

# Transcript

April 19, 2024, 2:34PM

□ **Sojourner, Lily** started transcription

**KA** **Kisler, Ari** 0:06

Alright, welcome to the state fiscal year 25 Housing Opportunity Grant program budget template webinar.

I'm already casler.

I'm a Community services director with Lego and I manage the Hope Grant which this webinar is related to.

We have our current notice of funding out and we have a webinar that was recorded and posted to do an overview of the notice and application.

This webinar is gonna be specifically looking at the required budget tool that you'll need to use, and so I'm gonna share one of the versions on my screen and I will discuss the two separate versions.

This is being recorded as our other webinar was if you've joined us, feel free to turn off your camera.

If you don't want to appear on the recording and we will post this on our website along with the transcript from the chat.

If you have questions, feel free to interrupt.

Raise your hand.

You don't have to wait to be prompted.

So we have two different Excel documents.

I'm going to give it a second to load because it's a little slow.

All right.

That's not showing up on screens.

Yes, OK.

**SL** **Sojourner, Lily** 1:32

Yeah.

**KA** **Kisler, Ari** 1:35

If you are an existing grantee or a new applicant for state fiscal year 25 funds, you

will need to submit this tool in an Excel format with your application.

The one that's up on the screen is the existing grantee version, and then we have a new applicant version and I will go over what's different about the two, but they look really similar.

There's just some minor differences.

You can find these tools linked to directly on our website, where the notice of funding is published.

The first tab is an instruction tab and for the most part the same instructions are going to appear within both versions of the template, and I'm not gonna walk through the as they are there to assist you.

I'm also happy to answer questions and help folks with technical assistance with this specific tool.

The second tab is a total hop budget tab, and while it looks like perhaps the place you might wanna start, this is actually where you're gonna wanna end your budget process because it is set up to pull information directly from all of the other tabs.

So it's it's the last place that you want to go.

It is a place that's going to show your overall total budget with information for all of your different activities.

You're gonna just need to enter your agency name up here in row one, and then as you can see right now, there isn't any.

There aren't any figures being pulled over from the other project tabs because they're blank, but these will fill in as you complete the other tabs, and I'm just gonna scroll down slowly.

So you can see that each project type has its own section within the total hop budget.

And while we think of emergency apartments as an emergency shelter project, we do pull them out within the budget spreadsheet.

Separately, it helps us better understand the the project budget when they're not lumped together.

So you'll see that these two first sections actually have a total emergency shelter row that's going to total up your figures from those two previous sections.

Starting here, this is where it's going to start to look a little different for existing grantees versus new applicants.

As I discussed in the previous webinar, transitional housing is only a project type that can be applied for by existing grantees.

So a new applicants Section 2 on this tab is actually going to be rapid rehousing, so the numbering is gonna look different, because transitional housing is not going to be showing up on your total hop budget tab.

You've got rapid rehousing, homelessness prevention, coordinated entry, financial assistance, innovation.

It's my \*\*\*.

Then we get down to where your dominus is going to come into play.

So I will talk about this a little bit more in detail when we get to the project tabs, but you'll see this on the instruction tab.

If you are an agency that has a federally negotiated or federally approved indirect cost rate agreement, and so you're including indirect costs on each of your project tabs, you need to come zero out this role row before you submit your budget.

This is designed to help folks who are using the 10% to minimise with calculating that, so it's going to automatically do that for every spreadsheet and so if you have your federally negotiated or approved indirect cost rate, you need to come and just delete this cell so that it does not get added to your total.

If you don't have a federally approved indirect cost rate and you are going to take the 10% amendments, this is set up the best it can to calculate that.

But you're going to need to check it for accuracy, and so I will talk about how to do that as we go through this spreadsheet.

So again, this tab should be where you come to after you fill out all the other tabs to check to make sure that things are pulling correctly, and to make any adjustments in that indirect section.

So the third tab is your personnel worksheet and everyone is going to need to complete this tab unless they're applying only for operating costs or financial assistance.

So if you have any staffing that's included in your proposal direct staffing, so if you have stuff that's covered by indirect, then they wouldn't need to be included here.

But if you have any positions, you'll need to come and provide us with this information.

So I'm gonna walk through some examples that we have here to help you understand how to complete this tab.

It's a really helpful, important tab and it's one where if the information is presented correctly, it reduces a lot of the back and forth that we need to have with applicants.

