

## **YHDP Questions and Answers**

### **March 1, 2018**

1. How often will answers be posted?
  - A. Answers will be posted periodically on the PSC website. Applicants should frequently check the site for updates. We may combine similar questions, providing only one answer. All questions should be asked by March 23<sup>rd</sup>.
  
2. Does the applicant have to apply for all three components of the grant?
  - A. No, applicants do not have to apply for all three program types (crisis housing, RRH, and youth navigator).
  
3. Please confirm that as long as an applicant abides by the requirements of the CT-YHDP Project Requirements, including eligibility, then it is possible to apply for more than one or all three eligible project types?
  - A. Yes, an applicant can apply for more than one project type (crisis housing, RRH, and youth navigator), but they need to be separate applications.
  
4. Can an applicant applying for more than one project type submit one application?
  - A. No, the applicant needs to submit separate applications for each program type.
  
5. Does the applicant have to provide RRH and/or crisis housing for the entire CAN or can it just be for a portion of the CAN?
  - A. We expect applicants to serve youth CAN-wide.
  
6. If an applicant does not currently have access to HMIS, do they need to put those associated costs into the budget, or is there separate funding for that?
  - A. We are putting aside separate YHDP funding to cover YHDP-specific HMIS costs.
  
7. It does not seem that there are specific funding amounts associated with the different program types per CAN, other than the overall funding amount indicated for RRH & Crisis Housing. Is there a cap on what can be applied for per CAN?
  - A. We did not publish a set cap with the RFP but geographic need is a consideration during application review. Question 10(O) of the application asks applicants to “explain the need for the proposed scale of the project.” In addition, the RFP webinar and webinar powerpoint as well as the Opening Doors for Youth 2.0 plan provide data on regional need. Applicants are welcome to supplement this with additional data/evidence of geographic need.
  
8. If there is no cap, and an applicant applies for more than what can be awarded, will partial funding be awarded?
  - A. Yes, partial funding may be awarded. Applicants should consider their comparative regional need and cost reasonableness when applying. The more applicants strive to be cost effective in their budget proposals the further we can leverage this YHDP funding to serve more youth.
  
9. What is the total amount available for Youth Navigators?
  - A. We anticipate allocating approximately \$1.14 million (for a 2 year term), not including the DOH supplemental funding, to Youth Navigators. Note that anticipated funding amounts per program type are

*estimates* and subject to change. The more applicants strive to be cost effective in their budget proposals the further we can leverage this YHDP funding to serve more youth.

10. Is there a salary range/cap for youth navigators?
  - A. As noted above, we anticipate allocating approximately \$1.14 million (for a 2 year term), not including DOH partial match and applicant's match (and any additional funding beyond the 25% match an applicant wishes to commit), on an estimated 9.5 Youth Navigators. These are estimates – both the total YN allocation and anticipated amount of navigators to be funded. Applications within each region will be reviewed for cost reasonableness and the YHDP Grant Management Team reserves the right to negotiate final terms, including awarding partial funding.
  
11. For the Youth Navigator funding, is only salary/fringe the allowed expenses, or can other expenses be included, e.g. travel, admin overhead, etc.?
  - A. Youth Navigator applicants can apply for support services funding. As noted in the RFP webinar, support services funding includes a variety of eligible costs that are further outlined in 24 CFR sec. 578.53, including eligible transportation costs for program participants and staff as well as case management supervision. In addition, programs can apply for up to 7% in project administration (see RFP webinar and 24 CFR sec. 578.59 for additional details). Cost reasonableness is a scoring factor and as noted in the RFP, the YHDP Grant Management Team reserves the right to negotiate final terms, including program budget.
  
12. For Crisis Housing, if we do not currently have a facility, and locate one for the purposes of the grant application, but it is no longer available at the time of grant award, will we be allowed to substitute another location at that time?
  - A. No, the crisis housing scoring criteria considers facility-specific elements, including physical design, such as privacy in the sleeping and bathroom areas, and operating/leasing costs.
  
13. The RFP estimates allocating approximately \$416,316 for crisis housing. How will the project(s) be selected?
  - A. Crisis Housing projects will be selected based on score and geographic need (See the Project Selection process on page 5 of the RFP). As noted, we anticipate funding one contract per CAN for RRH and Youth Navigators to strengthen the housing continuum services within each eligible CAN, but there is not enough crisis housing funding (again, this is an estimate) to fund crisis housing programs within each CAN.
  
14. Does the RRH portion of the grant pay for support services? Are the supports paid for through the funded youth navigator?
  - A. To clarify the budgeting:
    - Rapid Rehousing applicants can apply for:
      1. Support services dollars
      2. Rental Administration
      3. Administration funding

As noted, the rental assistance portion of RRH will be managed by a separate CT BOS-wide fund administrator, but applicants should note the amount of rental assistance they hope to complement their program in (question 19(A) of the application). Please see FAQ #40 of this document for further detail on how to complete the 19(A) budget.

