Step three is creating or establishing the project application. Project applicants must create a project in order for the project application to appear on the project screen. Creating a project means giving the project application a name. This is an intermediate step. Do not enter the project application from the project screen. Once you get to create a project screen, you'll enter the name of the project in the applicant project name field. The video that we talked about at the beginning of the webinar has much more detail on this intermediate step. Next slide, please.

Step four, accessing the project application forms. After completing the project applicant profile, registering for the funding opportunity and creating the project application, you can now enter the project application and complete all the required screens. You must access the project application from the submission screen. Select the folder icon to the left of the project application name you established with the correct funding opportunity name. The before starting screen will appear. You can now enter into the project application itself and get started on your project application. And with that, I'm going to go ahead and turn it over to Sid. And he's going take you through the next few slides.

Sidhartha: All right. Thank you, Jeanine, you can move to the next slide please. All right. So this is the first screen you're going to see in the project application. So after you've done everything to create your... Register for the funding opportunity and create your project, and now you are officially entering your project. This is the first page you see. All the forms that you're going to see, so what's highlighted here in the little box, everything is going to pull forward from your project applicant profile. So to make sure that all your data is up to date, when you are updating your project applicant profile, please make sure that all the information in there is correct, because that's the information that's going to flow forward into all these certification screens that you must complete. So, again, these are things like your SF-424, your HUD-2880, your HUD drug free workplace is the 50070, your lobbying, and then other SF screens. Next screen, please.

So part one are the SF-424 screens. Goes from about 1A through one F, which are the S screens. So the screen 1B that you see here, this is the legal applicant screen. This is the contact information screen for the person, the organization who will be contacted regarding the application. And then so e-snaps again is populating all this information from your applicant profile. So if you have the wrong contact information, it's going to populate with the wrong contact information. So just make sure that you have the person who you want to have

as your primary contact is the one under your applicant profile. And the same for whoever you want to be your alternate contact is the correct person that is also updating your applicant profile.

You can find how to update your applicant profile in on e-snaps. You click on that link again, we're going to be posting this webinar online and the slides, you all have been sent a copy of these slides that you can click on these links, and they'll send you to the e-snaps resources that show you how to update your applicant profile and how to edit it as well. Next slide, please.

This is the HUD form, 2880. This is your HUD drug free workplace form. Again, a lot of these forms are... Sorry. The HUD-2880 is not the drug free workplace, it's a different form. But again, a lot of this information is being brought forward from your project capital profile. There is a part on that deals with budgets. This part actually will stay blank until your application is filled out and you have budget information filled out. And once that venture information is filled out, it will actually populate on this page. And that will then trigger certain questions that you will need to answer. So when you initially come to this page... The whole certification screen might not be open, but you'll still be able to move forward. But once you complete the rest of your application, additional screens in your application might open up and you will need to update those things on this particular screen. So just be aware of that part of the HUD-2880.

Also-HUD 2080 is known to be a little confusing. So we really recommend you click on the e-snaps link on the screen of how to complete the HUD-2880. Next slide, please.

Next we're going to be talking about sub recipients. So this is once you've completed part one. So that section that we highlighted, once you've actually completed all those certification screens, the rest of the application will open up. So prior to that point, you are not... Prior to that point, the application is actually closed off. The first part is just the certification screens. The second part, once you finish the certification screens, the rest of the application officially opens up and you are able to actually start updating the rest of your application. So it's almost like a bit of a fail safe application, that if you don't actually complete your certification forms, you can't do the rest of your application. So if for whatever reason you're unable to open... For whatever reason, since you're unable to open your application, just double check that you have your certification screens are working, that you've completed your certification screens so that you can then open up the rest of your application.

So that brings us into the sub-recipient page, which is the part two of the application, which is not open after you've completed the regular certification information. Here, you're going to make sure that you are saying who's your sub-recipients in your project application, what roles they're going to have, what amount of the budget they'll be taking place.

One thing to be aware of is if you're going to have sub-recipients, but you don't know exactly who those sub-recipients are, you don't actually have to have those in your application right away. You can hold off on adding sub-recipients until... The latest you can wait is prior to grant [inaudible 00:21:04] grants. When we're going to have to know who your sub-recipients are during post award. So if for whatever reason when you're doing your, your application, you don't know who your sub-recipients are going to be, that's okay. You can blank up until we get to the point where we're getting closer to grant agreement, and we are need we'll need to know who your sub-recipients are. So if you go to the next screen, please, you can go over the sub-recipient detail screen.

So this is what the sub-recipient screen looks like. Again, you list all the information about the sub-recipient, things like their organization name, other type. One thing to be aware of, none of this information's getting pulled forward from the project profile. So all this information you have to put in manually, it's not getting pulled from anywhere. So unlike all those surface certification screens you were doing that were pulling forward information, this one is not going to be pulling forward any information. You will have to manually enter this information by yourself. So make sure that your information's correct. And so just confirm with your sub-recipients their information, so that you're getting the correct information. We can go to the next slide, please.

And then we come to our applicant and sub-recipient experience. So these are just narrative questions asking about the experience you or your sub-recipient have in terms of experience using COC funds, ESG funds, any other kind of activities within the COC program. We've added a new question to this application from last year, deals with racial equity and recipient, and some sub-recipient experiences with that. So these are all just narrative questions that are required for all applicants to fill out when filling out the project application. And so with that, you can go to the next slide and I hand it off to Anita Cruz.

Speaker 2:   Good afternoon. And thank you. So I'm fortunate to have Slide 19, and I would start with screen 38. It's a project details. 38. The project details is the screen of which you tell HUD what type of projects you applying for. And for question four is the component types has a dropdown button with six components, and those components are PH, public housing, joint town, housing, and PA/RR rapid housing. Also has THSSO HMIS. But really they're eight project types. The PHSSO have two types of project. The PH has PSH RRH. SSO has the CE, which is for coordinated entry, the SSO non CE, which is a traditional project where you solely provide supportive services to the participants. If you select PH another field will a automatically appear when you choose PSH or RRH.

So again, if you select PH you would get an opportunity to choose between PSH and RRH. If you select SSO, another field will not appear at this time to tell HUD whether you apply for a SSO CE or SSO non CE project. This screen had just one option that used for both CE and non CE. You will tell HUD which SSO you are on through the 3B project description.

