

Youth Homeless Demonstration Program Grant (YHDP) Program Notice of Funding Opportunity (NOFO) and On-Line Application Review

AGENDA

- YHDP NOFO Information
- Completing the YHDP NOFO
- Getting Help with the On-Line Process
- Questions



- Application Release Date: Monday, March 23, 2020
- Application Due Date: Thursday, April 23, 2020 at 12:00 p.m. (Noon)
- Application Submission Online at:

https://pbcc.samis.io/go/nofo/

- No application will be accepted after the deadline
- One application per agency will be considered
- Applications must achieve a score of 85 or above to be considered for funding



- YHDP Online Technical Assistance Workshop: Friday, April 10, 2020
- All questions about the application and submission process must be sent via email to the YHDP NOFO email
- Responses to questions will be posted to the Palm Beach County Division of Human and Veteran Services (DHVS)/Housing and Homeless Alliance (HHA) Website so all applicants can benefit from the responses.
- The YHDP NOFO email is:

pbc-yhdpnofo@pbcgov.org



• HHA Website is located at:

http://discover.pbcgov.org/communityservices/humanservices/Pages /HHA.aspx

- Cone of Silence from Release Date (March 23rd) through to the deadline date for applicants to submit to the U.S. Department of Housing and Urban Development's *eSnaps* application submission portal (estimated June 2nd)
- Application <u>Questions</u> Submission Deadline: Friday, April 17th at 12:00 p.m. (Noon)



- YHDP Non-Conflict Grant (NCG) Review Committee Meeting: Wednesday, May 6th, 2020
- Grievance Submission Deadline: Friday, May 15, 2020
- \$4,439,124 is a available to fund two (2)-year projects
- Grant amounts will be at maximum \$500,000 for each of the two years (totaling \$1 million) and at minimum \$200,000 for each of the two years (totaling \$400,000)



• Purpose of the grant is to participate in the development and implementation of a coordinated community approach to preventing and ending youth homelessness, and to share that experience and help mobilize communities around the country toward the same end.

• Projects types include

- permanent supportive housing (PSH), which includes transitional housing (TH) and support services only-non-coordinated entry (SSO-Non CE)
- rapid rehousing (RRH)
- joint TH-RRH
- Housing types include congregate living, crisis residential TH and shared housing
- Projects are for youth under 25 years of age.



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ins on the page so be	Start New Application or Continue a Previous Application	
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Click here to begin a new application or to continue to complete an application that was already started



application, you will use the email and password

you created to log in under "Existing User."

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process for creating an account. By creating an account, you will be able to return to an application you have started and apply for future grants using your previously created account.

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BY CLICKING A BOX OR PRESSING A BUTTON INDICATING YOUR ACCEPTANCE YOU AGREE TO THESE TERMS OF USE. IF YOU ARE USING THIS WEB SITE ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY TO THESE TERMS OF USE, IN WHICH CASE THE TERMS "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT UNDERSTAND AND AGREE WITH THESE TERMS OF USE, YOU SHOULD SEEK LEGAL COUNSEL, NOT ACCEPT THE TERMS OF USE, AND NOT USE THE SERVICES.

Definitions

"Affiliate" means, with respect to a party, any entity which directly or indirectly controls, is controlled by, or is under common control with such party.

Agree I Do Not Agree

Reset Password

Your password has either expired or is a temporary one. Please enter a new password below to access the

You will be asked to accept the terms of use for SAMIS...

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...and, to change your password. Please make note of your

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are in the	Additional Editors		×	YHDP Housing Services (PSH/RRH/Joint TH & RRH)
Ication	Program Name *		×	YHDP Housing Type and Location (PH-PSH)
	YHDP FY 2018 Cover Sheet/Check List *	Click <u>HERE</u> to download the REQUIRED YHDP FY 2018 Cover Sheet/Check List Template. Please upload once you have completed this form.	×	YHDP Housing Type and Location (PH-RRH)
		 Please upload your document in the following format: .pdf Please name your document as such: YHDPCoversheet_FY21 	×	YHDP Housing Type and Location (Joint TH & PH-RRH)
S. Lake		Choose File	×	YHDP Participants & Outreach - PSH RRH JointTH-RRH
	Unique Issue Letter *	Provide letter explaining any issue that may be unique to the items requested.	×	YHDP Budgets (PH-PSH)

Use this status panel to track your application's progress. A green "√" (checkmark) means the section is marked as completed. A red "X" means the section is not completed.



