

## **YHDP Frequently Asked Questions**

### **Regional Task Force on the Homeless**

**San Diego Continuum of Care – Youth Homeless Demonstration Program (YHDP) RFP**

**Last Updated: 5/14/19**

**Topic Categories** (hold Ctrl and click to jump to the topic heading)

- All Q&A, regardless of topic, that result in RFP Guidance Changes
- General Questions
- Program/Project Questions & Eligibility
- Subrecipient vs. Contractor/MOA Service Partner

## **All Q&A, regardless of topic, that result in RFP Guidance Changes**

A systemic response to homelessness involves more than having quality individual projects available. Coordination and collaboration create projects that are accessible and achieve results. RTFH encourages proposals that offer collaboration to achieve the outcomes of the proposed projects.

RTFH encourages partnerships and collaborations that contribute to increasing access to services (expanding hours, adding locations, etc.), strengthening culturally competent services, move participants quickly through the system, and improving housing outcomes. Partnerships should focus on strengthening the capacity of the overall system, a commitment to collecting and using data, and the leveraging of investments by other public or private organizations committed to the project.

RTFH wants to see collaboration and partnership in the provision of interventions funded by the YHDP RFP. Collaboration and partnership are strongly encouraged and intended to provide opportunities for meaningful and creative solutions to address youth homelessness. Collaborating agencies should plan, discuss and decide collectively to develop a joint competitive proposal. Within one project proposal, each entity should describe their role, capacity, services offered and commitment to meeting the project outcomes. If selected, a Memorandum of Agreement (MOA) will be required of the collaborative partners. The MOA will outline how all parties will ensure a coordinated effort across all YHDP funded projects and in alignment with the CCP.

A collaborative partnership is not to be construed as a pass-through relationship in which one agency passes most, if not all, of the YHDP funding onto another agency to do the work of the proposed project. RTFH reserves the right to waive nonmaterial irregularities, to contact any applicant for clarifying information, conduct interviews and to contact applicants to consider collaboration, consolidation, etc.

RTFH is offering each applicant a technical assistance opportunity to speak directly with RTFH staff regarding the proposed project partnership in order to determine if the project is designed as a Subrecipient relationship or as a Contractor/MOA Service Partnership relationship. This technical assistance opportunity must be completed no later than May 6, 2019. Please contact Cindy Pelligrino at 858-292-7627, ext. 16 to schedule a 30 minute technical assistance meeting. Meetings may be held in-person or over the phone.

Example of a collaboration and partnership outlined within the YHDP application process: There are 4 Rapid Rehousing providers that have collaborated to plan, discuss, and design a shared service delivery model in 4 separate service areas. The 4 providers would have a shared language of service delivery and collaboration in their applications; as well as a draft MOA that outlines the shared approach and how all parties will ensure a coordinated effort across the funded projects. The shared approach should be clearly tied to the CCP. Each of the 4 Rapid Rehousing providers would include this information in their separate ZoomGrants application. (UPDATED 4/23/19)

## General Questions

1. We are preparing to apply to the Regional Task Force on the Homeless' Youth Homelessness Demonstration Program (YHDP) RFP. Would our agency be required to submit a separate application for each of the four YHDP eligible activities: Youth System Navigators; Prevention/Diversion; Crisis Response Host Homes Model; Flexible Non-Time Limited Housing? (answered 4/23/19)
  - a. Yes; each proposed **program** must be submitted as a separate application. For example, if the agency wants to operate two programs under the Flexible Non-Time Limited Housing category: 1) Rapid Rehousing Program and 2) Joint TH-RRH Program, the agency will submit two separate applications.
  
1. Is there a cap on the dollars that can be requested per application? (answered 5/14/19)
  - a. The RFP does not identify a cap for individual request. The RFP does identify the maximum amount of funding per project type on page 10 (i.e. Youth System Navigators a total available of \$1.3 million, Prevention/Diversion a total available of \$2 million, etc.).
  
2. On the Project Timeline schedule, could you clarify what you're looking for in columns A, B, C, D? It says by site in the instructions, so if you were applying for housing, does it need to be broken out by location or can it be by the model type i.e. Host Homes? Also, are we needing to create a timeline/implementation timeline in the second tab or do we just need to provide a timeframe in the location on project schedule tab? (answered 5/14/19)
  - a. Depending upon the nature of the proposed project determines if you need to complete column B, C and/or D. All applicants are to complete column A. Projects without a housing structure/fixed address will complete column A only; example of such projects include: Rapid Rehousing, Host Home models where the host homes are not fixed, and the System Navigators.
  - b. All applicants should use the second tab to create a project specific timeline/implementation schedule.