Question seven must be answered as a yes to indicate that the project is funded under YHDP. If you later complete an operating budget and include replacement reserves, you would need to come back to this page and answer a new question that wasn't there, which is populated or come back, because how you answer that question. So for question number eight, the selection of your project components determines whether or not you see certain screens and questions. We'll discuss some examples as we go through the application. Having said that, most of the screens and questions are the same throughout the application, regardless of your project component, but you need to answer them differently depending on the project's component. I'll highlight those situations as well, because we don't have time to review every instance you need to review the YHDP detailed instructions and navigational guide. And always ask yourself for this type of project, what answer do I need to provide for this particular question? Next slide, please.

3B. Projection description. On 3B you'll describe the project, including milestones and you answer questions about population, to coordinate entry participation and housing. This screen is showing now is example of both situations I just mentioned. I said that your selection on 3A can determine which questions appears on 3B. There's a question 10 that appears only for the PSH project. I also said that regardless of your selection on 3A, the same question will appear in every application, but have different response requirements. For 3B, everyone will see questions one through nine. It's very important that everyone review the HUD detail instructions for information on what is needed for this formula. And in particular question number one, which asks you to describe your project. I'm going to highlight questions 1, 5, 9, and 10.

Before going to the next slides, I'm going to mention two things. Question four, ask about subpopulation. As default to youth under 25 option, which is required for all YHDP projects. For the, HMIS projects, questions one to three part of your application review, four through 10 are required filled in order for e-snaps to know the application is complete and allow you to submit it. But the answers are part of the application review. Next slide, please. As I mentioned before, is very important that everyone review the HUD detailed instructions for information. What is needed for question one? There are what referred to as regular requirements.

Speaker 2:   ... referred to as regular requirements. These are requirements of all new project applications for the CRC program and YHGP. The project descriptions should provide a detailed description of the scope of the project, including the target population to be served. The project plan for addressing and identify housing and supportive services needs, anticipate project outcomes, coordination with other organizations, like the federal, state and nonprofit communities, and the reasons they need the project funding.

There are additional project description requirements for different project types. For example, applicants need to describe how they will incorporate positive youth development and trauma care into the project. They need to

describe their relationships with the community partners, and they need to identify anticipated outcomes and performance measures. And applicants for joint projects need to provide detailed information if IHDP funds are being requested for only TH, or only for RRH, and they anticipate receiving other funds. SSOCE applicants need to address how they will implement the youth-specific components of the coordinator entry process. The HMIS project applicants need to describe how they've incorporated youth-specific data into the HMIS.

PYD, positive youth development is an approach to working with youth that emphasizes building on youths' strengths and providing support and opportunities that will help them achieve goals and transition into adulthood with a positive, production, healthy manner.

Some of the elements that can protect young people and put them on the path to success includes family support, caring adults, positive peer groups, a strong sense of self and self-esteem, and involvement at school and in the community. For the TIC, which is trauma informed care, there is a link also that's provided, in case you would like to read some additional information. What I will tell you this, the strength based framework, where you understand, recognize and respond to trauma, it emphasizes safety, facilitates healing through choice and empowerment, and focuses on building someone's strength to move in a positive direction. Next slide.

3B, Project Description. Question five: Housing first. This asks, number five, whether the project will follow a housing first approach. You cannot select yes or no. 5D will auto-populate based on responses to a series of questions, 5A, B and C. Next slide please.

3B, Question nine: The SSO project. If an SSO-CE coordinated entry, select coordinated entry, then more questions will appear on the screen B. So again, this will only appear for the SSO-CE projects. Next screen, please.

Question 10. Question 10 is about Dedicated and DedicatedPlus communities. Indicate whether the project is 100% Dedicated, DedicatedPlus or not, according to the information provided. Next screen, please.

Okay. Everyone, the youth homelessness demonstration project. This screen has been updated with new questions for number one, three, five and six. Everyone completes this screen. If expert problem solving activities, a host home, the sub-populations, the rental assistance, the YB involvement, the HIV aids services. But I'm going to highlight three items. They are the divert or rapid re-house participant, the YAB involvement, and households.

So, the [inaudible 00:35:30] types. Project that a host home programs or supportive services owned. On 3A, project details, applicants should select a component type SSO. On 3B, question nine, that we just discussed, select one of

the activities listed that were not coordinated entry. In terms of eligibility clause, appendix A of the fiscal year 2018 NOFA, YECP funds may be used to subsidize the increased course to the family that are attributed to housing the youth.

If those course are eligible, COC programs costs. An example of the eligible cost would be additional food, transportation, which are an eligible supportive service in the inner room. Thank you. And I'm passing it on to Juanita for her presentation. Thank you again.

Speaker 3:   Juanita, we're not hearing you.

Speaker 2:   Juanita, connect.

Sidhartha: I think Juanita may have dropped off. Hold on. Let me, she may have just jumped back on. Juanita, are you able to present?

Speaker 3:   We can't hear you, Juanita.

Sidhartha: I'll just start. All right, I'll just start this while Juanita gets through some of the technical issues. So, these are the special YHP activities. This is a new part of the application, brand new part of the application. If people have read the [NOFO 00:38:38], or have even jumped into the application before, this is the ability for applicants to ask for specific, special YHP activities that are not normally in a CUC program. So, ways that we've instituted into the application, and it's a very simple way to access this portion of the application.

When you get to the special activities, YHP activity screen, you'll come to this drop down question. You can select yes or no, if you're going to be doing special YHP activities. If you say no, nothing's going to populate and you just go to the next screen. If you say yes, it's going to populate with all the types of special YHP activities we have. If you can go to the next slide, we can show what those activities are.

So, as you can see, we have a very long list of special YHP activities that are available to you all. If you select the checkboxes on the side, that's how we will know what special activities you are selecting. So, for questions two and three, you see there's a pretty long list going from, if you can see the screen, these references in red are what are referencing the NOFO that they're listed in. So from about 1C, 1A(1) to 1C, 1A(10) I or L, you can click a check box here, and that's essentially all you need to do for requesting a special activity on this page.

For question four, as you see there's about one, two, three, four, five different special YHP activities you can select. Whenever you click a checkbox, an additional text box is going to open at the bottom, where we request additional information about that special YHP activity that you're requesting. So, there's

essentially why you are requesting that application, and how it's going to impact your project.