If you are a new applicant, your spreadsheet is not going to include these two columns, so your spreadsheet is going to be a little bit shorter across side to side than existing grantees.

So when I get to those, these two columns just know that if you're not seeing them, that's because you're a new applicant and they're not included.

So the first column is your position title and we have a note here that they must match the job description you'll see within.

Oh, and there's a typo.

It's wonderful.

You'll see within the application packet that we require job descriptions to be submitted for any personnel position that's included within your application, and so it should match what is put in this column.

If it's not, then we're often trying to figure out how to match your description to the financial information.

So here's an example of the housing navigator you're gonna want to delete these rows before you submit with these examples, because otherwise they'll pull into your total.

Umm.

And the first question we're asking is if this is a full time position and this helps us when we're writing grants, understand if we're funding full or part time positions.

So that's just a yes or no question.

The next column is asking if the position provides intake or assessment services.

We do have definitions of intake and assessment services within the application packet and Appendix D within our standards for provision of assistance.

This helps us understand what type of activity we should fund up position under.

Then, if you're an existing grantee, we're asking if this is a proposed position that doesn't already exist, and so you'll see in this first row example.

Umm.

We're saying yes, this is a new proposed position.

It is not currently a position that we have in our agency and state fiscal year 24.

The next three examples have nose here, and that's because in these examples we're saying these are positions that do currently exist.

This is not specific to.

If they're funded by hop, it's just if they exist because part of what we need to understand is, are we creating new capacity within the Community to provide

services or do the work?

Or is the request that we fund capacity that is already in place?

This doesn't mean that the position has to be filled, right?

If you have a vacant position that you've been trying to hire for that is not a new proposed position just because it is vacant, it is still considered capacity that exists.

And then if you are answering that a position is not a new proposed position.

So it's the next column says if position exists in state fiscal year 24, we're asking you to list the current funding sources.

So in this first row example, that's not applicable because this is a new proposed position.

It's not funded in Steve fiscal Year 24.

In the next three examples, these were not new proposed positions, so they did exist and so here are some examples of how you might provide us with your funding source information.

So in this second example, this is a position that you're saying is funded by COC funds and is now being requested as part of hop.

So for us, that's important to know so that we can have a conversation about what has changed with your COC funds.

Why is there a request or need to shift funding or a position from one funding source to another?

And there is a note column at the end of this tab and I would encourage you to preemptively provide us with any of that information if you have it.

So what is going on with the current funding source?

And why do you need to shift the request to be funded through hop?

And then the last two examples show how you might fill in column E for existing positions that are funded already through hop.

So this one that I'm highlighting is essentially a straight renewal, right?

So you're saying this is an existing funded position through hop.

It's currently funded at 40 hours a week.

We're asking it to be continued to be funded at 40 hours a week.

Not a lot changing their, except that it might have a different rate or fringe, so the cost might change.

And then here's an example of how you could demonstrate if you have a position that we currently fund, but that you're making a change to.

So in this example, we're showing that in state fiscal year 24 and we're funding 50

hours a week of a week.

Overnight staff and then in this application the number of hours per week has been increased to 70.

So that helps us understand that you're saying, OK, we need 20 hours more each week funded through hop, and then we'll probably have a follow up conversation to just understand what's driving the need for that increase.

Again, you can preemptively add some of that information in the notes column if you'd like.

The rest of the columns are going to look the same for both new applicants and existing grantees.

Where you're going to provide us with the number of hours per week that you're seeking to fund through hop only.

So if you are splitting positions between funding sources, if it's a full time position and you wanna do half out of hop, the number that you put in this column should be only that which you're seeking to fund through app.

Similarly with number of weeks per year.

So these examples show both positions that are year round and then two examples of positions that are only for part of the year.

This often comes up when we have seasonal shelter projects or when we have a new project that's being proposed where there's some ramping up time that needs to happen.

And so you're building a budget that says, you know, we will have a position that we will fill maybe in quarter two of the state fiscal year.

And so you need to be prorating your budget so that we're not funding a full year of that position.

If you're not going to have that position for a full year.

You're then gonna fill in rate per hour, and you're welcome to put as many decimal points as you need here.

These examples are showing just even numbers, but we know that that rates per hour are gonna differ and may have decimal points that need to be included.

If you have multiple positions with the same job title that have significantly different pay, it is best to put them in as separate rows so that the calculations are accurate.

