

**Nashville-Davidson County Continuum of Care**

**ADDENDUM TO REQUEST FOR PROPOSAL (RFP)**

Youth Homelessness Demonstration Program Nashville-Davidson County

**Application Due Date: Tuesday April 30, 2019 by 5:00pm**

Applications are to be submitted by email to Suzie Tolmie at [STolmie@NashvilleMDHA.org](mailto:STolmie@NashvilleMDHA.org) and cc' Hannah Nell at [Hannah.Nell@nashville.gov](mailto:Hannah.Nell@nashville.gov)

## **Receipt of Addendum**

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All applicants need to acknowledge having received this addendum somewhere within their final application.

## **Corrections to the RFP**

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All corrections made to the RFP are listed below in page number order. Underlined items are the specific correction to what is in the RFP.

### **Request for Proposals Description**

- On page 4 the second paragraph should read: The Nashville-Davidson County CoC is seeking applications from eligible organizations to implement two different projects approved by the local YYA Committee, Youth Action Board, and CoC Homelessness Planning Council.

### **Proposal Timeline**

- On page 6 should include: April 30 RFP is due to Suzie Tolmie and Hannah Nell

### **Appendix A: YHDP Project Types & Descriptions**

- In the Project Summary (page 9), it should say: This project is aimed at creating a diversion project that will help create an alternative response for unaccompanied young people under the age of 25 who are experiencing or at risk of experiencing a housing crisis.
- In the Population (page 10), it should read: Unaccompanied young persons under the age of 25 experiencing homelessness, at imminent risk of homelessness, or fleeing an unsafe housing situation. HUD Categories 1, 2, and 4
- Maximum Annual Award Amount Available (page 15) should say: \$1,072,688
- Annual Match Amount Needed (page 15) should be: \$268,172

## Questions and Answers

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All questions asked at the YHDP Bidder's Conference as well as via e-mail by interested parties are answered below.

***Q1: Are HUD waivers required for each individual young person or for an entire project?***

A: These waivers would apply to the entire project. Applicants may request waivers from HUD for certain requirements, and must demonstrate good cause for needing any requested waivers to serve youth and young adults in the community. The Youth and Young Adult committee has expressed interest in waiving 24 CFR 578.37(a)(1)(ii)(C), which would allow more than 24 total months of rental assistance in RRH. The YYA committee has also expressed interest in waiving 24 CFR 578.37(a)(1)(ii)(E), to allow a young person to remain eligible for the RRH project until the age of 25.

See also: [24 CFR 578.37](#)

***Q2: On page 11 of the application (esnaps section), should the total budget amount be correct although that may make the units be inaccurate? How should this be best reported?***

A: Applicants should make sure the total budget amount is correct. On page 14, there is space for additional information on the budget where applicants should clarify the number of months of assistance that will be provided and the units.

***Q3: After the budget is submitted and if funds are awarded, is there any flexibility around changing the budget?***

A: HUD allows for 10% variance in each budget line item. If an awardee wants to change the budget more than that, an official request must be made to HUD, and written approval by HUD of the changes must be received.

See also: [24 CFR 578.105 \(b\)](#)

***Q4: Are there any restrictions on the allowable 10% budget line item variance (i.e., can we move funding between all line items equally?)***

A: There are no specific restrictions on which line items can vary by 10%. However, applicants should note that the application (page 14) states that Administrative Costs can total up to 7% of

the grant and that there is a federal cap on the amount of funding for Administrative Costs. Variations between line items should not exceed this cap.

***Q5: What are the expectations for the Peer Specialist role under both the diversion and RRH projects?***

A: The Peer Specialist role was created in conversations with the Department of Children's Services and Juvenile Justice. The peer should be someone who experienced homelessness as a youth or young adult. The specific role of the Peer Specialist could be a case management position, a mentor, or something else as defined by the applicant.

***Q6: Is there a deadline for the start of project implementation?***

A: Grant agreements between awardees and HUD must be finalized by September 30, 2019. Agencies will have time for project planning and negotiation before the execution of the grant agreement and should prepare to begin drawing down funds. During project planning and negotiation, we will work with agencies to balance preparation for the project and the ability to quickly start assisting youth and young adults. While there is no official deadline for project implementation, we hope to see the impact of the projects in the community soon.

***Q7: What is the budget period of the grant? At what point can we start drawing down funds? Are the expenses incurred prior to executing the grant agreement allowable for reimbursement (for example, if we hire a position in August before executing the grant agreement in September)?***

A: The grant term and budget period is 2 years from when funds are first drawn. Funds can be drawn down once the grant agreement is executed and the recipient and subrecipient (if applicable) have been approved by HUD to use its Electronic Line of Credit System. HUD must obligate the YHDP funds by September 29<sup>th</sup>. No funds are reimbursable prior to a signed grant agreement nor can any funds expended before a grant agreement is signed be used for match.

***Q8: On page 5 #2 in the application, should column B be used if agency is leasing a new property for these projects?***

A: Yes, use column B for any newly leased properties. Applicants should clarify in the boxes or elsewhere in the application what each column is referring to.