So, that's the difference between questions two and three, and question four. So for questions two and three, there's no extra text box you have to fill out if you select that special activity request. But if you do select special activity for question four, you will be required to put in additional documentation for why you're requesting that special YHP activity, as that will help us as reviewers to review your request and to approve or disapprove it. Next screen, please.

And this is the last question on the special activity screen. These are the innovative activities. So, this is something that's very unique to the YHP program, in that you can request innovative activities in your program. Again, for innovative activities, we ask a lot more questions, as innovative activities can be very innovative that maybe the CUC or the YHP program, we have not prepared for. So, we would like as much information as possible. So questions like, we need to know what your innovative activity is. If it's going to achieve certain outcomes that we would like to see. If it's cost effective, if it conflicts with any fair housing laws, if it's been approved by the YEB and by your CUC. So we'll need answers to all those questions.

Again, you're seeing these text boxes open if you say no or yes to some of them, so be prepared that if you answer that way, you're going to have to enter additional information. We do ask, if you have any questions on any of these special YHP activities, please email us a udemo@hub.gov, or connect with your assigned TA contact. We know this is very new for this year, so there are a lot of questions, and we want to make sure that you all understand what you are requesting when you are clicking that checkbox, or filling out information, or how to properly flow that information. So please, ask as many questions you can through the email address, you can also ask those questions after this presentation.

So, please don't feel like you're in the dark on this, we will try to answer as many questions as we can, but please just email us and we'll answer it as quickly as we can. So, if you can go to the next slide, please.

So with that, I will pass this on to, I believe, Erin.

Erin: Thank you, Sid. Can you guys hear me okay?

Speaker 2: Yeah.

Erin: Okay. So, my name is Erin [Coller 00:43:43], I will be presenting on part four. And I'm a YHP dedicated desk officer. So here on the screen, it just shows that there are two different screens for 4A. Everyone completes information on the supportive services for participants screen, but only HMIS dedicated projects complete the HMIS standards screen. There are two different screens for 4B.

Everyone completes information on the housing type and location screen, but only HMIS dedicated projects complete the HMIS training screen. Next slide.

Everyone will see 4A, supportive services for participants. In 4A, in the supportive services section, everyone must check the first box. There is a statement that the proposed project policies and practices are consistent with laws related to providing education services to individuals and families after that. HMIS and SSO-CE, which don't provide direct supportive services to participants, leave the rest blank. All other projects need to complete the questions. Next slide please.

So, here we have screen 4A. Please be careful answering question four. There is a chart on the left side. You would need to identify what your project is providing, who is providing it, and how often is it being provided. You also need to review the list of supportive services in the CLC program [inaudible 00:45:20], 24 CFR part 578.53. If these activities are part of your project, you need to complete the row for the provider and frequency columns to tell HUD who's providing the services and how often.

In the first column for provider, the dropdown options are applicant, sub-recipient, partner and non-partner. If you enter applicant or sub-recipient, and you're telling HUD that you're requesting funds for those activities, and they'll be included in the budget. The supportive services budget screen is shown on the right. Any data entered on screen 4A services, question 4A must have a corresponding entry on screen 6F, supportive services budget, and vice versa. So for example, if the supportive services budget on the right indicates that funds are needed for childcare, there must be information in question four that supports the need for funds.

Note also that if you indicate that a sub-recipient is the provider here on screen 4A, you must enter a sub-recipient in 2B. If you enter on partner or non-partner, it does not trigger a need for a corresponding entry on the budget. Next slide.

So, everyone will see 4A, supportive services. Questions four, five, and 6A have been added to gain more knowledge on how youth-friendly these projects will be. Next slide, please.

Everyone will also see 4A, HMIS standards. HMIS standards only need to be completed by a dedicated HMIS project. For all other project types, project applicants can continue to screen 5A. The series of questions to specific HMIS are universal data elements, report generation, unduplicated counts, and security protocols. Be careful if you're applying for a dedicated HMIS project and you don't complete it. [E-Snap 00:47:35] actually won't flag it as an omission from your application. Next slide, please.

So, recall that there are two different formulas that are 4B housing type and location, 4B HMIS training. Sorry, housing type and location actually have three

different versions. So, before discussing the different versions, I want to discuss some E-Snaps functionality elements related to these screens. That use can ad icon and detail screen. The slide shows two screens side by side. The main screen on the left that captures cumulative information for the project, and the detail screen on the right, on which you enter information specific to one item. In this case, 4B housing type and location captures information about the total units and total beds for the project. Each detail screen captures unit and bed information for one specific housing type.

So, now that you understand these screens conceptually, let's go through the steps. First, you will select the add icon. This opens a detail screen. Next you'll enter information on the detail screen. The fields where you enter the total number of beds and units for this housing type are highlighted on the detail screen on the right. When the screen is completed, you'll select save, and back to list.

Once you're back on the main screen, you see two changes. A change in the list, and a change in the fields at the top middle part of the screen. Each entry using a detail screen will appear in the list. There is a delete icon if you want to remove any answering. There's also a view icon, shaped like a magnifying glass, if you want to use the detail screen and edit the information. Each time you complete the detail screen, the main screen auto-calculates the data from each entry. The totals appear in the fields at the top.

So, in this example, we're looking at screen 4B for a project applying for RRH, TH, SH and SSO. As mentioned, the fields auto-calculate for two variables, the number of units and the number of beds. So let's talk about the other two versions of 4B next. Next slide, please.

So, you just saw the version for rapid re-housing, transitional housing and supportive services only. The other two versions are shown on the slide. The top right. One is for PH and PSA progress. It collects information on units and beds, but it also calculates a subset of beds that are identified as dedicated, chronically homeless beds. The bottom one is for a joint project. It calculates the number of units and beds for each part of the project, TH and RRH. The first question on the detail screen asks you to indicate which one you're entering data for. Next slide, please.

I just want to highlight a couple things on the housing type and location detail screen. First, in question one, you'll select the type of housing. Further down, you'll provide the address. Question one has an option to select none. HMIS and SSO-CE equal nine, and SSO non-CE projects that have no YHPC beds and have no non-YHPC beds just need to select none and they can continue.

In addition to units and beds, everyone identifies whether they have beds for youth and if so, how many. Sorry.

Sorry about that. So how many, but the beds for youth does not get tallied on the screen. Next slide please.