If they're really similar, so say you have two, I'll just scroll over.

Say you have two housing navigators that you're including and the difference in pay is a couple of cents less than a dollar and you wanna use an average of the two.

You can do that as well.

It just means that your final budget may not be as accurate as if you included them with separate rows.

This Gray column total salary requested is designed to auto calculate, so it's going to use the figures of hours per week times, weeks per year, times rate per hour, and it's gonna auto fill.

So you will not need to enter anything here.

Please don't override this if you feel like it's not accurate, go back and play with these numbers again.

It might be that you don't have enough decimal points here, or you chose to do an average for two positions.

If you override this, it can get really complicated because then if you need to come back and make any changes in any of these rows and you don't remember to change what you've over road and this so then the total budget doesn't update.

Your friends, your fakery is also something that most folks are gonna average because it can be very different across employees depending on if they're full time, part time.

If they use health insurance or not, this is up to you about whether or not you want to create separate rows for each position or each person within a position based on a differing fringe read.

Most agencies that have a significant number of employees will average these, but it is up to you.

You can do it either way and then this next to darker Gray columns are also gonna autopopulate.

So your fringe is gonna calculate your total salary times your fringe rate in your total personnel costs are going to total your salary and your fringe costs.

We're talking about rates per hour.

We're using the term salary.

We recognize you might have hourly employees.

You might have salaried employees.

When you have a salaried employee, you're gonna work backwards right to determine what their rate per hour is.

And even though we're using salaried here in this column, we recognize that there might be hourly employers who are included.

Just want to clarify that for a focus similarly, it's best to not override these automatic

calculations.

The exception would be that some agencies do find it helpful to add additional rows on this tab.

This personal worksheet, if they have other allocated costs that are based on salary. So for example, if they have an indirect rate that's based on a percentage of salary and fringe, if they have things like occupancy costs that are part of an allocation plan where it's like for a based on how much of a position needs to be funded, this percentage needs to be funded for occupancy.

So some agencies and and those agencies have done this many times.

And so if if this is sounding unfamiliar to you, you probably don't need to do this.

But I can also help answer that for you.

Some agencies will add additional columns here to demonstrate that, and then they may need to fix the equation for total personnel to include the totals from all of those additional columns.

So you can make adjustments to this.

I would just suggest that you don't override it by typing in a number, because then it won't update.

If you need to make corrections to the previous columns.

And then this last section helps us understand how you're proposing to split a position, and you may actually be proposing to not split a position between activities, but then it tells us what activity you are considering that position doing in their role.

So across the top here are different kinds of activities, and there's more information about this.

In our previous webinar of what we're referencing with each of these activities and umm, if you're a new applicant, you're not going to see a column that says transitional housing operations or when that says transitional housing essential services.

So that is different in this section because we only are accepting renewal applications, so new applicants would not be able to associate a positions time with those activities.

But this is should match what types of projects you're applying for.

So if you're applying for shelter projects and you have staffing, then we would expect to see that some of your positions are being assigned to these activities and we need each row to add up to 100%.

So this is telling us the percentage of the time that hop is funding, not the overall percentage of the position.

So in this first example, just scroll back.

This is requesting 20 hours a week for this position, so this is not a full time or sorry, this is not requesting that hop funded full time, but it is a full time position.

So you're telling us that we're only funding part of that position.

We need to know this breakdown based on the 20 hours that you're requesting funding for.

So you'll see it still equals 100%, so you're not telling us what activities this position is doing outside of the funding you're requesting from us?

There are some tips and tricks to how to determine how you're going to split a position one a tip is try not to split a position over many multiple activities if it's avoidable, that can be really administratively burdensome because you may need to track time and allocate costs on a really detailed level, we recognize it's an avoidable, but we may after applications come in we may meet with you to see if there's a way to the simplify those because it's I think it's in your best interest.

Umm, our best interest and then the best interest of those who are serving to have a little bit more clarity to positions if possible.

Again, we recognize that that may not be possible, so it is fine if you can't do that, but we would encourage you to think about if there's a way to clarify activities for specific positions to reduce how it's split.

When you have a shelter project which would be represented in these first two columns, or a transitional housing project which would be represented in these two columns, you'll see that we have essential services and operations as two different columns.

We first and foremost will look and you can do this too.

I'm just gonna scroll back at the response that you put in this column of providing intake assessment services to help us determine if a position is being should be considered essential services or operations.

