

**Clackamas County Continuum of Care
Youth Homelessness Demonstration Program (YHDP) Q&A**

Q: Is the 25% match “in kind?” Federal or county requirement?

A. The match can be either in cash and/or in-kind. This match is a federal requirement.

Q. Regarding working with a county employment specialist – how is this different than what WorkSource and other agencies might already be doing? Can we provide that as part of our service or are we required to work with county employees?

A. An employment specialist needs to be offered. Does not have to be a county employee. The employment specialist has been identified by YAB as a priority. Referrals are not enough. This position must be “baked into” the program.

Q. Is it required that every youth/young adult work with an employment specialist if it becomes a barrier for them in terms of transportation or other factors?

A. No, working with an employment specialist is not required for each participant, but it should be offered to every youth/young adult who chooses to pursue employment goals. It is the recipient’s responsibility to ensure they receive these services if there are currently barriers to receiving them.

Q. By “baked in” do you mean FTE should be budgeted for?

A. There needs to be a dedicated employment specialist to this program. If applicants can do that without spending program funds that would be allowed. This could be paid for with match funding.

Q. Are you looking for applications for the entire dollar amount?

A. The entire allocation for each project type will be spent on that project type. Each application does not need to be for the entire dollar amount. We are strongly encouraging partnership through recipient-subrecipient relationships.

Q. What is an “in kind” match?

A. According to HUD, in-kind match is “the value of any real property, equipment, goods, or services contributed to a CoC Program grant that would have been eligible costs under the CoC Program if the recipient/subrecipient was required to pay for such costs with CoC Program grant funds.”

Q. Can you give more info on an approximate timeline for the match?

A. The selected agency will need to get a match commitment to move forward with submitting the application to HUD. The agency will need to provide documentation of match to HUD soon after applications are submitted in *esnaps*. Next, the agency will need a letter/documentation confirming the match – this step will be between submitting the application and getting money.

Q. CoC eligible for matching?-Can they use an existing CoC grant as a match for YHDP application?

A. No

Q. If an agency has a mental health department, is billing mental health services considered a match? Or only if providing these services for free?

A. Yes, either way that would be an in-kind match.

Q. For two program types, how many programs is YHDP hoping to fund? One big program for each?

A. To promote partnership and recipient-subrecipient relationships, we envision funding different agencies within each project. To implement our Guiding Principle of Youth Choice, we would want a variety of services offered to best match the specific needs of individual participants and allow them to choose what best matches their needs.

Q. How many main recipients does YHDP envision? One main recipient and some sub?

A. Flexible, as long as all project components are covered, and the full age range is served. All recipients will have to work very closely together.

Q. Currently CoC utilizes HMIS in services. Moving forward, is HMIS going to be used throughout? If so, how will it be funded?

A. Yes. HMIS is an eligible budget line item under each CoC program, however there is already an HMIS program that covers HMIS costs for all CoC, ESG, and YHDP programs. Use of HMIS will be required for all YHDP programs.

Q. Can part of an award be used toward real estate development for youth-specific housing?

A. No. Technically could, but YAB didn't choose that as a program option.

Q. On application, there is room for two subrecipients, may you expand to have more than two or is YHDP looking for each proposal to have a maximum of two?

A. Yes, may have more than two.

Q. Is it okay for one agency to be a subrecipient and lead recipient on another?

A. Yes, this is allowable.

Q. For recipient/ subrecipient relationship, is lead recipient responsible for overall program quality (including quality of subrecipient program)?

A. One of the responsibilities of a recipient is to manage financial aspects – the recipient would oversee the main draw (all expenses submitted to HUD). The lead recipient is responsible for ensuring that all expenses are eligible.

See CSH response below for additional information on HUD regulations and subrecipient expectations

Q. If the subrecipient violates HUD rules or law, is the lead recipient liable?

A. May depend on how the relationship is set up. If a subrecipient is doing specific service, we expect subrecipient to have their own insurance policies. If law is violated, it depends on circumstances. As far as eligibility, subrecipient will have their own allocation out of the grant. If the sub-recipient found a way to spend money on ineligible expenses, the subrecipient would be responsible, not recipient.

Response from CSH Technical Assistance Representatives:

Here are some links that speak to HUD regulations on subrecipient expectations.

<https://files.hudexchange.info/resources/documents/CoC-Grant-Administration-Slides.pdf>

Excerpt below: (slide 8)

“By signing the grant agreement, the recipient agrees to:

1. Ensure the project is operated in accordance with the McKinney-Vento Act and CoC Program interim rule – from eligible activities to involvement of people who are homeless in project operation to recordkeeping.
2. Monitor and report the progress of the projects to the Continuum of Care and to HUD.
3. Monitor grant and match expenditures and report matching funds to HUD.
4. Follow the coordinated assessment system policies and written standards adopted by your CoC.
4. Follow the coordinated assessment system policies and written standards adopted by your CoC.
5. Ensure that subrecipients understand and comply with CoC Program requirement and enter into a subrecipient agreement and monitor them accordingly
6. Comply with any other terms or conditions in the NOFA”

HUD CoC regulations can also be found here: <https://www.law.cornell.edu/cfr/text/24/part-578>

Q. In regards to the list of potential waivers, does the recipient need to ask HUD for approval, or does Clackamas County CoC ask?

