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

YHDP NOFO INFORMATION

- 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 NOFO INFORMATION

- 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

YHDP NOFO INFORMATION

- 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 Questions Submission Deadline: Friday, April 17th at 12:00 p.m. (Noon)

YHDP NOFO INFORMATION

- 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)

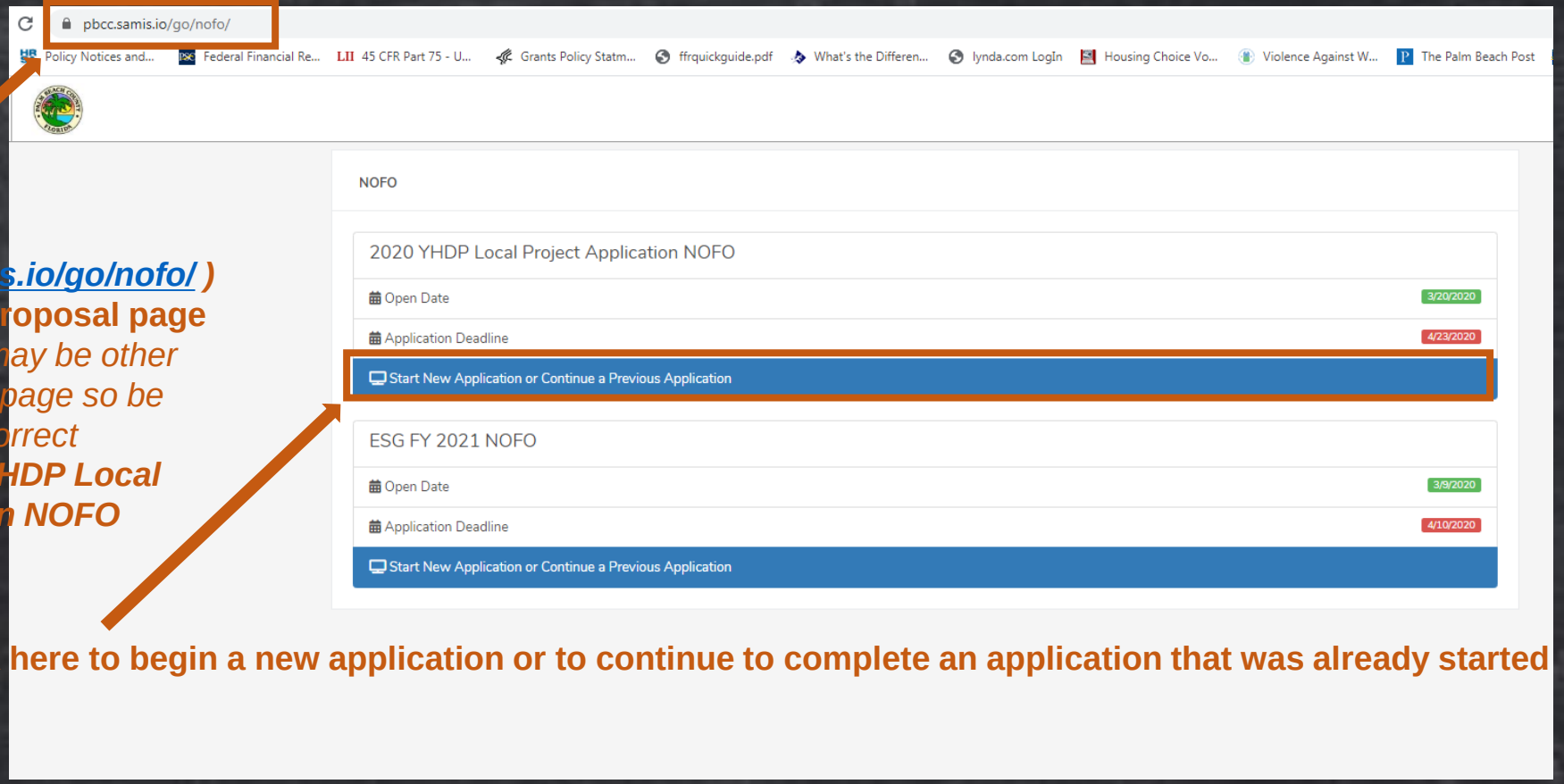
YHDP NOFO INFORMATION

- 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.

Completing the YHDP NOFO

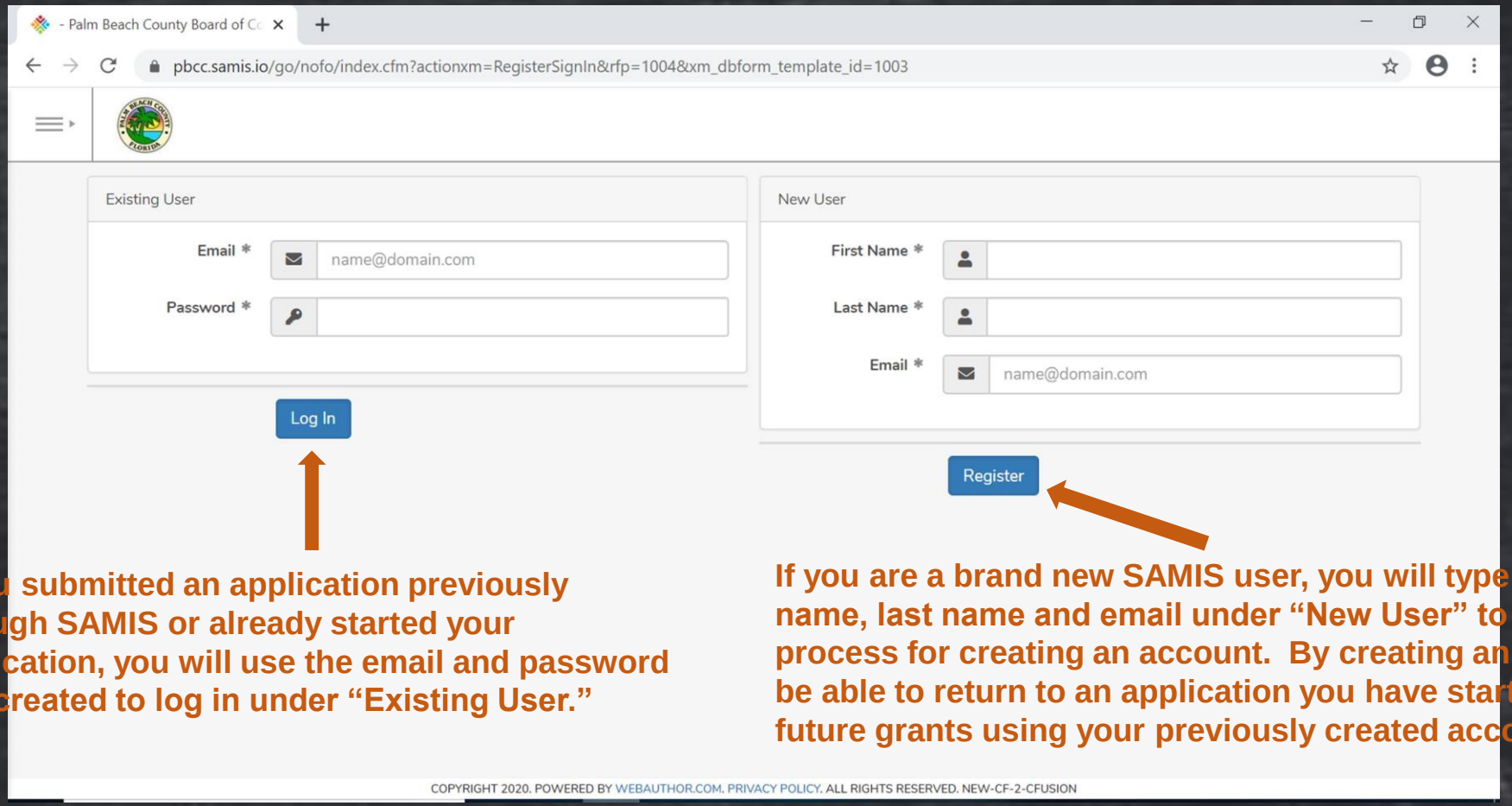
Enter link (*https://pbcc.samis.io/go/nofo/*) to access NOFO proposal page

*Please note there may be other applications on the page so be sure to select the correct application: **2020 YHDP Local Project Application NOFO***



Click here to begin a new application or to continue to complete an application that was already started