***Q9: On page 7 #6 of the application, do the locations of all the units that will be used need to be identified?***

A: If the project is scattered site, applicants should put "scattered site" for the address. If there will be a master lease and a location is planned for, applicants should put the address of the location.

***Q10: How does the timeline work for the SSO project service delivery? How is the 6 months calculated? For diversion funding, it was mentioned at the Bidders Conference that the 6-month time limit applies only after a client has achieved stable housing. What happens to the time limit if a client loses their housing during or after that 6-month time period? For example, a client is housed for 3 months with SSO funds, then loses their housing, then several weeks later gains another stable housing placement – does their 6-month time limit start over?***

A: Under an SSO grant a recipient/sub can provide services to young people while they are experiencing homelessness and for up to six months after they find a permanent housing placement. If the youth lose their housing within the first six months of obtaining permanent housing and becomes homeless, they can again be served under the SSO grant while experiencing homelessness and for up to six months after regaining a permanent housing solution. After six months of permanent housing the youth must be exited, and if they were to return to the system later they could again receive services while experiencing homelessness and up to six months after regaining a permanent housing solution. If the SSO is supporting a youth in a crisis host home, the youth would still be considered homeless and could continue to receive supportive services.

***Q11: How long can host homes last?***

A: Host homes are meant to be short-term crisis housing. Host homes should be used as an alternative to emergency shelter, not as an alternative to stable and permanent housing. While youth and young adults are staying in host homes, there should be a continued search for stable housing. If a young person stays at a host home for longer than their housing crisis, it may become permanent housing. If the crisis host home transitions into a permanent housing solution for the young person then the supportive services could be offered for up to six months after the youth and host agree that the host home is no longer a crisis solution, but a permanent housing

solution. Further guidance on transitioning a host home from a crisis host to a permanent housing solution will be given before going to grant agreement with HUD.

***Q12: Do subrecipients need to meet the minimum requirements as well? What if a subrecipient is a church or religious organization?***

A: Yes, subrecipients must meet the minimum requirements. Churches and other religious organizations can act as subrecipients as long as they meet the minimum requirements.

See also: [24 CFR 578.87 \(b\)](#)

***Q13: Can RRH housing units be outside of Davidson County, as long as the clients originate from within Davidson County? If not, can we apply for a waiver to make that allowable?***

A: To initially qualify for the projects, clients would need to be in the geographic bounds of the Davidson County CoC as awarded in the YHDP NOFA. If the youth chooses to move outside the CoC boundaries, they can still receive rental assistance. This is contingent upon the choice being made by the program participant, and the recipient or subrecipient being able to meet all statutory or regulatory requirements.

See also: [24 CFR 578 Mobility Rule](#)

***Q14: There is a large word count limit on many questions, how robust or concise should applicant answers be?***

A: Applicants should make sure they answer the question completely.

***Q15: Can YHDP funds be used to send staff to trainings or conferences? Can YHDP funding be used to support an in-house training and HR position that is dedicated to YHDP projects?***

A: YHDP funds can be used to send staff to specific HUD approved conferences. This year there are 2 HUD approved conferences for youth homelessness, the Point Source Youth Symposium and the True Colors Summit. According to CoC interim rule § 578.53 "Staff training and the costs of obtaining professional licenses or certifications needed to provide supportive services are not eligible costs." Therefore, no, YHDP funding cannot be used to support an in-house training and HR position dedicated to YHDP.

See also: [24 CFR 578.53 \(d\)](#)

***Q16: Can the diversion project funds be used for services only or do they have to be attached to housing?***

A: Diversion funds should be used to create a response for young people under age 25 who are experiencing a housing crisis. This should include a single point of entry into the diversion project, assessment and triage of young people, assistance in navigating housing and the homelessness system, and supportive services for housing stabilization. Nashville's Coordinated Community Plan describes the goal of the project as providing a "continuum of services to connect to and/or retain safe and stable housing". YHDP funds are intended to connect more young people with permanent housing and keep those young people in permanent housing, rather than just supportive services.

See also: [Nashville's Coordinated Community Plan to Prevent and End Youth Homelessness](#)

***Q17: If the host homes component of the diversion project isn't successful, can the funds be reallocated for something else?***

A: The Youth Action Board and Youth and Young Adult Committee will be working together to provide monitoring of projects and to help make changes if needed. If an aspect of the project, such as host homes, is unsuccessful, the diversion project could be amended and the specific funds for host homes would not have to go back into competition. Projects cannot be amended in this way during the first year of implementation.

***Q18: On page 17 of the application where assessment and triage are discussed, is there a recommended tool for under-18 assessment?***

A: The Homeless Impact Division, Department of Children's Services, and Juvenile Justice are working together with Technical Assistance to create a triage tool for youth under age 18. This will be available to YHDP awardees for project implementation.