Woke also look at your job description to better understand it, but this is the really easy way for us to do an initial review.

If a position is preventing intake and assessment services, we will likely suggest that we fund it under essential services if they are not, and so in this bottom example you have a week overnight staff, so these are floor staff who are there to support folks who are in shelter.

They are not bringing in new intakes.

They are not providing case management.

They're not doing housing planning, they're there to offer security.

They're there to ensure that everything is running smoothly.

Those are the types of positions that we fund under operations.

These are two distinct types of activities that had provides us with guidance on which is why we split them in hop and you can read more within the notice about what is considered essential services.

This is also something that a negotiation and follow up.

We may suggest moving.

The only difference when I think about impact of what category for you all as applicants, what impact putting it positions in different.

How does stories will have?

Is performance measures, so you'll see within the application packet that we have a different set of performance measures for essential services than we do shelter operations.

There's similar, but there are some differences.

And then if you have essential services, there are also some additional policies that we may be looking for when we monitor because essential services come with an expectation that you are doing an assessment of need that you are supporting a Service plan, umm, etcetera.

So you might need to have additional policies and procedures in place.

Happy to answer questions for folks as you're preparing your budget.

However, this is a pretty low priority in terms of needing to follow up with us because it's very easy for us to make these adjustments with you later.

So don't feel like you have to get it exactly right on your first go before you submit.

And then as we scroll over, you're going to see we've got rapid rehousing, homelessness prevention, the next project type that we split is coordinated entry and there's more information in the application packet about the difference between assessment and housing navigation.

We also talk about that within the first webinar that we provided and so this is another area where it's just helpful to understand what is the role of the position.

And as you can see in these examples oftentime it's times it's split.

Some agencies do have positions that are funded 100% to do the coordinated entry assessment.

They're not providing any services to households after the assessment is done, and that's fine, but also a lot of agencies will have a staff person or a couple positions that can do both the assessment and work with someone while they're in coordinated entry, providing housing radiation.

So these examples are showing what we frequently see, which is a split between the two activities.

And then we've got innovation and each Maas, and I'm just going to reiterate from the initial or the first webinar that HMIS activity or sorry HMIS project is really only for administrators of the statewide homeless management information system or the comparable database for victim service providers.

So if you have a staff person who's working in any of your projects and they're required to enter data into HMS, you don't need to allocate a specific amount of their time to HMIS.

That's not what this is for.

This is for folks who are applying for an HMIS project type.

If there's specific staff positions associated with that, we would consider the time that a position spends putting data into HMIS, cleaning up data, running reports, all of that.

We would consider as part of the project type that they're primarily funded under.

So if you have a position and that does data quality work and they support staff who are doing coordinated entry and homelessness prevention, then you might split that quality, that data quality, position between homelessness prevention and coordinated entry.

It's considered part of that work.

You don't need to separate it out and consider it an HMIS project.

And then I did mention we've got this notes column.

You can use this in lots of different ways.

One thing that is helpful besides what I mentioned earlier in terms of giving us information about why a position is being requested through hop that's already funded elsewhere, it suggests no.

If you have a position or a row within us that is made up of multiple staff, this example that I've included, let's go scroll back over.

It's pretty obvious that's multiple staff because you're requesting 70 hours a week.

Sometimes, though, it will look like it's one position and it's helpful to just note that it's multiple staff in that column so that we understand that this is split across the

team of folks.

All right, so you can add as many columns as you need to.

This worksheet.

Uh, it will end up if you have a lot of positions and will end up including a lot of information.

You can organize it in ways that work best for you, where you used to seeing it show up in a lot of different ways, and we do just ask that you add your agency name at the top.

That's gonna be true across all of the tabs, so that whatever one we're looking at, it's a very clearly identified as your agency.

So now I'm gonna shift to the rest of the tabs within this spreadsheet, and they're each specific to a project type except for emergency shelter where I mentioned before, we separate shelter and emergency departments.

One thing that I will note is that information from the personnel worksheet does not pull over to the project tab, which I know would probably be ideal, but it is really hard to set up all the equations because there's no way for us to know which project type where activity you're gonna split a position or allocate to position too.

Excuse me?

So it's just a lot to make sure that every possibility is covered.

And so you're gonna wanna fill out your personal worksheet first.

Then you're gonna wanna come over to your project tab and you're gonna want to manually enter the figures from the personal worksheet.