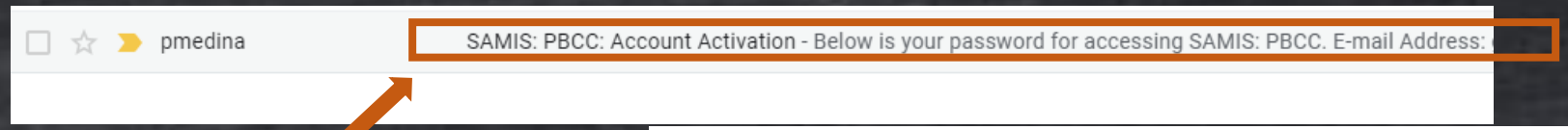
Completing the YHDP NOFO



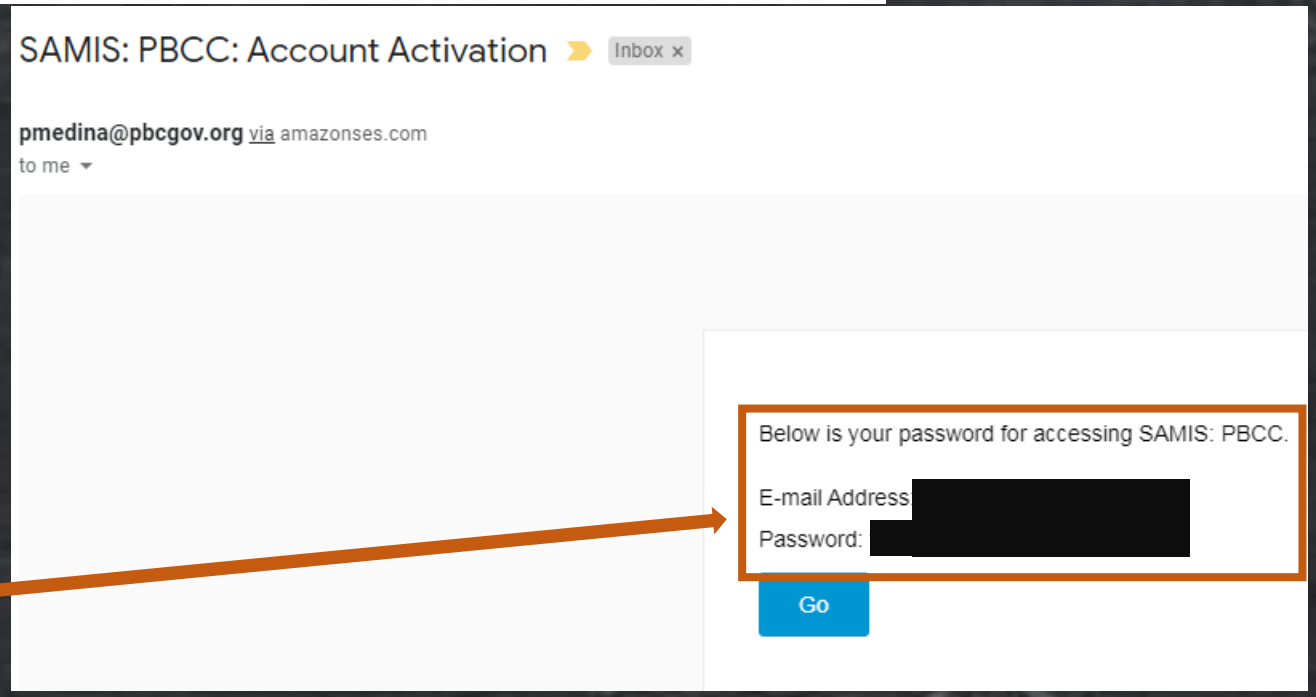
If you submitted an application previously through SAMIS or already started your application, you will use the email and password you created to log in under "Existing User."

If you are a brand new SAMIS user, you will type in your first name, last name and email under "New User" to begin the 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.

Completing the YHDP NOFO

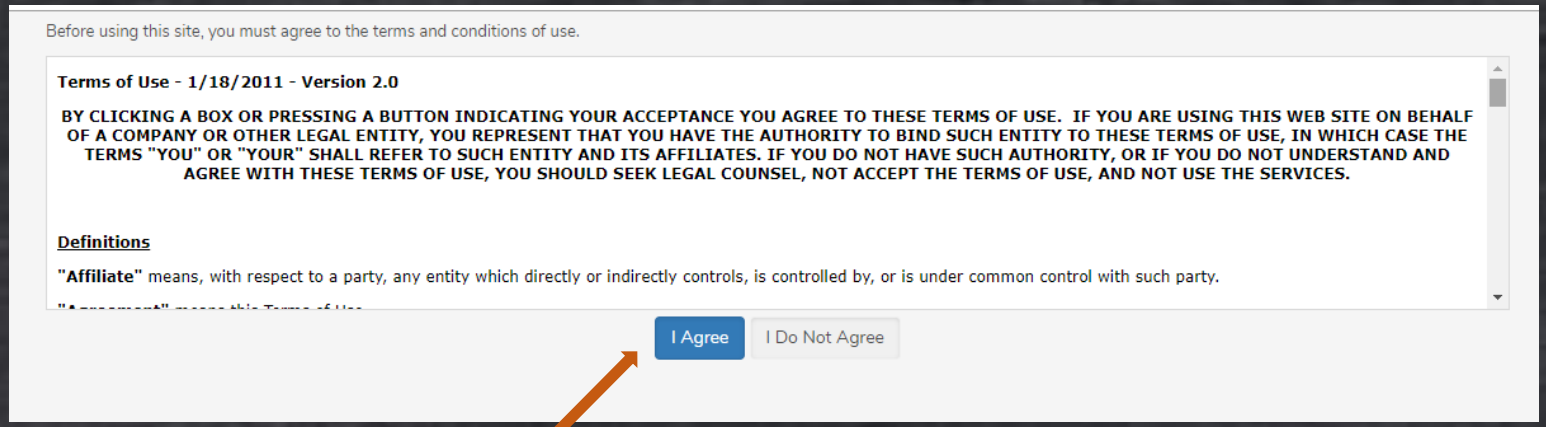


For new users, you will receive an email with subject line :SAMIS:PBCC: Account Activation.



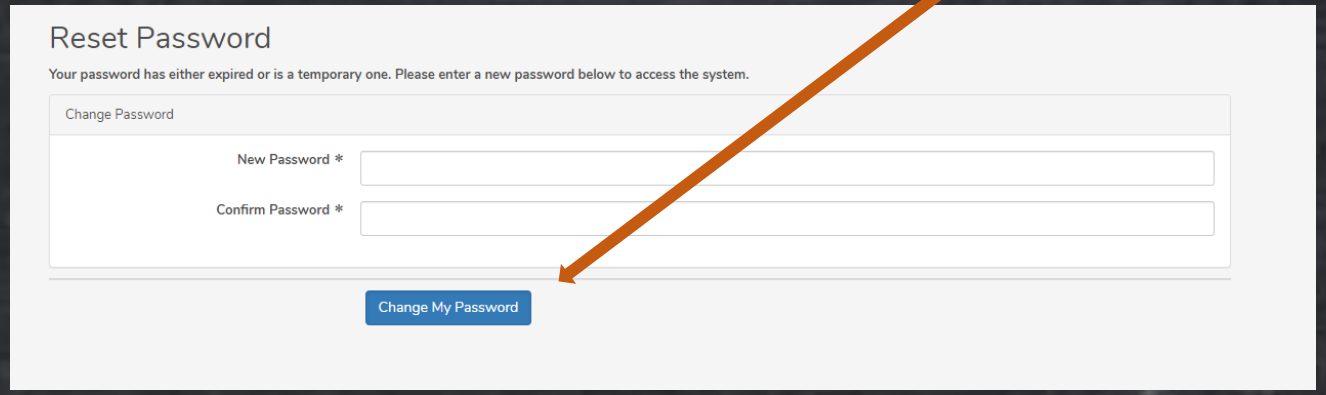
This email will contain a password for you to sign into SAMIS to complete your registration and the application

Completing the YHDP NOFO



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

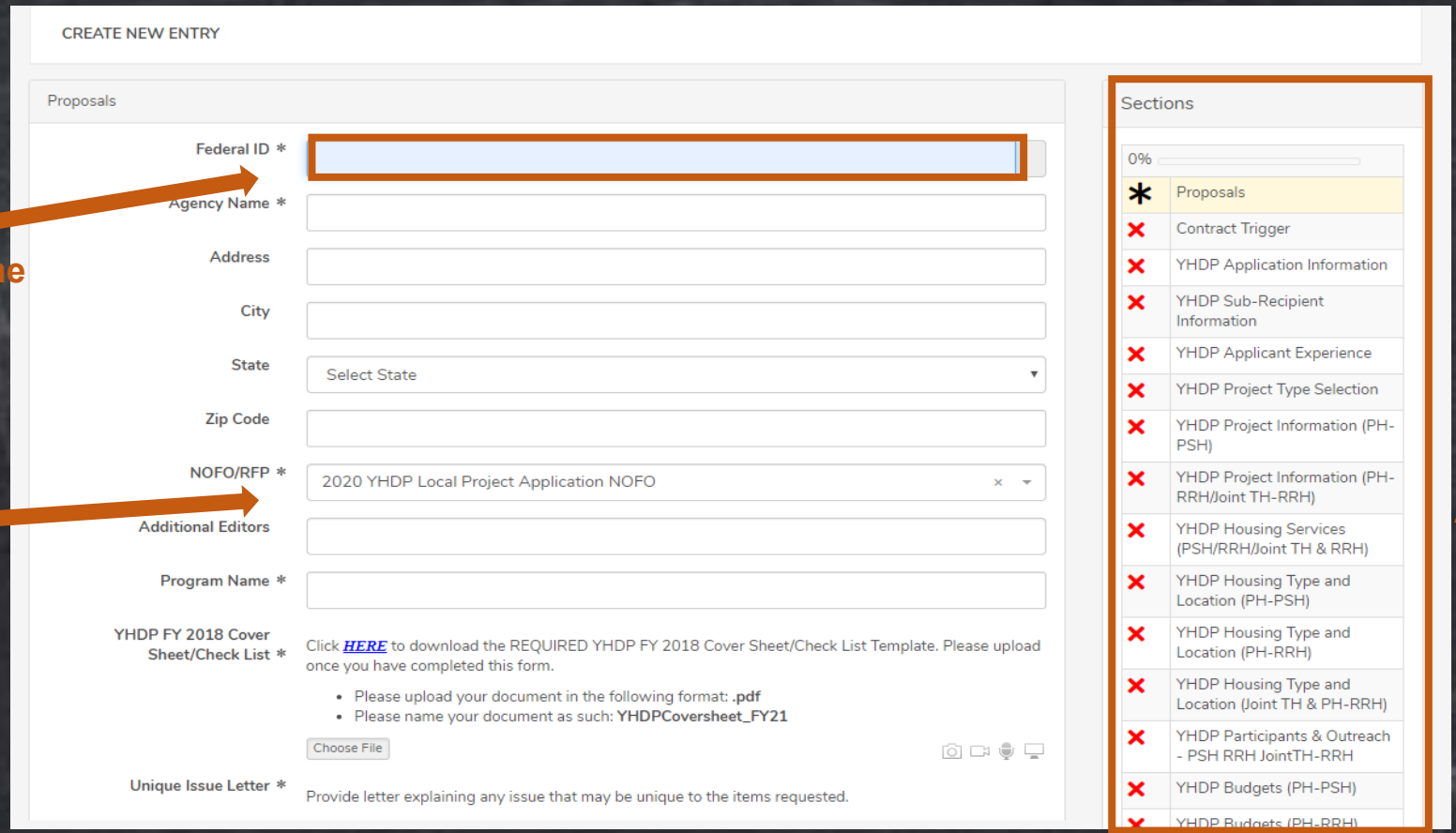
…and, to change your password. Please make note of your password so you can return to your application and to apply for future CSD grant opportunities.