## Program/Project Questions & Eligibility

1. On page 26 of the RFA, it states that the Program Administration is up to 5% of the Program Request. Are you defining "Program Administration" as an agency's indirect cost rate? (answered 4/23/19)
  - a. No, Program Administration and Indirect Cost Rate are two separate items. Program/Project administration consists of both Direct Administrative Costs and Indirect Administrative Costs. The expenditure limit of Program Administration (Direct plus Indirect) is limited to 5% of the Program Request. This means that the Program Admin Direct Costs and the Program Admin Indirect Costs together cannot exceed 5% of the Program Costs. E.g. requesting \$100,000 for a Rapid Rehousing Program, the agency may request \$5,000 in Program Administration for a total request of \$105,000.
  - b. 24 CFR §578.63 Indirect costs.
    - a) In general. Continuum of Care funds may be used to pay indirect costs in accordance with 2 CFR part 200, subpart E.
    - b) Allocation. Indirect costs may be allocated to each eligible activity as provided in this subpart, so long as that allocation is consistent with an indirect cost rate proposal developed in accordance with 2 CFR part 200, subpart E.
    - c) Expenditure limits. The indirect costs charged to an activity subject to an expenditure limit under §578.39, 578.41, and 578.59 must be added to the direct costs charged for that activity when determining the total costs subject to the expenditure limits. Direct cost plus Indirect cost must be equal to or less than the Expenditure Limit. RTFH has established the Program Administration Expenditure Limit for subrecipients at 5% of the Program Costs.
  - c. Program Administration Costs as defined in 24 CFR 578.59 include:
    - a) Costs of overall program management, coordination, monitoring, and evaluation. This includes: Salaries, wages, and related costs of the staff of subrecipients, or other staff engaged in program administration; Administrative services performed under third-party contracts or agreements; and Other costs for goods and services

required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.

- b) Training on CoC requirements. Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings
- c) Environmental Reviews. Costs of carrying out the environmental review responsibilities under 24 CFR 578.31
- d. Program Administration **does not** include staff and overhead costs directly related to carrying out program activities eligible under §578.43 through §578.57, because those costs are eligible as part of those activities. For complete definitions please visit [www.ecfr.gov](http://www.ecfr.gov) for the Code of Federal Register. The program activities under §578.43 through §578.57 include:
  - a) Acquisition, Rehabilitation and New Construction (not an eligible expense for YHDP funds under this RFP)
  - b) Leasing
  - c) Rental Assistance
  - d) Supportive Services
  - e) Operating Costs of transitional and permanent housing
  - f) HMIS
- e. Examples of calculating Indirect cost rate in Program Costs and in Program Administration Costs
  - a) E.g. #1 Program Costs of \$100,000 with an indirect cost rate of 10%.  
 $\$100,000 \div 1.10 = \$90,909,09$  Direct Program Costs  
 $\$90,909,09 \times 10\% = \$9,090,91$  Max Indirect Program Costs  
 $\$90,909,09 + \$9,090,91 = \$100,000$  Total Program Costs

b) E.g. #2 Program Administration Expenditure Limit of 5% on a \$100,000 Program cost is a maximum of \$5,000. With an indirect cost rate of 10% the Direct Program Administration cost are \$4,545.45.

$$\$5,000 \div 1.10 = \$4545.45 \text{ Direct Program Admin Costs}$$

$$\$4545.45 \times 10\% = \$454.55 \text{ Max Indirect Program Admin Costs}$$

$$\$4545.45 + \$454.55 = \$5,000 \text{ Total Program Admin Costs}$$

c) E.g. #3 Program Administration Expenditure Limit of 5% on a \$100,000 Program cost is a maximum of \$5,000. With an indirect cost rate of 15% the Direct Program Administration cost of are limited to \$4,347.83.

$$\$5,000 \div 1.15 = \$4,347.83 \text{ Direct Program Admin Costs}$$

$$\$4,347.83 \times 15\% = \$652.17 \text{ Max Indirect Program Admin Costs}$$

$$\$4,347.83 + \$652.17 = \$5,000 \text{ Total Program Admin Costs}$$

2. Our project requires capital expenditures. If we do not use YHDP funding for the capital but for the support services can we still apply?
  - a. Yes. Capital expenses can be part of the overall project but are not eligible for YHDP funding. All expenses associated with the project, not just YHDP funds should be included in the budget.

### **Program/Project Budget & Eligible Expenses**

1. We will have some funding that will still be pending as of June 20<sup>th</sup>? How this should be accounted for within the application.
  - a. All funding for the project should be included in the budget. Only the funding that is expended toward a CoC eligible expense within the project and that is committed as of June 20<sup>th</sup> will be counted toward the 25% match requirement. All other funding will be considered leverage.

- b. All applications must have a minimum of 25% match by June 20th to be considered for funding.

**Subrecipient vs. Contractor/MOA Service Partner**

- 1. We will be providing scattered site housing working with two separate service providers for case management and employment training opportunities. Would we apply in three separate applications or one?
  - a. One. This is a single project designed as a Contractor/MOA Service Partnership arrangement.