So I would encourage you to do the personnel worksheet before filling in these parts.

Of your project tabs because then you can just really easily.

So in this example, you've got salary for essential services.

You can come back to your personnel worksheet.

In this example, we've just got one position.

For essential services, there's your total salary.

You're gonna take 11520.

You're gonna put it right there.

Same with French.

You might have multiple positions, so you'll need to total them up and bring them over here.

You're welcome to set up the spreadsheet to automatically pull, but just remember that if you have a position, for example, these ones that are split across different

activities, you need to set up the equation to only take 50% of the salary and move it into the CE assessment part of the project tab.

I'm 50% for housing navigation, so that's why it's not preset that way, because there's just too many different ways that you could split stuff.

So within each project tab, we try to give you some suggested line items.

They're common line items, but they're not the only ones that you can use, so you're welcome to adjust to these.

You're welcome to add additional ones.

You can see there's some cell setup with other where you can just go ahead and type right in.

Fire alarm.

Uh.

Annual feels as an example that I've seen you can do that.

You can add as many additional uh rows that you might need, but we would encourage you to think about grouping together some costs if they make sense to be a single line item.

So we in this example give you utilities and fuel.

We don't need you to separate out all of the different utilities if that works better for you when you're proposing a budget, you can do that, but you are also able to combine them into these line item.

Categories.

Some other things to note are you will see.

Umm.

In some places insurance as two different line items, one is non staff related so this might be associated with a physical building or insurance that's not connected to your staff and then staff insurance might be your workers comp or other insurance that's specific to your positions and the reasons this will show up as split in some places is because the the tab is trying to calculate do its best to calculate modified total direct costs for you and there's a difference between which of these can be included in that calculation.

So the tab, if you explore the equation, you'll see for calculating modified total direct costs.

It includes your staff related insurance, but it does not include your non staff related. So that's where those are separate.

I'm happy to answer specific questions if you're unsure how to represent insurance

costs, but the reason it is separated like that is to help with the calculation if MTDC. On this example of emergency shelter, you'll see we've set it up with the opportunity to have three specific locations have each each have their own column.

That's really helpful and important for us to understand.

So if you have one emergency shelter project, but you have three different shelter facilities within that project, they should each be represented in their own column, and you can add additional columns if there are more facilities.

And you can also just leave them blank.

I would suggest not deleting any columns because it will potentially mess with equations.

You can hide them if you want, but it's OK if it blank.

If you do have multiple location, the top four right here where we say specify to add their name so that we know what one which budget is for each.

Excuse me, OK.

Other things that will show up across each project tab is an opportunity to provide us with information about leveraged funds.

So these are funds that are supporting these line items that are not part of your hot request.

You are not required to leverage funds, but it is encouraged to bring additional funding sources to the table because hop is not able to cover 100% of all costs for all projects and so part of our budget negotiations that we may need to engage with you on is if we are not able to fully fund a request, can we move more of that request into your leveraged funds so it can be a helpful thing for you to start when you apply and telling us what additional funding sources or amounts to your you're able to bring to.

Fully fund the project again.

It's not required if you leave this blank, that doesn't mean that you're at a disadvantage.

It might mean that during negotiations we say we do wanna fund your project, but we're limited in our budget and so we're not gonna be able to fund this line item or 100% of the request.

And then the total project budget is gonna total your hop request and your leverage funds.

This is helpful for us to understand what is the true cost of the project, right, which is why it can be helpful to include leveraged funds.

Here we can't know what the true cost of the project is if we only know the portion that we are funding.

And so it can be a really useful.

I'm set of information for us to have to understand the true cost, not that we can fund the true cost, but it gives us that information and helps us see how much of the cost we are able to fund.

And then each tab is gonna have a budget justification column to the right hand side.

You'll see here in this.

Note that you can use this as a place to include your budget justification, or you can provide that in another format regardless of how you provide it, it does need to be included and a budget justification means we need to understand how you arrived at a certain figure.

So for example, if your rent line item that's \$12,000 and in this case you're asking us to fund the full \$12,000, your budget justification may look something like \$1000 per month times 12 months, right?

We can look at that and understand how you got to 12,000.

That's a pretty straightforward example.

What could be a little bit more complicated is when you have a row like shelter supplies, where you're probably going to have to do a lot of estimating because it's not going to be a fixed monthly cost that you can multiply by the number of months. So you might have something like \$500.00 and your budget justification can look at a couple of different ways.