Completing the YHDP NOFO

The application will appear. A valid Federal ID will populate the applicant's agency name and address.

Check the NOFORFP to confirm you are in the correct application



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.

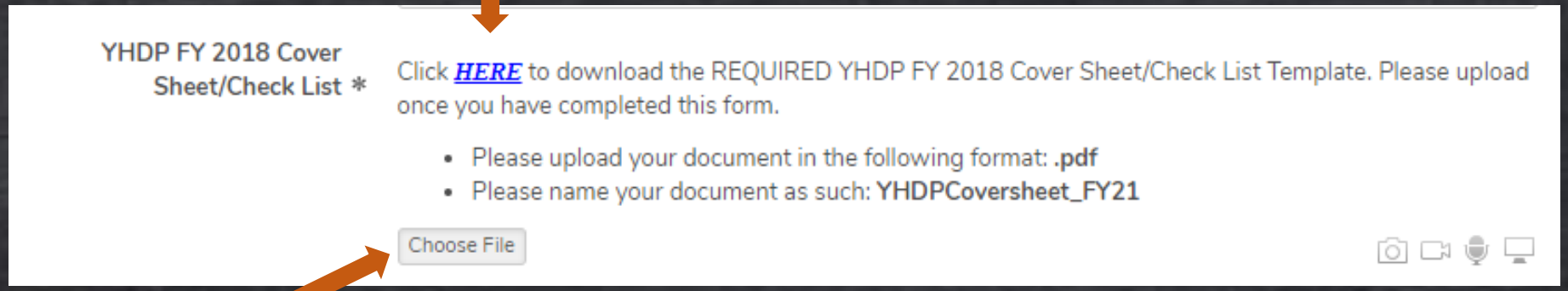
Completing the YHDP NOFO

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 www.hhapbc.org. Click ***HERE*** 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 ***HERE*** 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.

Completing the YHDP NOFO

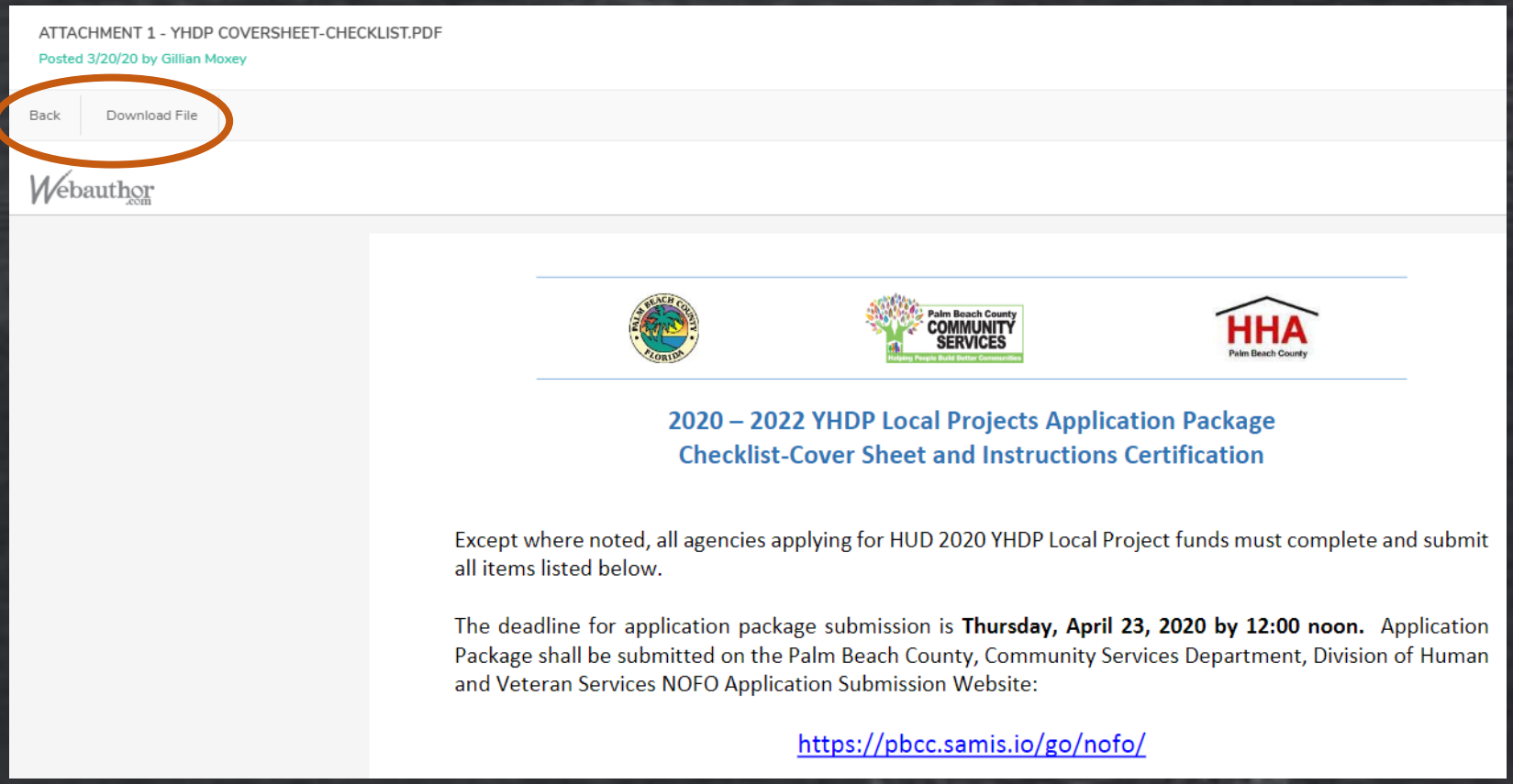
Throughout the application, there will be several documents that you will be required to download, complete and re-upload to the application. Click on the link to preview and download the document.



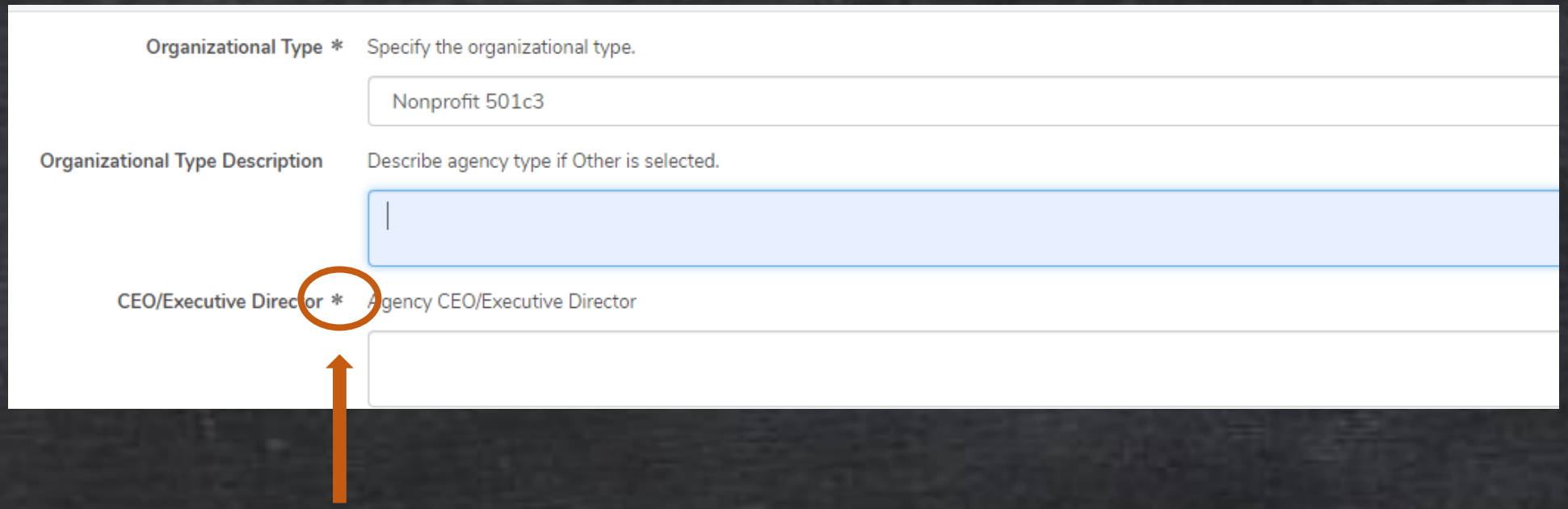
Complete and save the document in the suggested document formats and with the naming convention indicated. Re-upload the document. The system will accept Word Documents, Excel Workbooks and PDF files.

Completing the YHDP NOFO

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



Completing the YHDP NOFO



Throughout the application, an "*" (asterisk) next to an item indicates that the field is required.