So, everyone will see 4B, HMIS training. HMIS training only needs to be completed by a dedicated HMIS project. For all other project types, project applicants can continue to screen 5A. On this screen, if you are applying for a dedicated HMIS project, you'll provide information about HMIS training such as HMIS software training, data quality training and privacy ethics training. As mentioned with 4A, HMIS standards, if you are applying for a dedicated HMIS project and you don't complete this screen, E-Snaps actually won't flag it as an omission from your application. Next slide, please.

And that concludes my portion, and I will be passing it over to [Ebony 00:53:38]. Thank you.

Ebony: Thank you, Erin. So, I'll be first talking about participant screens in part five. So I'll provide more detail about part 5A and 5B, and then I'll mention some additional considerations, part five. So, the goal of part five is identify who the project intends to serve. For a new project, you will not have historical data on a person served, so you will need to use estimates at the time of application. And as you consider who you will be serving, you will count the households and individuals that you will be serving at a single point in time, in a maximum program capacity.

Part five consists of two project participant screens, 5A for households, and 5B is for sub-populations, which provides more information about the individuals in the households. You will enter data into the data tables on both screens. The data tables are interdependent. And the E-Snaps functionality requires everyone to enter data in the tables, so if you don't you will get a flag that has a incomplete error. And part five does not apply for any HMIS or SSO coordinated entry projects. So, for those project types, you just have to enter a single digit. So you can enter one into a single cell in the table on 5A, and a single digit on a single cell in a corresponding table on 5B.

So once again, if you have a HMIS or SSO-CE project for 5A, you would enter the number one in a single cell, and then on 5B, you would enter the number one on another single cell. And then for applicants for other project types, PSH, RH, joint SSO-non CE projects, you need to provide a household and cell population there. Right, next slide.

So on 5A, for households, you want to report the number of households and then the number of persons you tend to serve. And of course, this is different if you're serving families versus individuals. And for your project, first think about all the households you intend to serve, and they are categorized to reflect the adult and child composition of the household. And there are three categories. The age, 18 is used to define adults versus children. You have households with at least one adult and one child, you have adult households without children, and households with only children. You don't get a lot of those.

Next for your project, provide information about the individuals. Now, when you're entering data, focus on one type of household at a time. For example, if a household that have a mix of adults and children, so all the individuals together as a group, then determine their age categories, which is over 24, 18 to 24, or under 18. And for YHDP purposes, they should either be 18 to 24 or under 18. For your group of individuals under 18, you've got to mention if they're unaccompanied or accompanied. And you would repeat this process for the next group of households, and then you would do it for adults. And then you would do it again for those with only children. Next slide.

So 5B, sub-populations. As with 5A, work through the thought process three times on 5B, because there are three data tables. We are showing only one table that you see here on the slide. But for households that have a mix of adults and children, enter data on a top data table. For your second group of-

Ebony: ... on the top data table. For your second group of households, adults only, use the middle table. And for your third group of households, only children, use the on table. And we will discuss the functionality, but don't get distracted by the specific subpopulation categories. You'll have plenty of time while you complete the application to look at it more closely. And for each data table, you'll be provided an additional subpopulation information about individuals you identified in a previous screen.

If you're identifying characteristics as it corresponds to their age group. This is all for those who filled out COC applications before. This will all look familiar to you. Some of these column categories are mutually exclusive. Some of them are not. Each person must be identified in one of four categories, chronically homeless veteran or chronically homeless non-veteran. Or veteran who is not chronically homeless or none of the above. After that, you need to identify whether the individuals have any additional characteristics such as living with HIV/AIDS, having a physical disability or developmental disability, or experiencing domestic violence. The same person can be represented in multiple categories. Next slide.

For special considerations. There's two that you have to think of when you're filling out part five. For PSH, if you're applying for a PSH project and you have identified your project to serve 100% chronically homeless, back on 4B, you need to make sure you check the math on your table, because you need to identify the same number of chronically homeless beds in 4B as you do in 5B or your DDO will likely send your application back. Once again, the number of chronically homeless beds that you identified in 4B has to match the number of people in 5B for PSH, 100% chronically homeless project. For host homes, applicants who host homes should consider only the participant, regardless of whether funds are sent to support the host home family.

In general, we have three scenarios. You could have a project that you're using supportive services funds for serving a participant, supportive services funds for the participant, and pay food costs for the host. Then supportive services funds

just pay food costs for the host. In all cases, applicants would just enter one household consisting of one individual to reflect the actual enrolled participant. For host homes, if you're expecting a youth to go into a home where there's already a family of three living there, you're not serving three in a household, you're serving one household, you're serving that one youth in the household. Next slide.

The next part I'm going to talk about is part six, the budgets. I'm going to give a overview of budget and then discuss in the individual budget line items and some of the cost categories. The first budget screen you will see is 6A. There is a copy of it on your screen here. This screen is where you confirm that the project be under grant agreement by September 30th, 2022, and that the grant will have a two year term. It is important to remember, I know everybody knows the two year term, but when it comes to the budget, the budget is for two years. You would declare your intent regarding indirect costs and you'll identify what type of funding you're requesting. Now, you must select your funding request, in 6A, in order to open specific funding screens on your application and e-snap.

Depending on what you select on this screen will get you to subsequent screens under part six. You know your options are leasing units, lease structures, rental assistance, supportive services operating in HIMS. And you can always go read the interim rule, if somebody wants to put that link in the chat, for description of the categories that's listed there. As a reminder, the application budget is a total amount for the project for the two years. Any amount that you decide to give to sub-recipients is part of this overall project budget. Your sub-recipient budget is not shown separately on the application. Next slide.

For indirect costs, for screen 6A, you will need to declare your intent to use federally negotiated indirect cost rate. You're not required to use an indirect cost rate. And in lieu of indirect cost rate, you can declare your intent to use de minimis. You can't state that you have an indirect cost rate and de minimis, you have to choose one or the other, if you are so inclined. There's no line item for indirect costs in the budget. This is an issue that you will discuss with your desk officer when you go to grant agreement because I believe it is indicated on a grant agreements. A couple of other points for this is the reference to 10% is in context of de minimis and is not the same as project administrative costs. They are two different things. It's possible for the grant to pay for staff and overhead costs, if the costs are directly related to carrying out the eligible activities. They're paying out of the actual activity budget and not the indirect cost budget. Next slide.