***Q19: When discussing outcomes on page 19 of the application, are there specific metrics to measure against?***

A: Answers to this question should describe how each outcome in the RFP will be measured. For outcomes that do not have a specific and clearly listed benchmark to meet or exceed, applicants should create and discuss the benchmark they plan to meet in the project and why that

benchmark was chosen. For example, applicants should describe how they will measure "increase of income" for RRH program participants. Applicants should also describe how they will measure "permanent connections to caring adults" and discuss the benchmark they plan to meet in terms of how many program participants will have these permanent connections.

***Q20: If we subcontracted out the host home recruitment piece to another agency (gave them the funding to hire a recruiting person and provide financial assistance to the host homes) but kept the case management at our agency, what would the deliverables be for the subcontracted agency?***

A: If there is a subrecipient for host home recruitment, their role should be clearly defined in Section 12 of the application. Either this section or other areas of the application should include a time frame for recruiting and implementing crisis host homes, how many host homes will be recruited, and what kinds of host homes will be recruited. Any outcomes associated with crisis host homes should be defined and described in the "Outcomes" or "Additional Desired Outcomes" areas of section 12.

***Q21: On Section 8 (pg. 13), Section 12 (pg. 17), and Section 13 (pg. 20), can we attach our responses as additional pages rather than entering into the table format? Entering long responses in the table (especially double-spaced answers and tables with multiple columns) makes read-ability a challenge, as responses spill over onto multiple pages, become disjointed, and do not maximize the space on the page.***

A: Yes. When attaching responses as additional pages rather than entering into table format, please ensure that the question each response applies to is clear.

***Q22: Is there a character limit for responses on Section 13?***

A: Please keep responses in section 13 to 3,000 characters or less in black, double-spaced, size 11, Times New Roman font.

***Q23: Can RRH funds be used to pay rental or utility arrearages?***

A: Rental assistance funds can be used to pay for a security deposit not to exceed the cost of 2 months rent, regular rental assistance, one-time property damage repair, first months rent, and last months rent. Rental or utility arrearages are not an eligible cost.

See also: [24 CFR 578.51](#)

***Q24: Can SSO funds be used to pay rental or utility arrearages?***

A: One-time utility deposits are an eligible cost for SSO funds. Rental or utility arrearages are not an eligible cost.

See also: [24 CFR 578.53 \(e\)](#)

***Q25: Can you clarify what is eligible for match? We operate programs that provide eligible services under SSO and RRH regulations (e.g., counseling, employment training, education services, street outreach, family re-unification services, etc.). Can we use all costs associated with those programs as match?***

A: Match can be cash or in-kind, and can only include things that are not being used as match for any other programs. The source of the matching funds must allow for it to be used as match. All match must be for CoC eligible costs. Eligible costs include but are not limited to the cost of providing the services, staff salary and benefits, and supplies. The other programs that provide eligible services under SSO and RRH can be used as match when providing services for individuals in YHDP programs. So, if a YHDP program participant was referred through the diversion project to the agency's family re-unification program, the cost of the time and supplies of the family re-unification program spent on that YHDP involved individual would be eligible for match.

See also: [24 CFR 578.73](#)

***Q26: Why are certain line items on the Proposed Budget (Section 9) greyed out or blacked out?***

A: Line items in the proposed budget in Section 9 that are greyed or blacked out do not need to be answered. There are no eligible costs for YHDP funds that fall into these categories.

***Q27: Can you clarify what "Operations" means as a funding category? Is that an eligible funding category? Is that where we would categorize the direct costs associated with operating a program like space, supplies, phone, internet, insurance, etc.? If not in that category, then in what category should those expenses be requested?***

A: CoC Interim Rule §578.55 states "Program funds may not be used for rental assistance and operating costs in the same project. Program funds may not be used for the operating costs of emergency shelter- and supportive service-only facilities." Because the 2 YHDP projects are a

RRH project with rental assistance and an SSO project, "Operating costs" are not an eligible funding category. Operating costs include but are not limited to (1) maintenance and repair of housing, (2) property taxes and insurance, (3) building security, (4) electricity, gas, and water, and (5) furniture. For where to request many of the expenses listed in the question, look to question 28.

See also: [24 CFR 578.55](#)

***Q28: Can you clarify eligible Administrative Costs?***

A: Eligible Administrative costs include but are not limited to (1) salary and wages of staff engaged in program administration, (2) travel costs for monitoring subrecipients, (3) administrative services provided through third party contracts like audit or accounting services, (4) rental or purchase of equipment, (5) insurance, (6) utilities, (7) office supplies, and (8) rental and maintenance of office space. Administrative costs may equal up to 7% of the grant total.

See also: [24 CFR 578.59](#)

***Q29: Should our agency be awarded YHDP funds, is it possible to enter into a subrecipient relationship any time after funding approval?***

A: When submitting the project application into esnaps for HUD, recipients will have to enter in information about the intended subrecipient and what project functions they will carry out, as well as information about the specific organization. To enter into a subrecipient relationship after the esnaps application has been submitted would require a formal grant amendment process. So, all subrecipients should be identified before the time of submission to esnaps at the end of June 2019. If this is your intention, please be sure it is stated clearly in the application.