One, it's really helpful to understand what are the types of costs that you included. So this might be.

Let's see. Uh.

Towers sanitary items? Umm.

Ohh gosh, I'm trying to think on the spot.

I probably should have prepped to this section of it better.

Sorry, so, but well, let's just use those as two examples.

So you might list out what types of costs are included in that 500, and then you can provide us with how did you get to this estimation.

So it might be based on an average of UM, \$100.

Per month every other month.

This is bad math.

I'm not doing good math on the fly here.

Umm, but we need to understand how you got to that figure, so it's OK if you're basing it on an average.

But what is the average that you're basing it off of?

Don't just say based on last year's expenses, what did last year's expenses tell you that allowed you to get to this 500?

And like I said, you don't need to include that in this tool, but you do need to include it somewhere and so some folks build this in and write it up more as a narrative and included as part of their application, which is fine, and you'll see that in any of these rows that are for personnel.

I've just added this.

Note that your justification for your personal costs are on the personnel worksheet. You don't need to further justify them for us.

That's why we have the personnel worksheet that has so much detail.

And then you're going to see on all of the tabs at the very bottom, there's going to be a row that says in directory.

But the note that this is only if the organization has a federally approved indirect cost rate.

If you're going to use the 10% to minimus this row, it's always gonna be blank because the total hot budget tab is gonna calculate based on the equations that are built into each tab.

10% of your modified total direct costs.

I'm not going to go through each of the tabs because many of them look very similar.

We'll just give you a quick preview.

And emergency apartment and shelter look very similar to transitional.

Housing.

And then when we get into projects that are primarily services, you're going to see, it's a lot smaller and that's because the majority of the cost associated with these types of projects, our staffing and so you're gonna have total personnel costs that are you're pulling over from the personnel worksheet.

And then we recognize that you might have other associated costs.

So some examples that we frequently see on mileage.

You might have tech.

Umm, costs technology.

Communication.

Right.

You might have other line items that you need to add.

Again, the budget justification should tell us what's in that.

So in this case, technology might mean to laptops.

That's.

Ah, \$300.00.

Each right on communications might be cell phone.

Ah, \$50.00.

A month times 12 months.

So your line item descriptions don't need to include.

You know a ton of deep detail, but your justification should tell us what do you mean by technology?

What do you mean by communications?

Again, you can add additional rows.

Just know that you'll need to check the equation for your modified total direct cost.

Right now it's assuming that everything within their section is going to count.

If you add additional line items, you need to check what is and isn't allowable in modified total direct cost and you may need to change this equation.

For rapid rehousing, we discussed this in the initial webinar.

There needs to be a source of rental assistance associated with the services if we're going to have this type of project and you might be requesting that rental systems be funded by hop or you might be bringing another source of rental assistance to match with your services, that should be reflected on this budget spreadsheet.

If you're requesting it from us, the value should show up here.

If you are offering to bring another source of rental assistance to connect to the services, the estimated value of that other source should be included as leveraged funds.

So this is a place where I would expect to see a figure and leveraged funds.

If there isn't something in the Hopper Quest column, if you don't intuit it, we'll probably follow up and ask you to confirm what source of rental assistance you're bringing to the table.

Homelessness prevention looks pretty similar to rapid rehousing, with the exception of it does not include the medium term rental assistance.

Coordinated entry also looks similar, except you'll see that we've got assessment

service section at the top and housing navigation services in the middle.

And if you'll remember from the person I'll worksheet, those are two different activities that you can split a position across.

And so you'll need to bring the personnel costs over to the specific activity.

I'm gonna talk about financial assistance last.

I'm just gonna show innovation.

It's hard to know what line items might be included here, because innovation projects by nature don't look like the other projects, so this is just set up really.

Basically, feel free to make adjustments as necessary.

And then each miss again.

I've included a note here that you should not be including HMIS early sense costs here.

If we're going to cover those for your users, we will do that by paying directly to the administrator.

And again, it's my ask would only be for an administrator, so this tab should only be filled in if you're applying as the HMIS or Asian, which is the comparable database for a victim service providers.

Those are the only folks that should fill anything out on this tab.

All right, so I want to talk about the financial assistance tab, because it does look different this year from previous years and it includes some additional information for you to consider.

So first, you're only filling out, uh, this tab.