For project administrative costs. There's no separate budget screen in the application for project admin. You will enter a single dollar amount later in the summary budget. We don't request that you break out what you're using your project admin for. But just a reminder, eligible project admin costs are listed in 578. 59. They include general management oversight coordination, training on COC requirements, environmental review. There's a long list of project admin costs. If you have any questions on costs, or if you're trying to pay for

something, and you're not sure if it's actually admin, just reach out to your DDO and we can figure it out. Next slide.

I know Erin went over e-snaps functionality for her portion for section four. I'm going to go over e-snaps functionality for section six. It has the same add icon and detail icon for the budget info. The steps you want to take for that is to add something for your budget, you select that add icon, the plus sign, and it'll open a detail screen. You enter your information on a detail screen and you select save and back to list. And every time you want to add additional information, then you will hit add, and then save back to list. There is another, a save button, as well, if you don't want to go back to your list. Its functionality for part six is used to capture lease structures, leasing units, rental assistance, acquisition rehab, and new construction.

And just remember that the budget screens that appear, you may not see this, because it's determined by your project type or you're funding request and see screens the same. If you're not going to see a lease in one of these and you're not going to see rental assistance, if you just have an SSO grant. Next slide. Just going over some leasing and rental assistance differences. I think most of you guys already have COC grants already. This is all familiar with to you. But, there are some fundamental differences between leasing and rental assistance. The most significant difference is how the lease is structured. With leasing, the recipient, which is your organization will enter into a lease directly with the landlord. The recipient is responsible for the full rent amount. The recipient can enter in a sublease or occupancy agreement with the participant. And a recipient has the option to collect rent or occupancy charge from the participant. There is a maximum amount that can be charged.

This information is all in a rule. For rental assistance, the lease is between a participant and a landlord. However, and this is a common question we get with YHTP, you can have a third party lease with rental assistance. We have an example of third party leases, I know we had exchange, but if you have rental assistance and landlords need little bit more reassurance from the recipient that they're going to get their money, we've actually had recipients use a third party lease that way. Just give landlords a little bit more reassurance that the rent will be paid for our participants.

We see the recipient must calculate the tenant rent contribution. And there are differences depending on whether the project is a PSH or RH. We won't go into that in this webinar. But, if you do have any questions on that, please reach out to your DDO. Next slide. For leased unit budget. Each lease is for individual housing unit. You can lease one or all units in the building, but each lease is specific to the unit. On a budget detail form, you will select FY 2022 fair market rent area. I know this is for our FY19/FY20 YHTP grant. But, for lease and rental assistance, we are using 2022 FMRs. You will enter the anticipated number of units by the project by unit size. The total annual assistance, auto calculates the 12 months.

For the total annual assistance, you cannot change the 12 months. It stays at 12 months. In a total request, it is going to auto calculate based off a two year grant term. Normally, when you're filling out a COC application, it's going to be 12 times one times the FMR. But for YHTP, it'll be the FMR, or for lease units, the amount that you put in that's less than FMR. FMR times 12 times two, because it's going to be for two years. It's allowable to use HUD paid rent. We call that actual rent. If you use actual rent, that must be lower than FMR. And it's important to note, if you use actual rent in your budget that's lower than FMR, you can't come back after the project renews and ask for FMR, because that's more than what your grant originally was.

If you're using less than FMR, just please take note of that. When developing a budget for a new project, you can use estimates at the time of application, but think about what the project's unit configuration may look like at single point in time and be thoughtful about how the unit configuration should match up with the household you intend to serve. Next slide.

Leased structures budgets. This is when the recipient will lease with the landlord a portion or all of a building, but the recipient can still sublease each unit to the participant. On a screen here, you see the screenshot of budget detail. You will complete the detailed screen for each structure. If your project that's leasing two buildings, you will complete one of these for each separate building. You will enter the monthly rental cost for the entire structure. That's that yellow box that's labeled. Then e-snaps will auto calculate the total amount assistance based on 12 months. And then also auto calculate based on the fact that it is a two year grant term.

Next slide. Your rental assistance budget. On a budget detail form, you will select the type of rental assistance, whether it's project based, tenant based, or sponsor based. This does not change the amount that you're getting, but it's important for us to know this. You select FY 2022 FMR. The FMR column will auto populate once you choose your area. Then you will enter the anticipated number of units served by the project. You do not have to enter zeros in any. So if you have no nine bedrooms and no eight bedrooms, you can just leave it blank. You don't have to enter any zeros or anything like that.

When developing a budget, the number of units listed in a calculation table often doesn't match the number of households. We understand that because sometimes, this is a two year grant, and you may be calculating based off of our participants just staying in the unit for 12 months. We understand that the number of households may not match the number of units you have. I think that's all I have for that. Next slide.

Just some other considerations for leasing and rental assistance. Eligible costs is monthly rent, first and last month's rent, and security deposit. For leasing and rent assistance admin costs, you can actually pay direct service delivery costs. Staff time spent doing leasing or rental assistance admin, you can pay out of leasing or rental assistance budget. Receiving new participants and doing

income and tenant rent populations, you can pay out of this budget. For units, determining rent reasonableness, inspecting units and processing rental payments to landlords.

You don't have to pay that out of admin, you can actually pay that out of your leasing and rental assistance, a line item. Just a reminder that the unit configuration and application, like I talked about, will not necessarily be the same once the project is underway because you may need to place households and appropriate size housing. And when I say unit configuration may not be the same, so if you are requesting 30 units and your project is only serving 10 households in 10 units, that's a problem there. And then you'll have to talk to your DDO about that.

Just a reminder that you need to serve the same population, as you indicated on your application. You need to provide assistance for the number of units in a project application. You can serve more units if you have money left over and you have the space to do that, but to decrease the number of units in your project application that you're serving is a grant agreement amendment. That's when you need to talk to your DDO about that, next slide. I think now I'm going to turn it over to Sid to talk about the e-snap functionality for a quantity and description and amount for budget.

Sidhartha: Yep. All right. Thank you, Ebony. We are now in the home stretch. I know it's been a lot. But, we only have a few more slides left to talk about the rest of the budgets and last stuff about YHDP before we fully open up for questions. The next budgets are the non-rental assistance and leasing budgets. This is where we ask, when you come to these budget screens, you're going to see the full budget for supportive services or a operating or an HMIS. And in that budget, we ask for client description and the amount requested. When you put in your quantity description, we ask to have a very detailed quantity description. We want to know exactly what you're asking for, how much of something you're asking for, how many hours of you are requesting in terms of funding for that service. And then to get the annual assistance requested.