HHA Sub-Committee Attendance

Organizations will be awarded bonus points if they meet the HHA 60% attendance requirement for more than one sub-committee meeting as defined in the HHA Bylaws, Article 3, Section 2 found at <u>www.hhapbc.org</u>.

Click <u>HERE</u> to review your agency attendance at (and percentage for) the HHA Sub-Committee meetings for the period October 1, 2018 to September 30, 2019.

YHDP FY 2018 NOFO Information Guidance Click <u>HERE</u> to download a copy of the YHDP NOFO Guidance Document for FY 2020 - 2022 for reference throughout the application.

Download the YHDP NOFO Guidance Document for FY 2020-2022 for details on the program and reference throughout the application.



Throughout the application, there will be several documents that you will be required to download, complete and re-upload to the application. Click on the link to preview and download the document.

YHDP FY 2018 Cover Sheet/Check List *

Click <u>HERE</u> to download the REQUIRED YHDP FY 2018 Cover Sheet/Check List Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: YHDPCoversheet_FY21



Complete and save the document in the suggested document formats and with the naming convention indicated. Re-upload the document. The system will accept Word Documents, Excel Workbooks and PDF files.



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Posted 3/20/20 by Gillian Moxey

ATTACHMENT 1 - YHDP COVERSHEET-CHECKLIST.PDF

Back Download File

Click here to download the previewed document, then click back to return to the application





2020 – 2022 YHDP Local Projects Application Package Checklist-Cover Sheet and Instructions Certification

Except where noted, all agencies applying for HUD 2020 YHDP Local Project funds must complete and submit all items listed below.

The deadline for application package submission is **Thursday**, **April 23**, **2020 by 12:00 noon**. Application Package shall be submitted on the Palm Beach County, Community Services Department, Division of Human and Veteran Services NOFO Application Submission Website:

https://pbcc.samis.io/go/nofo/



Organizational Type *	Specify the organizational type.
	Nonprofit 501c3
Organizational Type Description	Describe agency type if Other is selected.
CEO/Executive Director *	Agency CEO/Executive Director
1	
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Throughout the application, an "*" (asterisk) next to an item indicates that the field is required.



Mark this Section Completed

At the bottom of each section of the application, you will find this checkbox and accompanying test "Mark this Section Completed."

Check the box only after you have completed the section.

You can move between sections if this box is un-checked. The application will default to a checked box.

All boxes at the end of each section must be checked in order to submit the application The "Next" button at the end of each section will take you to the next section of the application. The "Back" button will take you to the previous section. The "Save & Continue Later" button at the end of each section will take you to the application preview page. You will be able to save your application there and return to complete the application at a later time.

Save & Continue Later

Cancel

Next



To add another reviewer/editor to the application, go to the	Zip Code	
"Additional Editors" field in the first section	NOFO/RFP *	2020 YHDP Local Project Application NOFO × -
of the application (first page)	Additional Editors	
All and a second se	Program ame *	
Click on the drop-down	Sheet/Check List *	Click <u>HERE</u> to download the REQUIRED YHDP FY 2018 Cover Sheet/Check List Template. Please upload once you have completed this form.
of the additional reviewer/editor		 Please upload your document in the following format: .pdf Please name your document as such: YHDPCoversheet_FY21
A DESCRIPTION OF THE REAL OF T		Choose File

You can select up to two (2) additional editors. Each additional editor must have already registered on the SAMIS system.



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The application will then appear in the additional reviewer's list of applications.



YHDP	TEST						
Details							
1179	YHDP Test	Pending	YHDP Test PSH	2020 YHDP Local Project Application NOFO	• 4/23/2020 12:00 PM	21 days 23:24:16	
ID	Title	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining	
YHDP Ap	YHDP Application Information						
	Organizational Type * Specify the organizational type.						

After you have completed the first section of the application, you will see this status bar at the top of each application sections. The status bar will include your agency name, the name of the proposal and a countdown to the application deadline date.



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Proposa

The second section of the application is this confusing page with nothing for you to complete. This is a necessary page but you do not have to do anything with it. Just ensure that the section is marked as complete and move on to the next section.