If you're applying to be a local fund administrator, we've talked about in the overview webinar that uh emergency shelter project could request to have a pot of funds for diversion or rapid exit, and that budget section is actually gonna be on your emergency shelter or your emergency apartment tab.

It's actually right down here about indirect rate.

So you can build that right into your emergency shelter or emergency apartment tab. You don't need to bring it over and have it on the financial assistance tab, so the only folks who will be using this tab are those first thing we want to be the local fund administrator in our community.

And there's more information in our other webinar about what that means.

This year, we're not asking those applying to be local fund administrators to give us a proposed budget for the client based financial assistance which will make up the bulk of your financial assistance budget.

And we're doing that for a couple of reasons.

One is.

It we've asked folks to do this and the previous two years and it can take a lot of work or it can feel meaningless because you're trying to predict what the need is going to be and things are changing.

Funding sources are changing.

Situations are changing around the state, and so we're asking you to do a lot of work and it may not feel meaningful for you and we may not actually be able to fund that level of financial assistance this year.

So we're not asking you to do that.

Those projections are estimates, and instead we're asking you to just think about what you might need in order to support administrative costs.

And so that's what this is set up to do.

The other reason that we're not asking you to do any projections is because as we've talked about with existing grantees at length, this current fiscal year 2024, we funded a significant amount of financial assistance with one time funds.

At this point, we are not anticipating having those one time funds and so we based on the information we have about the budget for FY25, think that the amount of financial assistance for each region or local fund administrator will need to be scaled back significantly.

But the budget is not final yet, and so we're needing to wait and see what happens.

Could we don't want you to do a bunch of work when we don't have a sense of what we're gonna have to work with to fund this activity.

Because a funded ministration cost cannot exceed 5% of the the financial assistance budget, we did want to give you some sense of what is 1 possibility of how much each Community will get.

And so we've given you a chart at the bottom.

This is based on how much financial assistance in FY24 was funded in each region out of the hop base budget.

So that means it wasn't funded with those additional one time funds.

It was part of our base hop budget, which we believe in anticipate will continue to be available in state fiscal year 25.

Something could change and our base budget could not include this amount.

Or we could get more or we could get one time funds, right.

So this is all subject to change, but we did want to give you a sense of if everything

kind of continues in state fiscal year 25 as it's been operating in state fiscal year 24, meaning we've got the same projects that we need to fund out of our base budget. We've got similar level of need.

If there weren't any significant changes, we might have 60,000 available for Addison for financial assistance, we might have 300,000 available.

For Chittenden, this is just based on what we're currently funding out of our base budget.

So this is not to say this is what you will get, and it's not to say that this is what our projections and estimates will come up with when we're making funding decisions.

But we wanted to give you some place to start because if you are gonna ask for fund administration, we want you to know, you know, potentially if you're gonna get 60,000, you could go up to.

Was that right?

Five, 5%.

Yeah, \$3000 for fund administration, right.

So it gives you some place to start and then you can decide do you want to include fund administrative costs here or not based on how much you might be able to get if you do propose a budget for fund administration and then when we make regional applications for financial assistance and it needs to be adjusted, we will work with you and negotiate that.

So then a reminder that once all of these tabs are filled out, you're going to want to come back to your total hop budget.

You're going to see.

Here's an example that starts to pull over figures from your project tab and then it is going to calculate for you down at the bottom.

What your 10% amendments is, again, if you had a federally approved indirect rate, you would come and you would just clear that out.

And then this amount that is showing up here, your total budget shouldn't match what's included on the cover sheet of your application.

So this is a place where sometimes there's a mismatch, and I would suggest you don't fill out that cover sheet until you finish your full budget and it's approved and ready to go, because sometimes there will be changes that happen and it doesn't get reflected on the cover sheet.

And so then in this example, this might say 12,500 and your cover sheet says 11,000 and we don't know what you're actually applying for.

So double check that this matches what is on your coverage sheet.

And I think that's it.

Are there any questions from those folks who are with us?

No, I'm right.

I'm again happy to support folks with this tool because it can be complicated.

I'm happy to look at it for the modified total direct cost calculations or help you with the personnel worksheet.

I can't provide information about how much you should apply for, or if something is a reasonable level.

I can tell you if it is an eligible cost within hop or not, so don't hesitate to reach out if you have questions.

- **Sojourner, Lily** stopped transcription