Please, when you're filling this out, that put in that very specific information on your budget. For supportive services, just know that numbers one through 16 are for all projects. Number 17, operating costs is only for SSO projects, SOC, and SSO non CE. Your services you put in this budget must match the services you have selected on 4A. On 4A, you select if an applicant or a sub recipient are going to do certain services. If you select an applicant or a sub recipient, those services need to match the services that you are listing under your budget. If they don't match, you're going to get a warning and not be able to submit your application.

Additionally, we ask that there's certain special YHDP activity services that do have connections to the supporter services budget. You will find this in your detailed instructions. We've created table to show you which supporter services connected to which special YHDP activity. If you select a specific YHDP activity,

we ask that you address that in your supportive services budget, and how much money you would like to address to that special activity. Again, this is in your detailed instructions. We ask that you read your detailed instructions to see what special activities are connected to which supporter services BLIs, on this budget screen. Next slide, please.

This is your operations budget. Again, you can find it under the interim rule at 578.55, that discuss operation eligible costs. These are eligible program costs when you own operate a structure. You cannot combine rental assistance with operating in the same budget. What also is ineligible is participant costs. One thing we want to really highlight here are replacement reserves. If you request replacement reserves in your operating budget, there's going to be an extra question that's going to pop up on screen 3A about replacement reserves. I think Anita covered this during her part of the presentation, where you will have to answer if you have replacement reserves or not.

If they're going to pop up with extra information that states that you will need to upload documentation to support your need for replacement reserves. Again, I don't think many people will be using this part of the application, but just a reminder that if you do request replacement reserves, you will need to add additional documentation to this application. Also, we recommend that you read the detailed instructions on what is eligible under the operating services for things such as furniture or equipment or maintenance or anything like that. Next slide, please.

Last on the individual budget lines is your HMIS budget. This is for HMIS dedicated projects. If you have an HMIS budget line for any other type of project, again, you can find eligible activities under the interim rule. There are five categories that are eligible. Equipment, software services, personnel, and space and operations. Please, if you have any questions, same with operating answers or support service expenses, please email us. And we will try to answer your questions as best as possible. If you don't know the answer, don't think you have to guess in the dark. We will help you. If you go to the next slide, please.

This is the match screen. For every budget, except for leasing, you are required to have a 25% match requirement. Match can be either cash, in kind goods or in kind services. There's a separate summary budget line for match amounts, but all that information is done here on the match screen. For in kind match, you will need to have an MOU to cover your in kind match documentation. For your regular match, you will need match documentation for cash match, if you're requesting match. One thing that is different this year than it has been in previous years, is that there is a special watch for activity to request a match exemption to the 25% match requirement. We ask that you still put in a match amounts, in your application, because you won't be able to submit your application without match.

Now, that doesn't mean you have to submit documentation. All you have to submit is a completed matched screen that puts in the correct amount of match

you would need for your project. e-snaps will automatically calculate what 25% matches based on your budget. You just need to put in the monetary amount on this sources of match detail screen. You wouldn't need to add any documentation while we are reviewing your match exemption request. The reason we ask that, so you can submit your application without any issues.

But, also if for whatever reason, your match exemption is not approved, you've, at least, put in your information. And then all you need to do is upload your documentation during your post prior to grant agreement for your match requirement. Even if you request a match exemption, please still put in your match information, in on this screen, so that you're able to submit the application. And then while we're reviewing to see if we accept your match exemption request. If we approve or disapprove that'll then impact if you need to provide us additional documentation. For your match, if you don't need any documentation at all.

And again, just a reminder, if you do request match, do not request an exemption. All budgets required, except for leasing. Leasing does not have a match requirement. Next slide, please. I believe this is where Juanita would take over. Juanita, are you able to talk?

Juanita Perry: Can you hear me?

Sidhartha: Yes.

Juanita Perry: Great. Okay. I'm going to start to talk about the summary budget. Give me one second.

The summary budget 6J. This is where all your automatic calculations work will happen. Remember, it calculates based off of two year grants and admin is the only field on this form that you have to manually insert the amount. It's 10% of number seven, which is the subtotal cost requested. For example, if you have a $100,000 project, the max is 10% of that admin. If you receive any error alerts, you need to navigate back to the individual budget forms. Next screen, please.

The next one is the attachments. As you will see, it says required? No. That is not necessarily true for all of the attachments. Some of the attachments you will need to include supplemental information. Attach that on this form. For example, if you have a set recipient that identified as a nonprofit, you need to upload the 511C3 documentation onto the screen. If there're funds being requested for the replacement reserves, you need to submit that documentation, for replacement reserves as well. Also, all applicants will need to upload letters from both their YHDP lead and their YAB, the youth advisory board.

That is a required piece of documentation that you will need to upload before you actually submit your project application in e-snaps. If you do have more

than one document, you should zip file those files and upload that onto app attachment screen. Next slide, please. 7D is certification.

The authorized representative certification, the proposed program, you need to certify that you will comply with all various laws that are outlined in the applicable NOFO as well as organization will need to certify that they have an active SAM's registration at the time of submitting your project application. Next slide, please.

Juanita Perry: Next slide, please. So once you've completed your application, all the different forms within the application, you will come to the submission summary screen. And you will see if you need to either complete something on the screen, at the bottom of the screen you won't be able to submit. So if you just go and look on the list of all the different forms that you filled out, if you see a green check, that means you're okay. If you see an X, that means that there's something that's incomplete on that specific form, and you will need to click on the form that will be listed on the left hand menu, or directly under the submission summary screen list of forms.

Once you have completed everything and you're good to go, you can click submit and you should see, after you click submit, that it says, "e.Form has been submitted." That is your verification, confirmation that the form has been submitted in E-snaps. Next screen, please.

So we've come to the end of the presentation. You have any questions, like we said throughout the presentation, please follow up with your TA providers. Also your dedicated desk officers. You can follow up with either or both. You can submit questions to the Youth Demo [inaudible 01:28:55] at hud.gov. And we also encourage you to use the AAQ.

Now, I think we're going to open it up for a few questions. We have a little under a half an hour, so I'll open it up to questions at this time as well.