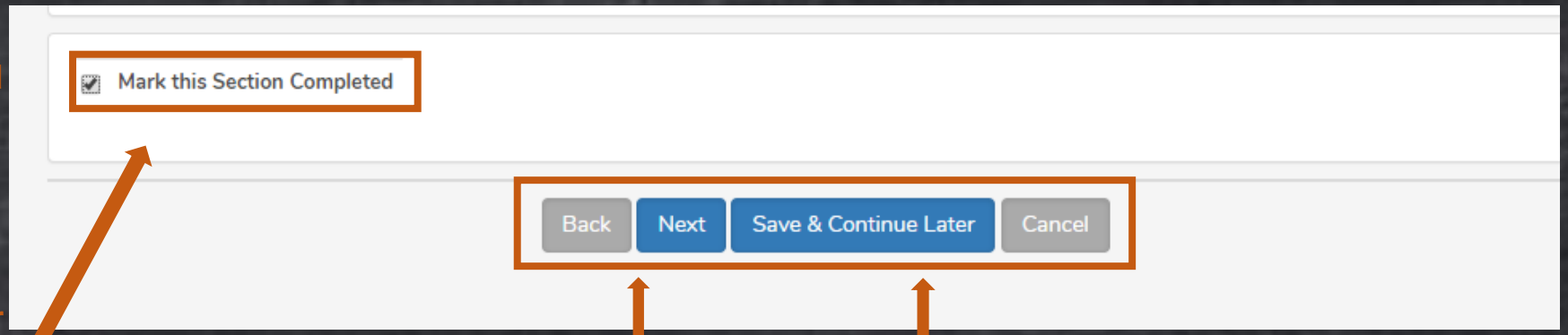
Completing the YHDP NOFO

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



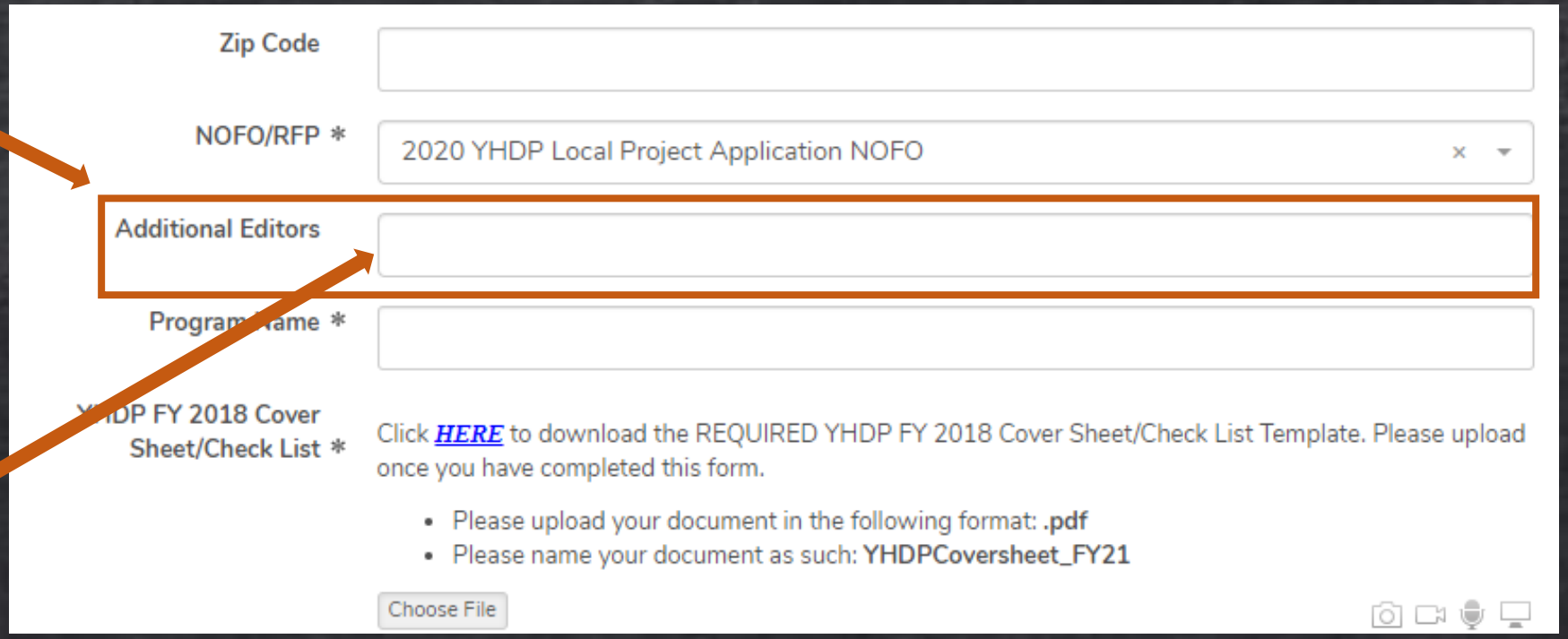
The "Next" button at the end of each section will take you to the next section of the application. The "Back" button will take you to the previous section.

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.

Completing the YHDP NOFO

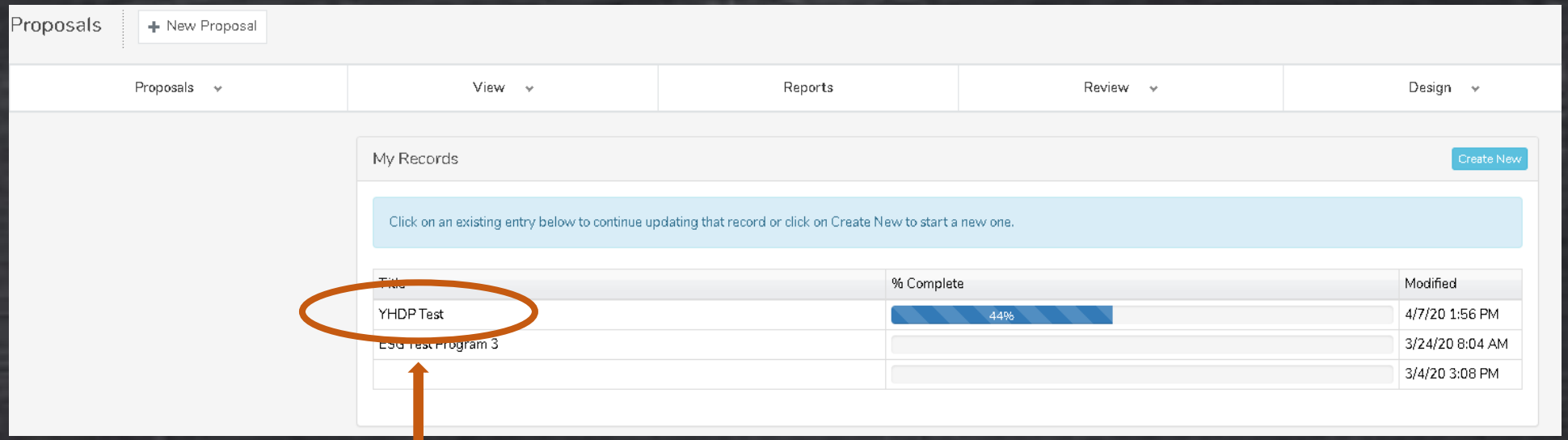
To add another reviewer/editor to the application, go to the "Additional Editors" field in the first section of the application (first page)

Click on the drop-down box to type in the name of the additional reviewer/editor



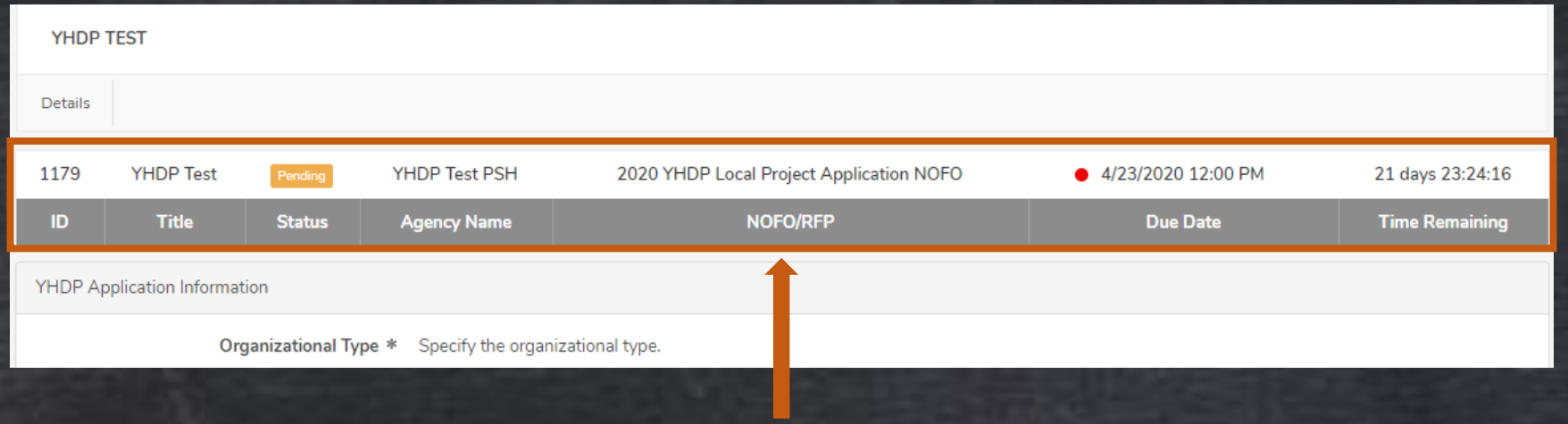
You can select up to two (2) additional editors. Each additional editor must have already registered on the SAMIS system.