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1179	YHDP Test	Pending	YHDP Test PSH	2020 YHDP Local Proj	ect Application NOFO	• 4/23/20	20 12:00 PM	22 days 00:23:18
ID	Title	Status	Agency Name	NOFO)/RFP	Du	ue Date	Time Remaining
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Contrac	t Trigger (0) Entry							
New	t Trigger (0) Entry ID	Application	Amount F	Recommended Amount	Amount Awarded Divisio	on Name	Modified	Modified By



All applicants are required to complete the next four sections. However, if you do not intend to have a subrecipient, you can mark the section as complete and move on to the next section.

1179 YHDP Test Pending	YHDP Test PSH	2020 YHDP Local Project Application NOFO	4/23/2020 12:00 PM	21 days 23:24:16
ID Title Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
YHDP Application Information				
Organizational Type	e * Specify the organ	izational type.		
	Nonprofit 501	1c3		•
YHDP Sub-Recipient Information				
Sub-Recipient Agency Name	Sub-Recipient Ag	gency Name		
YHDP Applicant Experience				
Agency Experience With Federal Funds *	Describe the experie proposed in the appli	nce of the applicant and potential sub-recipients {if any} in e ication, given funding and time limitations.	affectively utilizing federal funds and	performing the activities
	LSFLF;			
YHDP Project Type Selection				
Project Type Selection *	Select the pro	ject type, then select the following sect	ions based on the applic	ant's project type.
	Complete PH-	PSH sections for the TH and SSO-Non (CE projects.	
	Skip sections	that do not apply.		
	Joint Transitiona	I Housing (TH) and RRH		v

Palm Beach Court

HHA

Applicants must choose between the next two sections depending on their project type.

Although applicants will complete only one of the sections, you must mark both sections as complete in order to submit the application.

While there isn't an asterisk to indicate the questions are required, each question in the section you choose must be completed.

1179	YHDP Test	Pending	YHDP Test PSH	2020 YHDP Local Project Application NOFO	4/23/2020 12:00 PM	21 days 23:18:27			
ID	Title	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining			
YHDP Pr	YHDP Project Information (PH-PSH)								
	Section Choice - PSH Following questions are project type specific. Complete for PSH, TH and SSO-Non CE projects only. Skip to the next section for other project types.								
	CoC Transition Project - PSH Is this new project application requesting to transition from eligible renewal project(s) that were awarded to the same recipient and fully eliminated through reallocation in the FY 2019 CoC Program Competition? (Select "No") Select Yes or No								
1179	YHDP Test	Pending	YHDP Test PSH	2020 YHDP Local Project Application NOFO	4/23/2020 12:00 PM	21 days 23:17:09			
ID	Title	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining			
YHDP Pro	YHDP Project Information (PH-RRH/Joint TH-RRH)								
	Section Choice - RRH Following questions are project type specific. Complete for RRH and Joint TH-RRH projects only. Skip to the next section for other project types.								
	CoC Transition Project - RRH Is this new project application requesting to transition from eligible renewal project(s) that were awarded to the same recipient and fully eliminated through reallocation in the FY 2019 CoC Program Competition? (Select "No")								
			Select Yes or No			T			



All applicants are required to complete this section.

1179	YHDP Test	Pending	YHDP Test PSH	2020 YHDP Local Project Application NOFO	4/23/2020 12:00 PM	21 days 23:09:25		
ID	Title	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining		
YHDP Hou	YHDP Housing Services (PSH/RRH/Joint TH & RRH)							
	Housing Serv	vices Complianc	Applicants request practices that are of U.S.C. 11431, et se educational and rel must have a staff p within the commun reduce the likelihoo	ing funds to provide housing or services to children and y onsistent with and do not restrict the exercise of rights p q.), and other laws (e.g. Head Start, part C of the Individu ated services to individuals and families experiencing hor erson that is designated to ensure children or youth are e hity. Reminder: failure to comply with federal education a od of receiving funding through YHDP.	routh, with or without families, must ex rovided by subtitle B of title VII of the uals with Disabilities Education Act) re nelessness. Projects serving househol enrolled in school and connected to the ssurances may result in Federal sanction	stablish policies and McKinney-Vento Act (42 lating to the provision of ds with children or youth appropriate services ons and significantly		
	Housing Serv Ad	vices Complianc cknowledgemer	e Select "Yes" to ackn nt * Select Yes or No	owledge that YHDP Project Applicant will be required to m	eet the above requirements for any qua	lifying participants.		