Speaker 4:   If you would like to ask a question over the phone, please use the raise hand icon located at the bottom of your screen. You may need to move your cursor to make the toolbar appear. If you are on a mobile device, tap your screen to display the toolbar, then press raise hand. When it's your turn, please accept the unmute message that will appear on your screen. You may continue to submit written questions by selecting everyone from the dropdown menu in the chat panel.

Sidhartha: Okay, so we have a couple of questions coming in the chat, and I know we have some that we've collected over the span of the presentation. So Juanita, to answer the question that just came from Tia, yes, every application requires a YV letter and a YHPB letter.

Chrissy asked, "Are you going to review the YG planning grant at all?" So, we have been reviewing the planning grants that have been coming in. So currently, I know there are a few that came in recently, and those are under review. If you still have funding available to do a planning grant, you could still submit those under the planning grant funding opportunity, and we will review those along with all the other projects that are coming in. So there are some planning grants that are currently in E-snaps that we're reviewing, and we're going through that process. And if any community is interested in submitting more, you can [inaudible 01:31:07].

So, all YHPB planning grants will go through the YHTP FY 2020 planning grant. We're not going to be using the COC planning grant anymore because at that point ... The reason we used the COC one was we didn't have enough time to actually set it up in e-snaps for its own separate funding opportunity. So we just had to really just do it through COC, and now we have a funding opportunity specifically set for Y Street Planning. So we'll only be using the Y Street planning funding opportunity.

Does someone want to answer's Shanelle's question? Does the COC collaborative applicant submit all applications like the COC [inaudible 01:32:05] four, or does each project applicant submit individually? Is anyone on our team able to answer that question? Looking at maybe Juanita or Ebony?

Ebony Rankin: Yeah. This is Ebony. Yeah. The project applicant can submit individually.

Sidhartha: Thanks. So sometimes-

Ebony Rankin: For UFAS of course, the UFA is going to have to submit all of there ...

Sidhartha: Right. So for some questions we weren't able to answer, there's a question about one of the racial equity questions. We will talk to our racial equity team to get exact interpretation on it. I don't know if anyone from the racial equity team is on the call right now, but we will get in contact with them. And Pat, once we get a response, we'll pass it on to the TA contact so they can pass it on to communities. I just want to make sure that we get the correct interpretation for you all so there's no confusion there.

                  Another question that I don't think we were able to answer, someone asked, "Is there a place to show host home stipends and the SSO budget?" Does anyone who has dealt with on a team with host homes, what have we done for host home stipends when it comes to trying to show those in either the budget or the project application? Does anyone know? Who's had experience with host homes for previous community?

Ebony Rankin: So it would just depend on how they're going to use those stipends. This is just, for example, there's a budget line item for food. And if you're planning on using

a calculation to, "Hey, this is how much we calculated food to cost a host home for hosting a youth," you will put that in the food budget line item.

Sidhartha:	Thank you, Ebony. All right. We have another one that came through the chat. Follow up to the submission question. Can collaborative applicant and submit all the projects to allow for a longer time for a local RFP to select providers, and then either add sub-recipients or change grantees at the time of grant agreement?
Juanita Perry:	Dude, I can answer that.
Sidhartha:	Okay.
Juanita Perry:	Yeah. Because I was typing the answer.
Sidhartha:	Oh okay.
Juanita Perry:	So how can I answer this? So yes, the collaborative applicant can submit all the project applications in the E-nest, and then the cert recipients can be added before grant agreement. If you don't know who your sub-recipients are going to be, and we go to grant agreement, with the collaborate applicant, and then subsequently you do have sub-recipients, you want them to be the recipients of each project that was awarded, you will have to do an amendment for each of those grants to transfer the grant over to the new recipients. I'm hoping that that was clear. If not, let me know and I can follow up in the chat.
Sidhartha:	Thanks Juanita. Any other questions? Not saying we're going to end right here, but please send your questions to the chat, or if you're on phone, the instructions that were given. One thing I want to emphasize is if you are requesting the special YHP activity, it would be very helpful if you also put it in your project description of how the activity will work in your project. That will give us a better idea of how something works. So even though we state that questions with special YHP activities for questions two and three don't need initial documentation, it would still be helpful for us to know exactly how you plan on using it in your project. And it would be very helpful for the special YHP activities listed under question four. And the innovative activities under question five, if you put in some extra explanation under your project description on how those will impact your project and how you look to use it in your overall project. So that will be helpful in us reviewing those requests. We have ... Oh. Ebony.
Juanita Perry:	Instead we had a question from Angela, who asked about if a recipient or service sub-recipient can use rental assistance in a building they own. So in the rule, you can't use leasing in a building owned by recipient or sub-recipient, or a

	parent organization, but we don't have that same restriction for rental assistance.
Sidhartha:	We have a follow up question to your answer, Juanita. Okay. All right. Are there any more questions? Please ask. We got a lot of time here. You can ask about the application, you can ask about the program itself, about funding, things like that. We're open to answer any questions. Okay. From T. All right. Due to tight timeline, we are asking applicants to complete the applications in E-snaps in response to local RFP and just not hit submit. [inaudible 01:39:30] will then review PDF print outs and responses to E-snaps application questions. Once we make funding announcements, we'll make relevant updates, applications in E-snaps, and then hit submit. Is there a way to prevent users in E-snaps from hitting submit to avoid erroneous submissions?

So one way that you can make sure that you don't submit it erroneously is that the application is actually complete. So there are certain screens that are submission requirements. So all the certification screens in the beginning of the application are all required. The certification screen on 7D is required for submission. So if you don't click the two check boxes on 7D, you will not be allowed to submit your application. There are other required fields in the application, I think on screen 3A, selecting your component type or what community you are. Just having so that can be [inaudible 01:40:38] fail so you can [inaudible 01:40:40] as almost like a fail safe for themselves. So if you want to make sure you're not accidentally submitting this application, just don't complete this screen until you are ready to submit your application, because then that'll just keep it from being submitted in E-snaps.

If for whatever reason the applicant does submit everything because they want to be on top of everything, they submit all their screens and they actually submit, you can also just let us know and we can always amend the project back to the applicant. But please let us know, or else we will ... If you don't tell us that it's been submitted by accident, we'll take it as an actual submission and start reviewing it. So if you know of an application that was erroneously submitted, let us know right away and then we will try to amend it back. Not try. We will amend it back to you, and the applicant can reopen it and work on it again.