Completing the YHDP NOFO



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

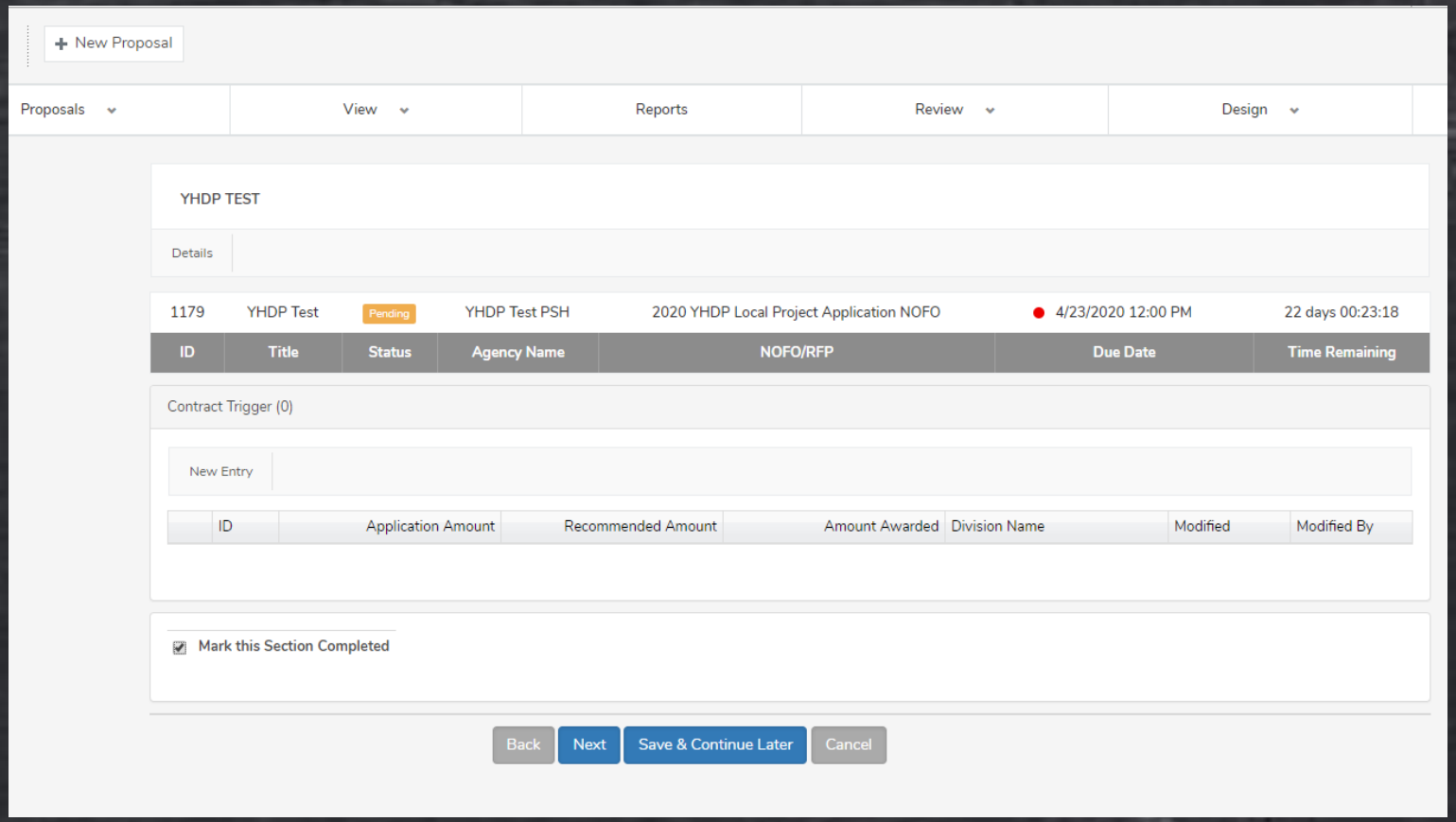
Completing the YHDP NOFO



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.

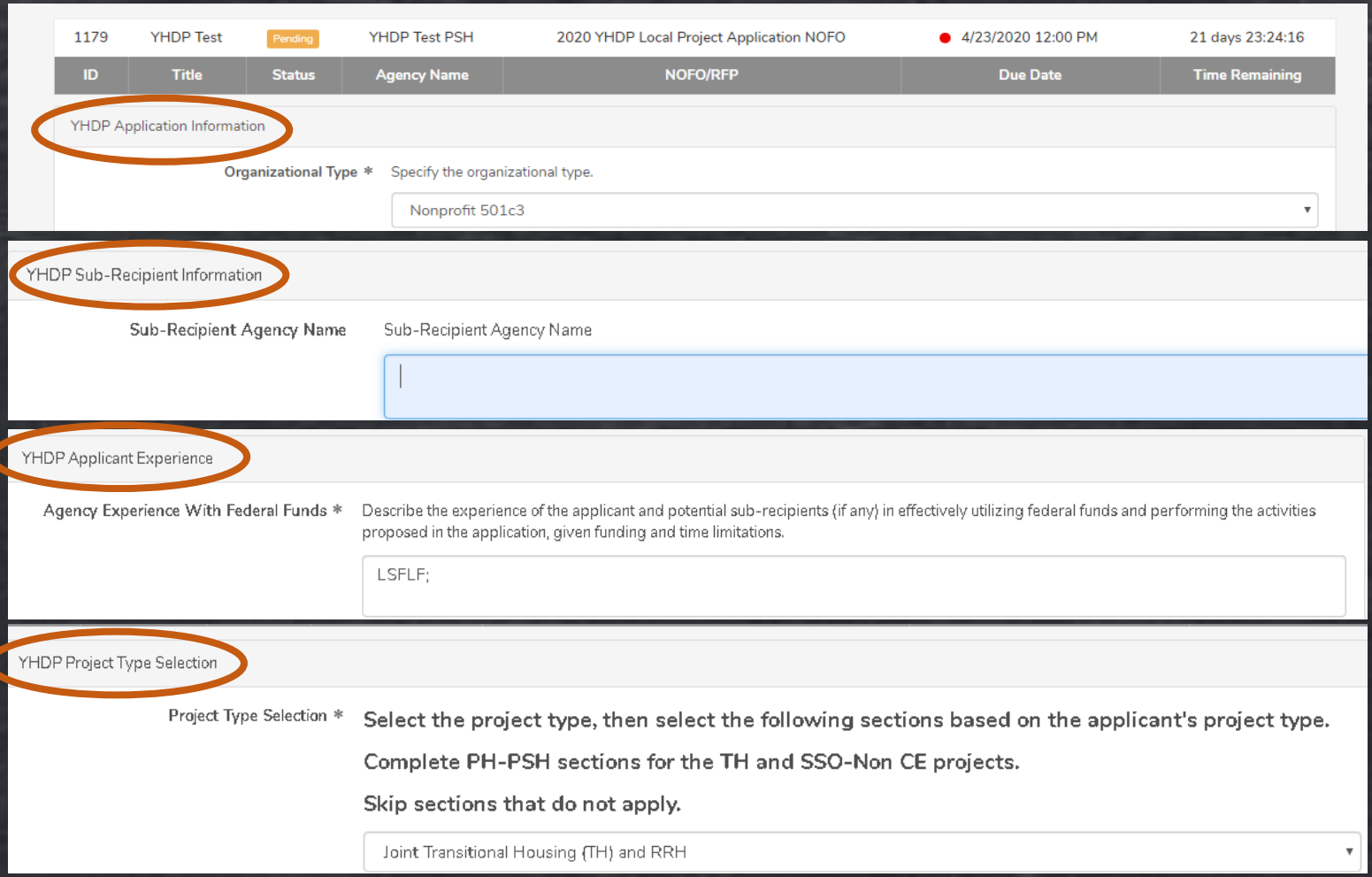
Completing the YHDP NOFO

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.



Completing the YHDP NOFO

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

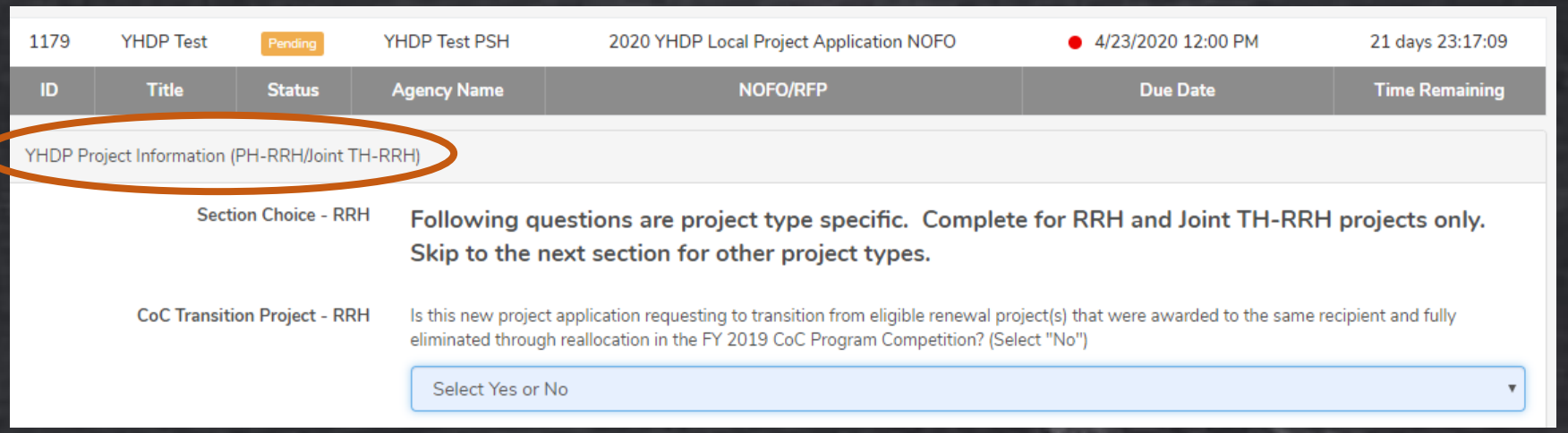


Completing the YHDP NOFO

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

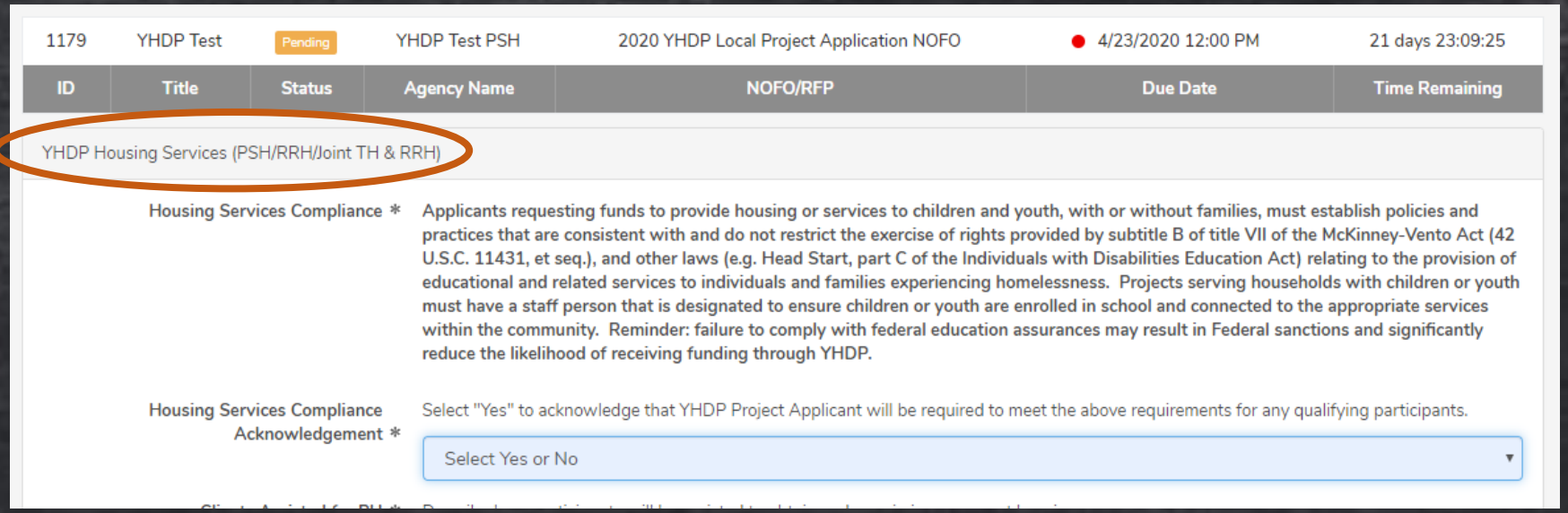
Although applicants will complete only one of the sections, you must mark both sections as complete in order to submit the application.