Applicants must choose from the next three sections depending on their project type.

Although applicants will complete only one of the sections, you must mark all sections as complete in order to submit the application.

While there isn't an asterisk to indicate the questions are required, each question in the section you choose must be completed.

1179	YHDP Test	Pending	YHDP Test PSH	2020 YHDP Local Project Application NOFO	4/23/2020 12:00 PM	21 days 22:55:40				
ID	Title	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining				
YHDP Ho	YHDP Housing Type and Location (PH-PSH)									
	Secti	on Choice - PSI	Following que Skip to the ne	estions are project type specific. Complet ext section for other project types.	e for PSH, TH and SSO-Nor	CE projects only.				
	Housing Type Sum	nmary - PH-PSI	H Indicate the total nu Summary Total Units =	Imber of PH-PSH beds and units.						
YHDP H	ousing Type and Lo	ocation (PH-RR	-1)							
	Secti	ion Choice - RR	H Following que section for ot	estions are project type specific. Complet her project types.	e for RRH projects only. Ski	p to the next				
	Housing Type Sun	nmary - PH-RR	H Indicate the total nu Summary Total Units =	umber of beds and unit for Rapid Re-Housing.						
YHDP H	ousing Type and Lo	ocation (Joint TH	i & PH-RRH)							
	Section Choice	e - Joint TH-RR	H Following qu next section f	estions are project type specific. Complet for other project types.	te for Joint TH-RRH projects	only. Skip to the				
Hous	sing Type Summar	y - Joint TH-RR	H Indicate the number Summary (Both TI Total Units =	er of beds and unit for Transitional Housing (TH) and for Ra H and RRH) 	pid Re-Housing and the total number of	beds and units.				
					Paim Beach C COMMUN SERVICI	ounty ITY S				

All applicants are required to complete this section.

179	YHDP Test	Pending	YHDP Test PSH	2020 YHDP Local Project Appl	ication NOFO	4/23/2020 12:00 PM	21 days 22:41:06			
ID	Title	Status	Agency Name	NOFO/RFP		Due Date	Time Remaining			
HDP Pa	HDP Participants & Outreach - PSH RRH JointTH-RRH									
	Particip	ants Househol	ds * Use chart below t	to enter number in each column. There	should be at least one pers	on in each column.				
			Item	Households with at least One Adult and One Child	Adult Households without Children	Households with only Children	Total			



In this section, as you might find in other sections, there are questions that are specific to project types. These questions are required for those project types.



Use the chart below to enter the percentage of homeless persons who will be served by the proposed project for each of the following locations.

Location Per	Percentage			
Directly from the street or other locations not meant for human habitation				

Outreach - Joint TH-RRH Joint TH-RRH Only

Use the chart below to enter the percentage of homeless persons who will be served by the proposed project for each of the following locations.

Location	Percentage
Directly from the street or other locations not meant for human habitation	10



Applicants must choose from the next three sections depending on their project type.

Although applicants will complete only one of the sections, you must mark all sections as complete in order to submit the application.

While there isn't an asterisk to indicate the questions are required, each question in the section you choose must be completed.

1179	YHDP Test	Pending	YHDP Test PSH	2020 YHDP Local Project Application NOFO	4/23/2020 12:00 PM	15 days 22:11:08			
ID	Title	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining			
YHDP Bu	YHDP Budgets (PH-PSH)								
Section Choice - PSH Following questions are project type specific. Complete for PSH, TH and SSO-Non CE project only. Skip to the next section for other project types.									
	Grant I	Readiness - PS	H Will it be feasible fo	the project to be under grant agreement by September 30), 2020?				
YHDP Bud	YHDP Budgets (PH-RRH)								
	Section Choice - RRH Following questions are project type specific. Complete for RRH projects only. Skip to the next section for other project types.								
	Grant R	eadiness - RRH	H Will it be feasible for	Will it be feasible for the project to be under grant agreement by September 30, 2020?					
YHDP Bud	YHDP Budgets (Joint TH-RRH)								
Section Choice - Joint TH-RRH Following questions are project type specific. Complete for Joint the next section for other project types.					te for Joint TH-RRH project	s only. Skip to			
	Grant Readiness	- Joint TH-RRI	H Will it be feasible for	the project to be under grant agreement by September 30), 2020?				