Are there any other questions? Totally open space right now. Let me think if there's anything else we should just emphasize. Again, don't wait last minute on submitting your E-snaps applications, as you can really get under a time crunch pretty fast with our submission deadlines. Due to our funding requirements, we have to go to grant agreement by end of September due to our fiscal years. So that's why July 1st is a very important date in terms of getting your project into E-snaps, because that gives us enough time to review the applications, deal with any issues that are occurring in the application, and then have enough time to go through post award and get grant agreements all filled out and submitted and uploaded into locks and everything. That's why it's we have that July 1st date as pretty important.

Do we have public posting timelines like we do with CC NOFO? No, the only real public timeline we have is the July 1st E-snaps deadline of getting your project into E-snaps. And then we have the end of September, end of the fiscal year deadline of getting everyone to grant agreement. Outside of that, we don't have much of any other deadline requirements. So today is what? May 5th. So you're looking at around a little less than two months to get your project applications into E-snaps.

If you're thinking you're going to be late in submitting your E-snaps application past the July 1st deadline, let your TA, a designated desk officer know, so that we can determine if we're going to be able to review your application in time prior to the grant agreement, prior to the funding deadline of September. Because it does take ... We try to do things as quickly as we can, but it still takes time to go through the whole process of approving a project and getting into grant agreement.

The other thing to emphasize is special YHP activities. Again, if you have questions on any of them, please contact the Youth Demo mailbox, and contact your TA providers about them. We are happy to answer any and all questions about them, as they are listed in the NOFO, we can help with more detailed descriptions on what we hope that they will accomplish. Similar to your innovative activities. Please let us know about it so that we have enough time to review your innovative activity and give feedback on if it's approved or not. Correct. From Juanita, that she just posted in the chat about not being able to grant agreement by end of September.

Another thing to remind everyone is we have that video of how to register for the funding opportunity and how to create a project. Again, this was created for the round three communities, but it is essentially the same process that we still have now. The only difference is that the funding opportunity has been updated to YHTP new project application FY 2020. If you actually try to access the older funding opportunity, it will have expired. So you wouldn't even be able to do anything. So just remember when you're registering for your project, that you're registering under the YHTP new project application FY 2020. So the video helps a lot. The YHTP navigation guide is also very helpful, in terms of giving you a step-by-step process of not only how to register it and create a project, it also gives you a step by step process on how to apply for your special YHP activity, since it's a very new process. So we really advise that you use both documents, and detailed instructions, and the navigation guide when doing it.

The webinar will definitely be posted, I believe, on the resource page. I don't know how long it will take to post it, but it definitely will be. The slideshow, we are happy to share it with the TA and you all can then access it yourself. So we can send that out later today or tomorrow. Probably tomorrow we can send it out to people if you don't have it already. So yeah, we'll do our best to make the webinar posted onto the resources page. And the resources page has a lot of different resources related to YHTP. It has the NOFO, the appendix A and B, and the applicationee's instructions.

	The other thing to remember is, for people who haven't had their CCPs approved, make sure to get those approved prior to getting your projects in the E-snaps. That is an important function of the CCP.

I'm trying to think if there's anything else we need to remind people of. If anyone else on the team has anything that they would like to share in terms of the program itself. As we have ... The people on the call who are part of the team, a lot of people here are YHP dedicated desk officers. If there's anything in terms of your past experience that you would like to share with communities, possibly how to help them with their application or anything, helping process the application throughout the whole process and getting into grant agreement, is there any advice you'll have for communities? And I know Jeanine and Eric, you two are new, so you wouldn't have too much advice to share. So if Anita or Juanita, as you two have been desktops in that light, if you have anything to share on how to make things easier on communities. |
Juanita Perry:	Just for the special activities, if you are going to apply for a special activity or an innovative activity, just make sure that if you are applying for one that needs that additional information, so we can review it and approve it, that it's very clear and concise and exactly ... How you're going to use it, what criteria that you're going to apply to ensure that specific program participants need that special activity. Just because when we review it, we just need it to be as detailed as possible. And if it's not, then it could be a condition. And then that will kind of hold up executing your grant agreement, because you have to satisfy that condition prior to us executing the grant agreement in E-snaps. That's the biggest thing, piece of advice that I can give everyone. Just to make sure that those descriptions are extremely clear.
Sidhartha:	Think Juanita. Are there any other questions from you all? On application, YHP itself? If not, please use the resources we have highlighted. Again, if you have any questions, use the demo mailbox, we will do our best to answer them as quickly as possible. You have your TA contacts, you know who your designated desktop officer is, you can ask some questions. We are here to help you get your projects through the process as smoothly as possible. So please ask us any questions you have throughout this entire time, because we will be available to answer. [inaudible 01:52:00] Oh yeah, go ahead Juanita.
Juanita Perry:	One more thing. If you are new to Locks, that's our accounting mechanism that houses the funds for your draw down, if you're new to that, if you need access, or if you're not new and you need access, I will encourage you to reach out to your dedicated desk officer so they can forward you any forms or paperwork that you need to start working on, so all that can be straightened out ahead of time. Yeah. So if you need any information about Locks, reach out to your dedicated desk officer, and always copy your TA lead. I think that's it.
Sidhartha:	All right. When will the CCC YHP affect our payer ID and PPRN? So these will come under YHP renewal ... When would that be? It obviously would not be this

year's competition, 2022. Would they start popping up under ... Would it be 2024 competition they would start appearing? Ebony? Juanita?

Juanita Perry: I think so.

Sidhartha: Yeah. That's when you would start seeing them showing up on your GOWs, and seeing that ARD and PPR have an impact.

Juanita Perry: Yeah. It just depends on when they start. Because sometimes there may be delays. But yeah, I think that is right.

Sidhartha: We have five more minutes. Does anyone have any other questions? If not, I thank everyone for being on this call. I know it was long, but we hope we gave you enough information to be able to start your applications, and not have as many issues as might occur, because we know issues do occur with E-snaps. So hopefully this is helpful. And please use the instructional guides that we have provided, as that will be a big help when applying. So thank you so much for your time, and we'll talk to you later. All right. Bye.

Speaker 4:   That concludes our conference. Thank you for using event services. You may now disconnect.