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



Completing the YHDP NOFO

All applicants are required to complete this section.



ID	Title	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1179	YHDP Test	Pending	YHDP Test PSH	2020 YHDP Local Project Application NOFO	4/23/2020 12:00 PM	21 days 23:09:25

YHDP Housing Services (PSH/RRH/Joint TH & RRH)

Housing Services Compliance *

Applicants requesting funds to provide housing or services to children and youth, with or without families, must establish policies and practices that are consistent with and do not restrict the exercise of rights provided by subtitle B of title VII of the McKinney-Vento Act (42 U.S.C. 11431, et seq.), and other laws (e.g. Head Start, part C of the Individuals with Disabilities Education Act) relating to the provision of educational and related services to individuals and families experiencing homelessness. Projects serving households with children or youth must have a staff person that is designated to ensure children or youth are enrolled in school and connected to the appropriate services within the community. Reminder: failure to comply with federal education assurances may result in Federal sanctions and significantly reduce the likelihood of receiving funding through YHDP.

Housing Services Compliance Acknowledgement *

Select "Yes" to acknowledge that YHDP Project Applicant will be required to meet the above requirements for any qualifying participants.

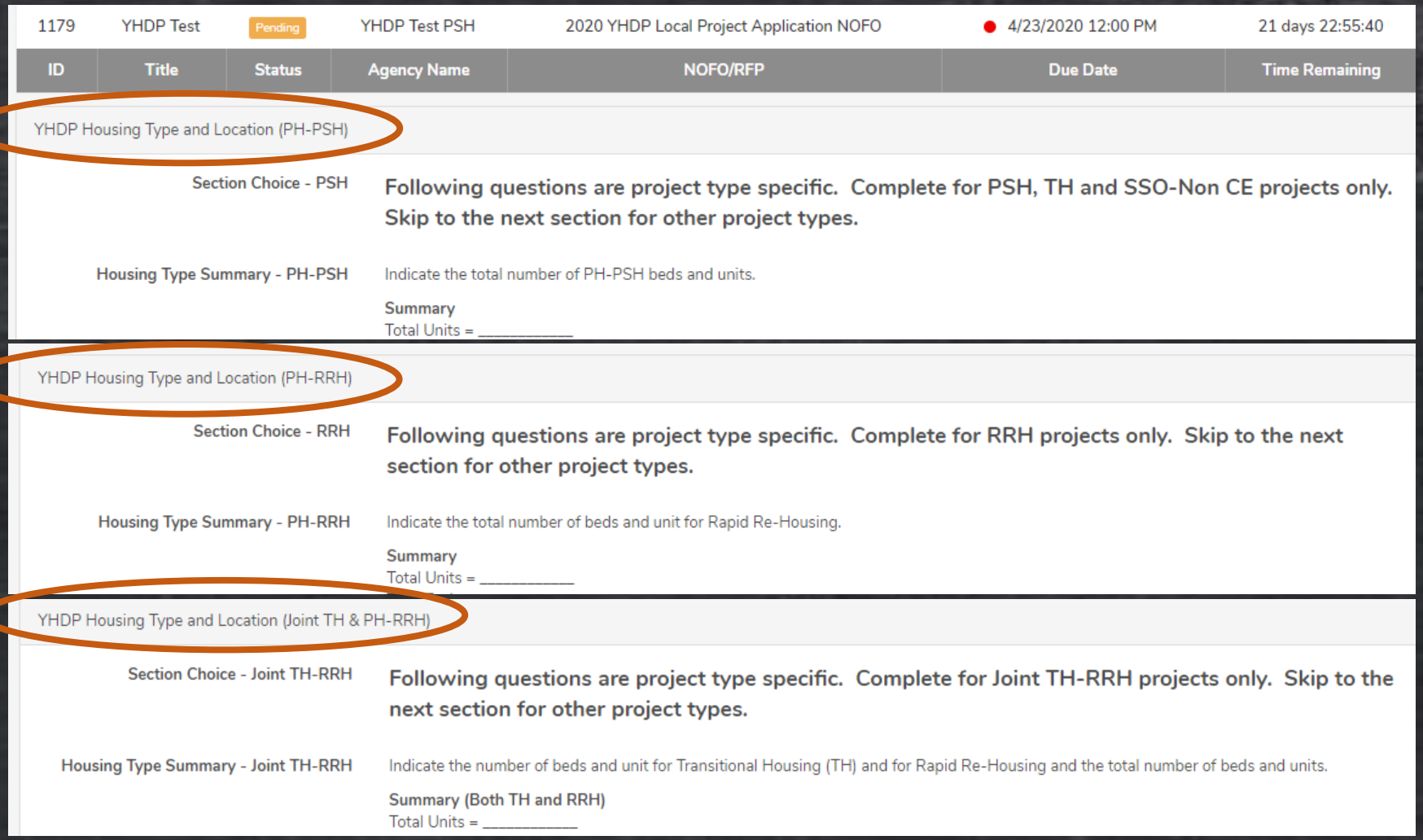
Select Yes or No

Completing the YHDP NOFO

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

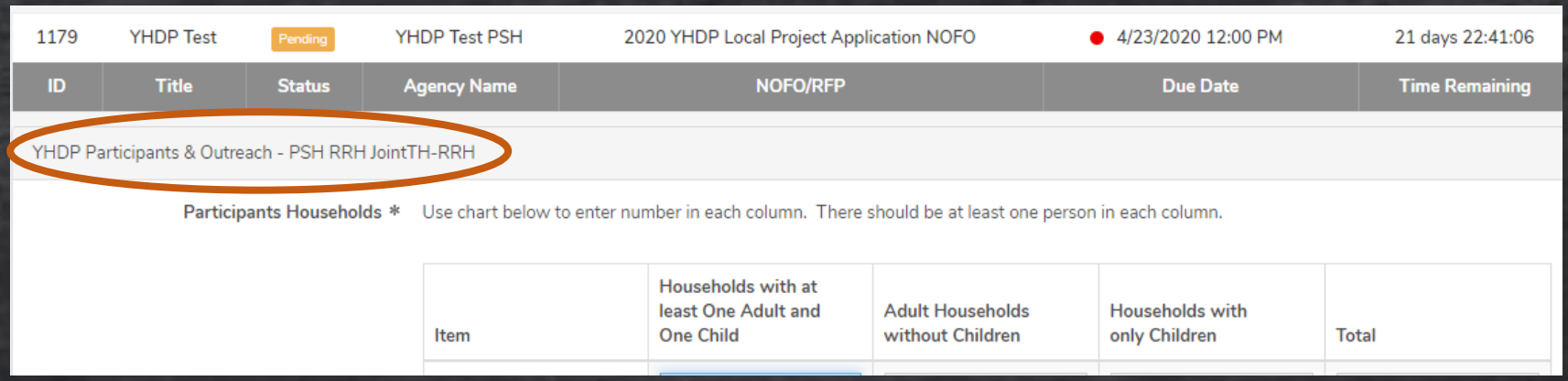
Although applicants will complete only one of the sections, you must mark all sections as complete in order to submit the application.

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



Completing the YHDP NOFO

All applicants are required to complete this section.



ID	Title	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1179	YHDP Test	Pending	YHDP Test PSH	2020 YHDP Local Project Application NOFO	4/23/2020 12:00 PM	21 days 22:41:06

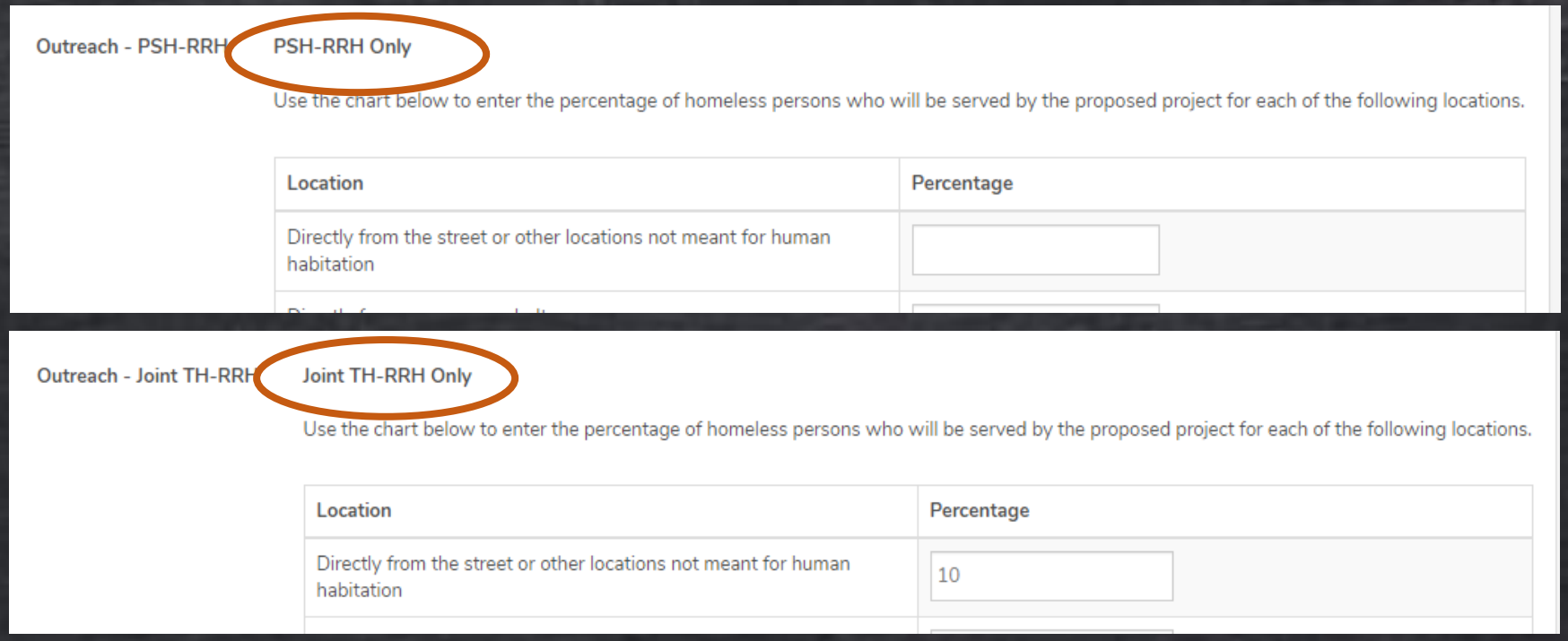
YHDP Participants & Outreach - PSH RRH JointTH-RRH