- Youth Navigator applicants can apply for:
  1. Support Service dollars

## 2. Administration funding

- Crisis Housing applicants can apply for:
  1. Operating/leasing dollars
  2. Support Services dollars
  3. Administration funding

All projects should also complete the match portion of the application budget as well.

15. You indicate that DOH match for Youth Navigator positions is available. Should those dollars be included in application budgets? If so, how?
- A. Yes, applicants should put it into the match budget (question 19(E)). Applicants should also ensure they identify sufficient commitments for the remainder of the 25% match requirement within their 19(E) answer. If applicants are leveraging additional funding beyond their requested YHDP dollars and the 25% match, then they should identify this in the match budget.
16. Will these DOH partial match YN dollars also require an agency 25% “match”? Or do these dollars reduce the applicants match requirement?
- A. The DOH youth navigator partial match funding reduces the applicant’s match amount. The 25% match is based on the amount of the YHDP funding requested (except for leasing costs).
17. In the RFP, it discusses DOH partial match amounts for youth navigators. Are the amounts named in that section for each of the two years, or for the total two-year period?
- A. The DOH partial match funding is a one-time payment for the two year period.
18. Will DOH YN funding be available as partial match for programs looking to renew, beyond the 2 year demonstration program, through the CoC process?
- A. This is one-time DOH funding.
19. If not all funds are allocated in a specific region, will those dollars be available to other regions to pursue?
- A. As outlined in the RFP, we anticipate awarding one contract per CAN for both RRH and Youth Navigators. However, if a CAN does not have any applicants who meet the threshold standards, then we will only allocate funding to other CAN regions.
20. Is it that there is only 2.5M on the table now? We cannot apply for RRH right now, correct?
- A. We anticipate allocating approximately \$4 million to rapid rehousing programs (for a 2 year term, approx. \$2M per year) - roughly split between financial assistance and support services. We are pursuing a waiver to enable us to use HOME to assist with the RRH match, which would add to the total amount. Eligible applicants can apply for RRH support service/rental admin/admin funding.
21. Could other CANs collaborate on this grant? Can another CAN apply with us for crisis bed coverage? Would they have to do a separate application?
- A. Multiple CANs can collaborate on a crisis housing application.
22. Will CT BOS have a financial director; will all funds have to be drawn down after expenditure?
- A. No and no.

23. Can we fund host homes?  
A. No.
24. Can we charge 30% of tenant income?  
A. For Crisis Housing, no. For RRH, please see CT BOS policies and procedures for rental assistance amounts. As noted in the application, set rental assistance amounts are subject to change if we combine HOME funding with these YHDP programs to adhere to HOME regulations.
25. Can shared housing be used for RRH and/or crisis housing?  
A. Yes. For RRH, clients can choose to rent an apartment with others. Crisis housing should be shared housing. Crisis Housing clients should not have their own apartment with their own bathroom and kitchen.
26. Will funds be available for “start-up” costs?  
A. Yes, programs can charge costs associated with the start-up of the program after grant execution. The start-up is envisioned to be a quick timeframe so programs can still serve the total number projected over the course of the grant. Only eligible costs under 24 CFR sec. 578 (including indirect costs up to 10% or an applicant’s NICRA indirect rate) can be charged.
27. When you say that projects are being evaluated “locally” do you mean by each CAN region? By CT evaluators vs. HUD? Please clarify.  
A. Applications will be evaluated and selected through this local RFP process by the YHDP review and evaluation team (comprised of the Youth Action Hub and other experts from CT) and the YHDP Grant Management Team as explained on page 5 of the RFP. As explained on page 4 of the RFP, applicants will then work with the YHDP Grant Management Team to apply to HUD, through a non-competitive process, to get final project approval.
28. Please clarify the eligibility of parenting youth for services under this RFP. How would a provider document that other resources are unavailable? Does this refer to youth-specific housing? Any housing resources within the CAN?  
A. The Youth Navigator program is the only program under this RFP that may potentially serve parenting young adults if similar services are not available in the applicant’s CAN. This should be determined in consultation with the applicant’s respective YETI/CAN. The Youth Navigators have numerous responsibilities for young adult individuals as outlined in the RFP, making it difficult to expand eligibility. We understand that there may not be time within the application timeframe for applicants to confirm with their CAN/YETI, but selected awardees should confirm the necessity for this expanded eligibility, if they wish to pursue it, with their CAN/YETI before finalizing the application to HUD in consultation with the YHDP Grant Management Team.
29. If the HOME tenant-based rental assistance funding is realized as a match for YHDP RRH, what impact would that have on approved projects/agencies managing the projects? Would it reduce agency match requirements? Expand scope of services?  
A. We are waiting for waiver approval from HUD as well as clarification on the HOME TBRA rules. It is possible that the HOME funding would reduce (not completely) agency match requirements while expanding scope of services.