Completing the ESG NOFO

If you forget to mark a section completed, you will have the opportunity to return to the application by clicking the "Modify" button, then press "Next" until you reach the section you need to mark completed. You can also click on the section in the status bar. Click on the **"Save and Continue** Later" button to return to the summary page.

YHDP TEST							
Modify Delete	Detail History	↑ Submit Download Applications (Zip)	(+)				
When you are done eo	diting, click the Submit butto	n above to complete your entry.					
1179 Pending	YHDP Test PSH	2020 YHDP Local Project A	pplication NOFO	• 4/23/202	0 12:00 PM	15 days 22:03:00	
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Agency M	Name YHDP Test PSH			~	Proposals		
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	City West Palm Beach	1		×	YHDP Application Info	ormation	
	State FL			× 4	YHDP Sub-Recipient YHDP Applicant Expe	rience	
Zin	Code 22401			· · ·	YHDP Project Type S	election	
Zip	Code 55401			~	YHDP Project Informa	tion (PH-PSH)	
NOFO	D/RFP 2020 YHDP Local F	2020 YHDP Local Project Application NOFO		~	 YHDP Project Information (PH-RF RRH) 		
Additional Ec	ditors 😑 Gillian Moxey				YHDP Housing Service	es (PSH/RRH/Joint TH &	
Program M	Name YHDP Test				RRH)		
YHDP FY 2018 (Cover Click HERE to do	wardood the REOLIIRED YHDR EV 2018 Co	war Shaat/Chack List Tamplate	•	YHDP Housing Type :	and Location (PH-PSH)	
Sheet/Check	k List Please upload on	Please upload once you have completed this form.		o. 🗸	YHDP Housing Type :	and Location (PH-RRH)	

Once you have pressed "Save and Continue Later," you will be taken to the summary page, which will show all the sections of the application, as well as the status panel and all the documents you have uploaded.



Completing the ESG NOFO

On the summary page, " you will have one more opportunity to review your complete application before you submit. Click on the "Submit" button to submit your application

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Modify Delete Detail History Aubmit Download Applications (Zip)									
When you are done using, Click the Submit button above to complete your entry.									
1179	Pending	YHDP Test PSH	2020 YHDP Local Project Application NOFO	 4/23/2020 12:00 PM 	15 days 22:03:00				
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	Agency Name	YHDP Test PSH		V Proposals					
YHDP TE	ST								
Modify	Delete Deta	il History Download	d Applications (Zip)						
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Ð	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining				
— Proposa	ils		Section						
	Federal ID	789654123	100%	_					
	Agency Name	YHDP Test PSH	Proposals	Proposals					

When you have submitted your application, you will see a black "Submitted" box on the status bar.



Completing the ESG NOFO

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Forward	Alt+Right Arrow
Reload	Ctrl+R
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Translate to English	
View page source	Ctrl+U
Inspect	Ctrl+Shift+I

You can print your application (hard copy or PDF) for your records by clicking the right button on your computer's mouse. Select print then select printer or PDF. Be sure than all the sections are fully displayed before printing.

L11 45 CFR P	472220 Proposals - Records - Palm Basch County Board of County Commissioners YHDP TEST		Print			28 pages	
_	1179 Comment PHDP Test 2020 1100 Local Project Application 4/23/2020 12:00 15 days PSH <u>XOPD</u> PM 211543		Destination		Save as PDF	•	
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	YHDP FY 2018 Cover Sheet/Check List Click <u>HERE</u> to download the REQUIRED YHDP FY 2018 Cover Sheet/Check List Template. Please upload once you have completed this form. • Please upload your document in the following format:.pdf • Please name your document in sub: YHDPCoversheet_FY21						
	CAttachment 1 - YHDP CoverSheet-CheckList pdf Unique Issue Letter						
	Provide letter explaning any issue that may be unique to the items requested. It is space same introducing, proposals records chriftactioner-Detail&d=1178&men-Record=SubmittedPreset_object_cache=true 128 Details	•			Save	Cancel	
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Getting Help with the Online NOFO

• If you have questions as you complete the application, contact:

PBC-YHDPNOFO@PBCGOV.ORG



QUESTIONS...