Participants Households * Use chart below to enter number in each column. There should be at least one person in each column.

Item	Households with at least One Adult and One Child	Adult Households without Children	Households with only Children	Total

Completing the YHDP NOFO

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.



Outreach - PSH-RRH

PSH-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	

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.

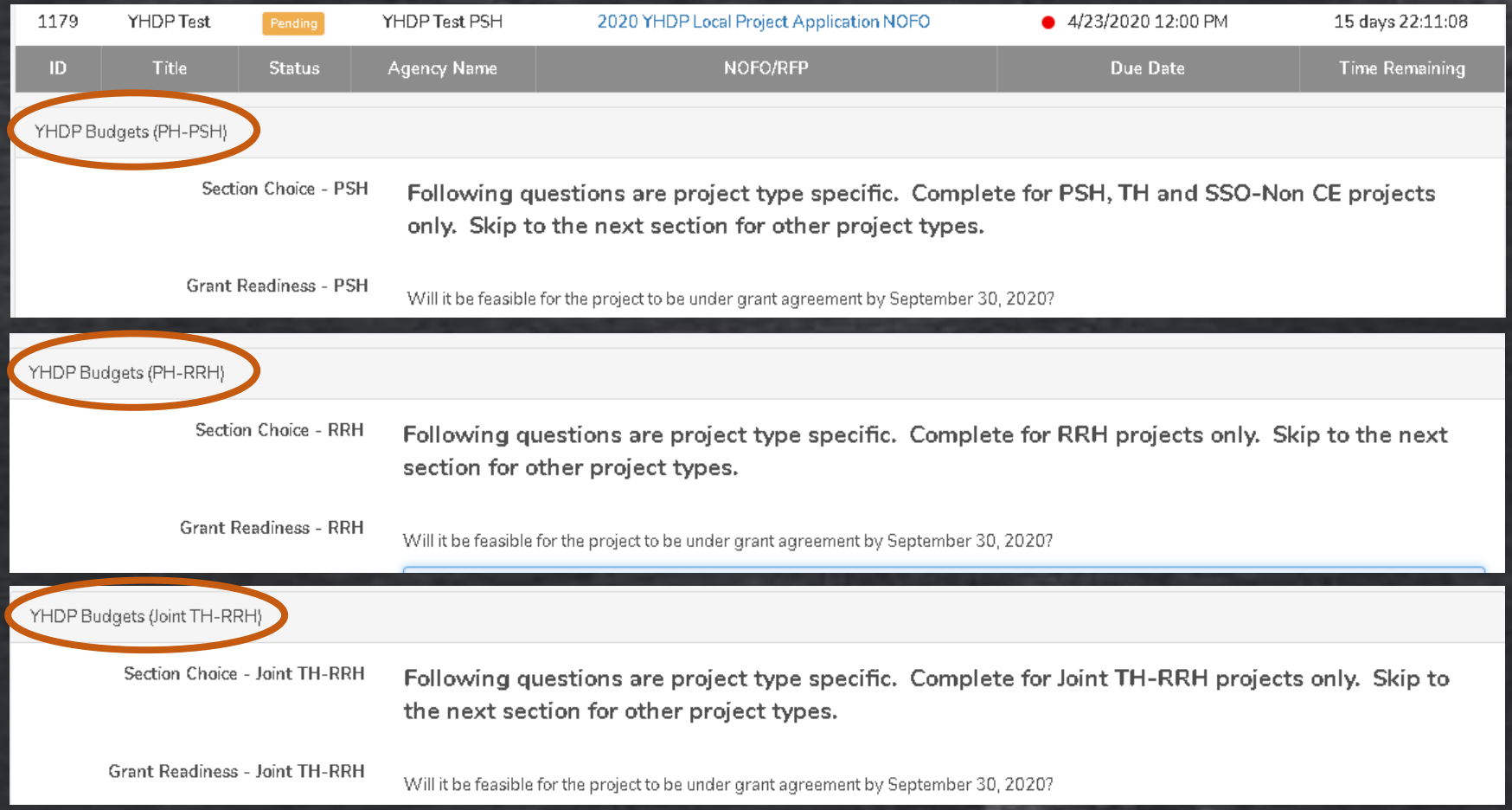
Location	Percentage
Directly from the street or other locations not meant for human habitation	10

Completing the YHDP NOFO

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

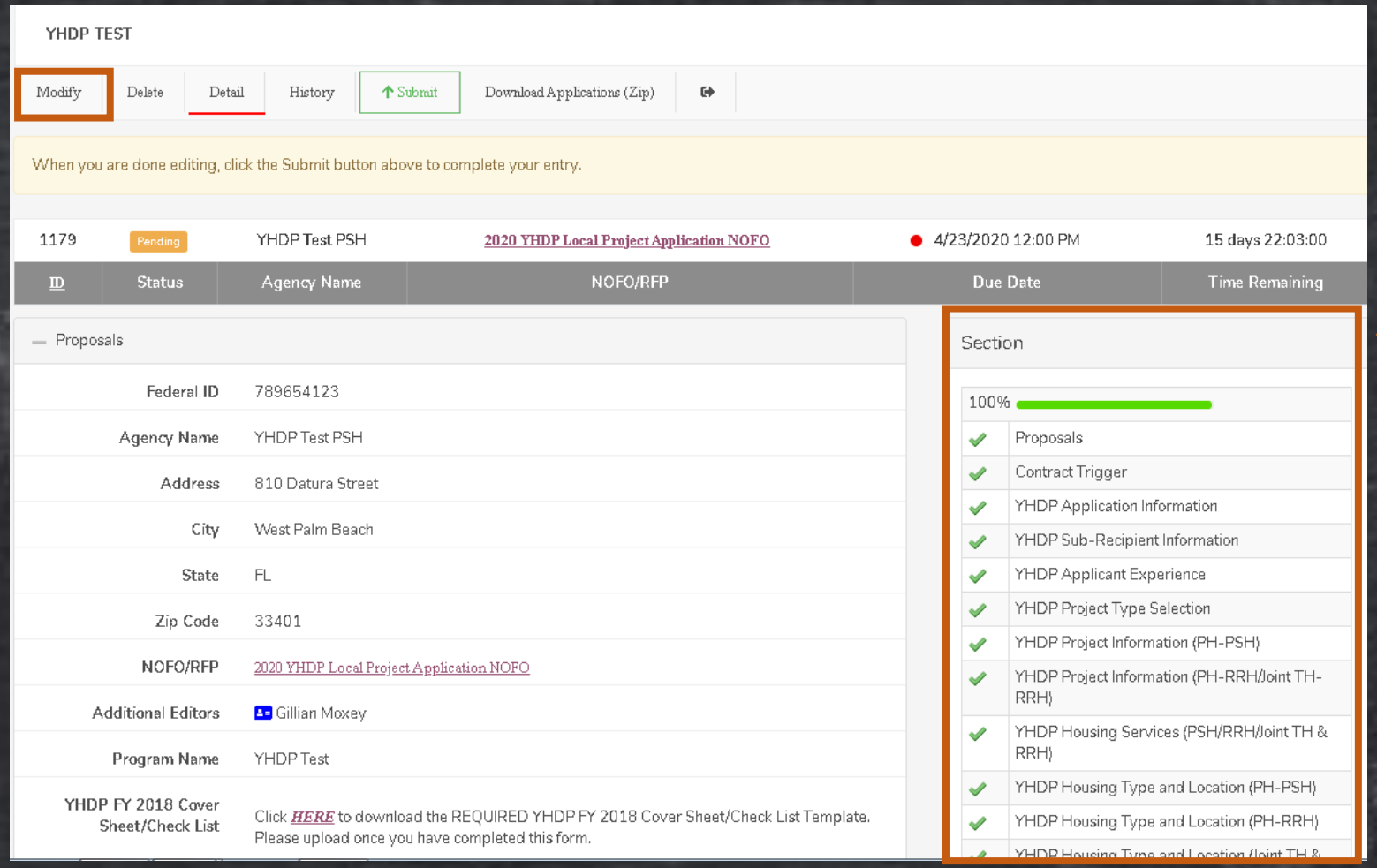
Although applicants will complete only one of the sections, you must mark all sections as complete in order to submit the application.