30. The RFP anticipated youth scoring 4 or higher on the NST as eligible for RRH with an avg. length of stay of 9 months. However, many youth with significantly higher scores, that are not PSH eligible due to lack of chronicity or disability, are placed into RRH. Has there been, or might there be, consideration of expected LOS criteria based on such factors. It is clear that youth with higher scores have many more obstacles to overcome making outcomes in part a relationship to time to receive adequate services.
- A. These are demonstration programs. We will continue to learn together through the implementation of these programs, the RRH programs implemented in other communities, further guidance from HUD, and the Learning Collaborative. Programs should start with the expectation that the majority of young adults can successfully transition from RRH within 9 months. In the past two years, rapid rehousing programs in CT have been successfully transitioning young adults from their programs within an average of under 5 months (the vast majority scoring between 4-9). With these demonstration programs, we are seeking to serve some of the most vulnerable youth through a progressive engagement approach, focusing on rapidly housing, stabilizing, and connecting them to services within the community to ensure a smooth transition that enables them to maintain housing and to continue working on long term goals with community supports.
31. In other HUD funded projects, agencies with established indirect cost rates are allowed to include such costs within line items, such as supportive services. Is that the same for this project?
- A. Yes, applicants can include indirect costs, up to 10% or their NICRA indirect rate. If using a NICRA rate, please include a copy of the NICRA letter with application submission.
32. Is there a daily bed rate for crisis housing operations?
- A. No, there is no prescribed bed rate. Leasing/operating dollars should be prorated to the space used for the program.
33. Can applicants combine the YHDP crisis housing funding with the DOH CDBG funds for youth crisis housing?
- A. No.
34. For agencies with existing HMIS projects serving youth, how will the plan to create special reporting requirements for the YHDP effect those being served in such other programs, especially if YHDP dollars are used to expand existing services? In other words, how will agencies identify which clients are served by YHDP vs. clients funded by other sources?
- A. Awardees need to enter information into the enhanced YHDP HMIS programs for young adults who are served through YHDP funding or YHDP match funding. Awardees should be careful about expanding existing programs (using existing programs as match for YHDP funding). Any portion of existing programs that is used as match for YHDP funding must follow all YHDP (and CoC) requirements, including the eligibility, referral process, reporting, etc. If using existing programs as match, applicants need to ensure the program funding source allows them to adhere to the YHDP requirements and that it is eligible as a YHDP match (for example, CoC funded programs are ineligible as a match for YHDP or other CoC programs).
35. Will Youth Navigators be able to actively participate in YETI activities or is their work dedicated to client specific activities only/predominantly?

- A. Youth Navigator work is primarily focused on serving young adults, but they are also required to participate in YETI meetings, discussing with partners the evolving needs of local youth experiencing homelessness and strategies to address them.
36. Will youth referred to RRH come strictly from the By-Name-List, prioritized by the CAN?
- A. Yes, YHDP-funded RRH projects must only accept young adults referred to them by the CAN through the CAN prioritization process. As explained in the RFP, we are working to update this prioritization process for young adults within each CAN through a new (not drafted yet) dynamic prioritization protocol.
37. Is it possible for a collaborative approach to suggest a differentiation of RRH services where one agency might serve youth scoring 4-8 and another 9+ (as an example) or would both agencies have to take only those prioritized from most severe need first?
- A. No, both agencies would have to take clients via CAN prioritization.
38. Should agencies apply the 20% above the ABT estimates in addressing the needs in the CAN region, or use the information on the chart provided in the webinar?
- A. Applicants should utilize the data made available in the RFP webinar/powerpoint and in the *Opening Doors for Youth 2.0 Plan* (particularly Appendix C) when discussing their geographic need. But, applicants can also supplement this information with other relevant data, such as an increase in attended CAN appointments based on the CCEH dashboard (<http://cceh.org/data/interactive/can/>).
39. Since there's a third party fiduciary for the Rental Assistance funds (or the vast majority of Rental Assistance funds), how does this effect the applicant's match requirement for the Rental Assistance specified in the budget? Is the applicant still required to come up with 25% match of that total Rental Assistance request, including the portion of those funds that would go to the fiduciary, or is the applicant just responsible for the 25% match of the portion of Rental Assistance that they would actually receive as an agency?
- A. Applicants should strive to provide their own match (of the total RRH budget, including rental assistance), as much as possible, to ensure project feasibility. This is a unique situation since the HOME funding waiver is still pending (and further guidance on HOME rules) so it cannot be relied on. If RRH applicants do not include match, then their projects may not be feasible, depending on the HOME waiver outcome and further HOME rules guidance.
40. Can you provide guidance on how to complete the rental assistance budget (question 19(a))?
- A. We modelled this question after the HUD application. Applicants should simply put in the number of units, the FMR rate and calculate as though paying full rent for 24 months. When we apply to HUD, the security deposit, rental administration, and other costs will be considered part of this budget.
41. For the RRH eligible expenses, is furniture for client apartments allowable anywhere?
- A. No, furniture for program participants is not an eligible RRH expense for YHDP or YHDP match funding.