A. Waiver requests will need to be submitted by the recipient to HUD. This can occur when they submit applications in *esnaps* (by July 1) OR it can be an amendment after the initial submission. CoC and YHDP leads (Raina and Abby) will work closely with the recipients to write up the waiver justifications once it is clear which waivers the recipients (and subrecipients) would like to put in place.

Q. Is it possible for a proposal to be approved that is not going to cover everything (i.e. the agency serves only ages 17 years old and older)? If another applying agency allows younger people, will the county put these two together?

A. For each project type, the entire age range must be covered. How this happens is not dictated by the RFP. If one recipient receives all funding, they must cover the entire age range.

Agencies are expected to submit a complete proposal and are responsible for coordinating with sub-recipients, as necessary, in order to serve the entire population. It may be possible to have two different entities applying (recipient and subrecipient) that have limitations, but as a whole

they must cover the entire age range. If not, there is substantial risk of not getting funded. Note – age is different from many other distinctions. (I.e. gender) due to fair housing laws. An agency would want to make sure there is a legitimate defense (explained in the RFP) why a program or agency only serves one population.

Q. Based on Oregon landlord-tenant law there are challenges with serving youth under 16 years of age – could a program provide a certain service if over 16 and slightly different service under 16 (because way law is written)?

A. The YAB brought up the example of sub-leasing to younger participants who can't sign a contract but can have housing in a more informal manner. Different populations have different needs – no one size fits all. Consider the wants and needs of youth and attempt to deliver the best service. They should be equitable services and case-by-case in an attempt to best serve their specific needs.

Q. One of potential waivers is 50% administrative funds be shared with subrecipient – what does it mean if we don't get this waiver? Will we know before the program launches so we can retool?

A. Waivers will be approved or denied by HUD prior to program launch. The list of potential waivers outlined in the RFP have been approved by HUD for previous 2 rounds of YHDP, so it is unlikely that waivers would be denied (as long as there is good justification for them) this time around.

Q. Goal 1 states – “identify all unaccompanied youth in the county. Develop by-name list.” Is this responsibility going to fall mostly on Clackamas County or the recipient for one or both project types?

A. Agencies must agree to work with the Strategic Planning Group (SPG) and YAB in order to meet all goals. Achievement of goals outlined in the RFP and Coordinated Community Plan (CCP) does not fall on any particular group but rather the greater community. Agencies need to recognize and maintain a commitment to these goals. Action steps and responsible parties for each goal are outlined in the CCP.

Q. Regarding scoring matrix/evaluation process – the summary suggested 100-point scoring matrix, narrative adds up to 110. Is the point matrix different?

A. It comes to 110 points if agencies were to answer for both projects. Since an agency will only apply for one project at a time, the total will be an even 100.

Q. In terms of June 4 deadline, is this date set in stone or may be pushed back?

A. Not likely – Applications must be submitted by July 1 to *esnaps* (HUD application database) in order to receive funds in October 2020. After July 1, projects will not be able to start until 2021. We don't want to delay projects unless we have to. The June 4 deadline gives governing bodies time to submit, rank applications, and make an announcement.

Q. Is there follow up submission of a more detailed application from awardees to HUD? Or is it a one-step application on June 4, then review, and CoC submits final paperwork?

A. Awardees must complete an application in *esnaps* (HUD database for application submittal) by July 1st. Clackamas County CoC staff will work with the recipient to submit this application. Some questions are slightly different, but many of the questions are in line with what is in RFP application.

Q: Are narrative question and sub-question characters included in the total character count for each section (e.g. organizational capacity, guiding principles, etc.)? Are we required to include the specific questions/sub-questions in each section of the narrative in our final application submission?

A: No. The questions will not factor into the character count, only the answers. It is up to you whether or not you include the full questions, including sub-questions, but it might be easier for the reviewers if you do.

Q: The application packet under Project Types states that the maximum funding availability for the joint component project is “\$611,666 annually, for the 2-year program period.” If we request the total available funds, and we are selected, does that mean that we would be awarded \$611,666 annually for two years for a total award of \$1,223,332?

A: Yes, the total award over a two-year period would be \$1,223,332.

Q: Do you need documentation for the entire 2 years?

A: Yes. Recipients will be asked to provide match documentation covering the entire award once HUD has approved the application. Match documentation is usually requested by HUD within a month or two of applications being submitted in *esnaps*.

Q: For the matching plan, is this required at the time of our application submission or only after being selected?

A. There needs to be a solid plan for the match at the time of application submission, but you wouldn't need actual documentation of the match by that time. Awardees will need to provide that documentation to HUD shortly after their applications are entered into *esnaps*. HUD usually asks for this a month or two after receiving the application.

Q: If we are submitting a proposal as the lead organization, with sub-recipients, is the lead organization solely responsible for the match or do you want to see part of the match come from the sub-recipients?

A. Yes, recipients are ultimately responsible for the match. It is common for recipient and subrecipient(s) to work together to meet the match, but from HUD's perspective it is the recipient's responsibility.

Q: If the applicant is applying for the joint housing component and not the diversion component, should we still answer the section of the narrative on Diversion, Prevention, and Access?

A: No, only answer the project specific questions for the project for which you are applying. If you are applying for both projects, you would want to submit two separate applications.