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



Completing the ESG NOFO

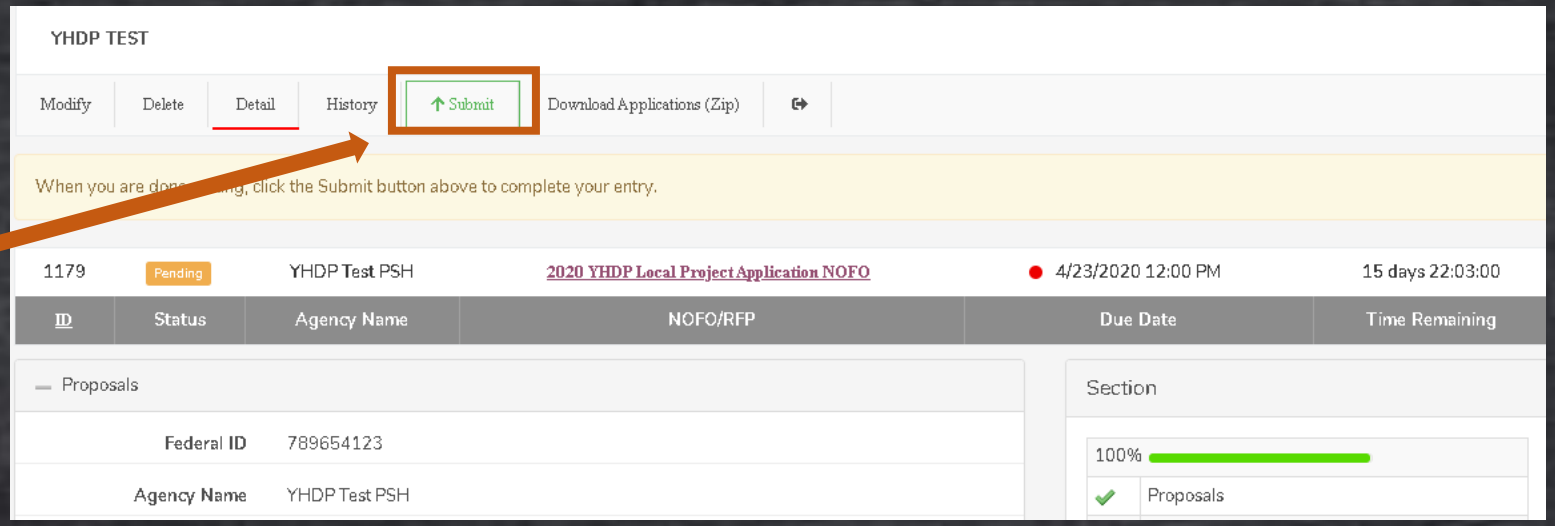
If you forget to mark a section completed, you will have the opportunity to return to the application by clicking the "Modify" button, then press "Next" until you reach the section you need to mark completed. You can also click on the section in the status bar. Click on the "Save and Continue Later"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

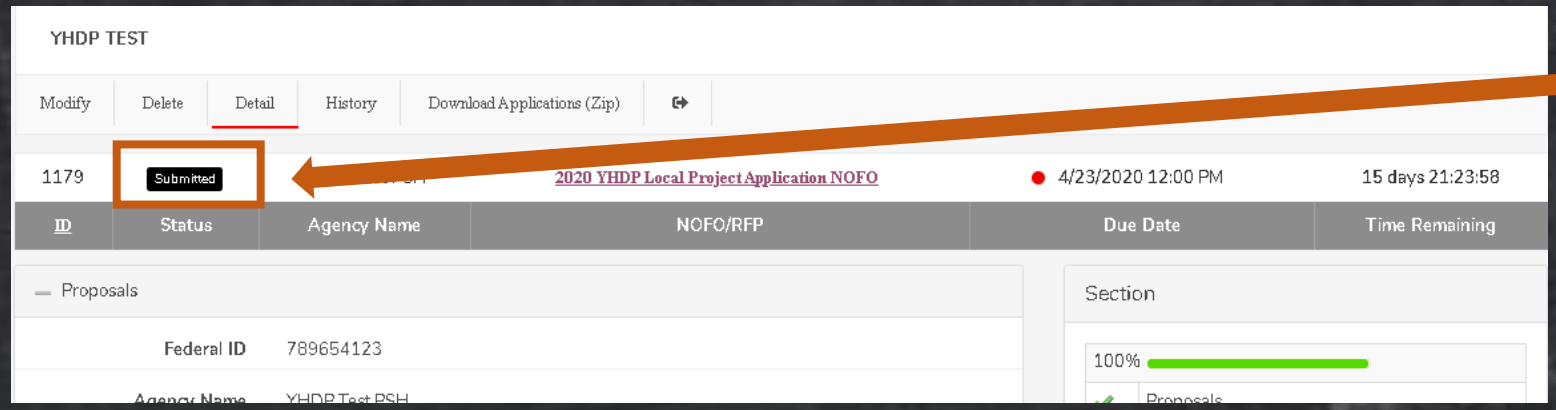


Once you have pressed "Save and Continue Later," you will be taken to the summary page, which will show all the sections of the application, as well as the status panel and all the documents you have uploaded.

Completing the ESG NOFO

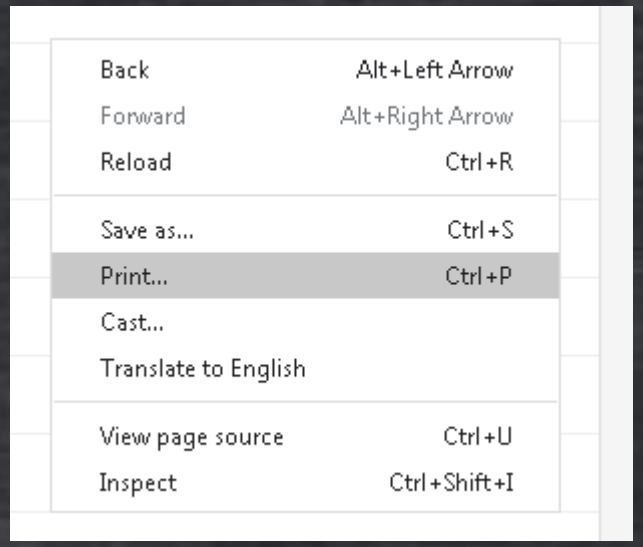
On the summary page, you will have one more opportunity to review your complete application before you submit. Click on the "Submit" button to submit your application.



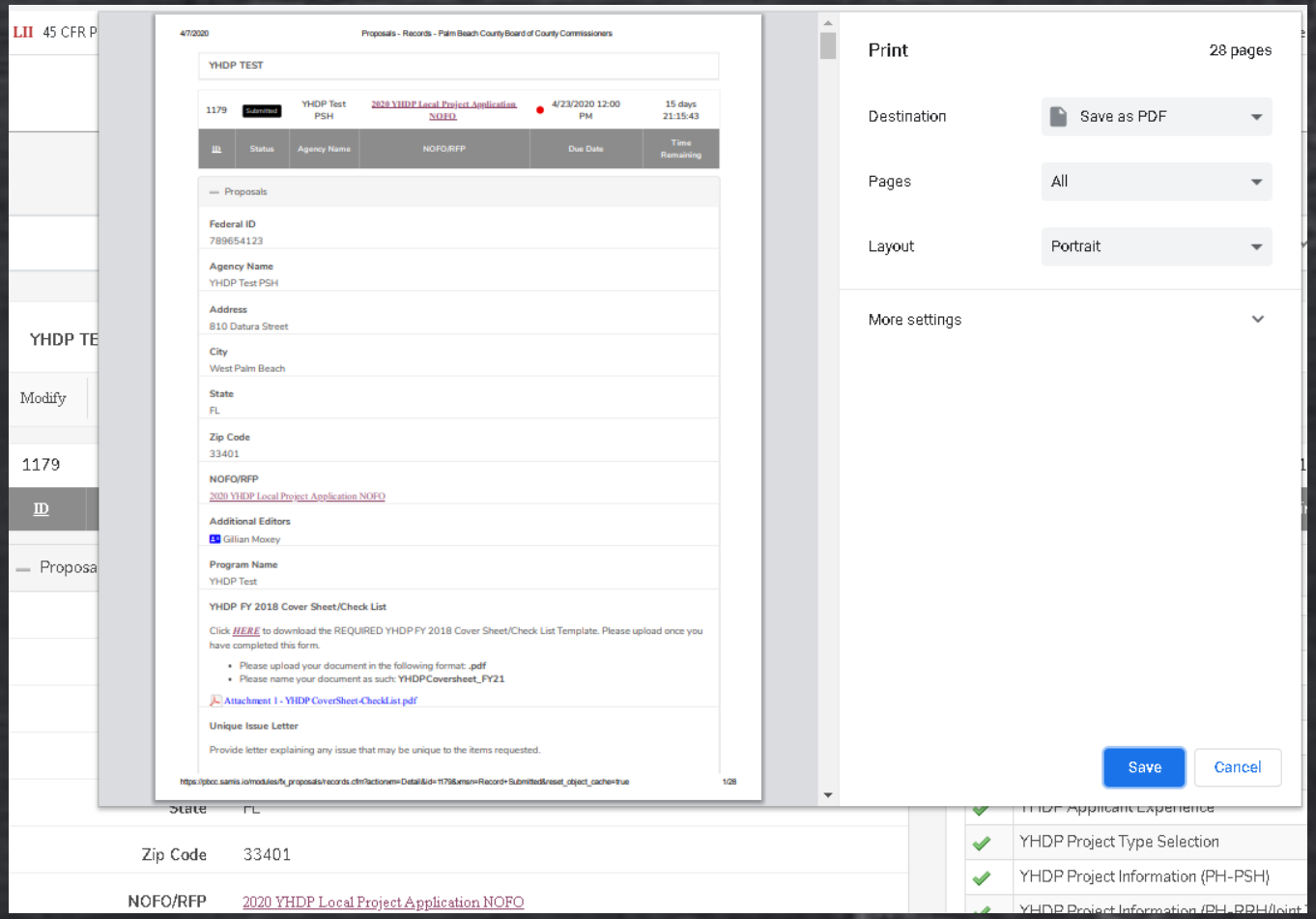


When you have submitted your application, you will see a black "Submitted" box on the status bar.

Completing the ESG NOFO



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.



Getting Help with the Online NOFO

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

PBC-YHDPNOFO@PBCGOV.ORG

QUESTIONS…