



TEHAMA COUNTY
CONTINUUM of CARE

REQUEST FOR QUALIFICATIONS YOUTH HOMELESSNESS PROVIDER

QUESTIONS & ANSWERS

Release Date:

Thursday, August 29, 2024

Published on the Web:

<https://www.tehamacoc.org/yhp-rfq.html>

A. Questions & Answers

1. How often do we need to do the report, and by what means? (electronic on HMIS, Audit)
 - a. Grantees will be required to enter data on all clients, programs, and services supported through the RFQ funding in Tehama HMIS. ([Youth Homelessness Provider - Request for Qualifications \(YHP RFQ\)](#), Section J.2)
 - b. Fiscal reporting will be submitted: 1) on a monthly basis, as part of grantee's Request for Funds (RFF), which will include detailed documentation of all expenditures incurred in the previous month, and 2) via quarterly submissions of a supplemental expenditure report that tracks expenditures to grantee's approved grant budget. The Vitality Project will provide templates to be used for each type of fiscal report. ([Sample Tehama CoC Standard Agreement](#), Sections 6-7)
2. We are required to keep documentation for up to 7 years. Should we keep it on paper, or could it be electronically?
 - a. Electronic records are fine, provided they can be made available upon request in a universally readable format (a format easily reviewable on most computer systems).
3. How can we access HMIS, which is required to receive these funds (for tracking purposes)?
 - a. Tehama HMIS is managed by The Vitality Project, as the HMIS Lead Agency for Tehama CoC. Grantees required to enter into Tehama HMIS will be contacted by TVP HMIS staff to coordinate establishment of grantee Project(s) and User(s) in Tehama HMIS as well as HMIS User Training for all new HMIS Users.
4. Is there a limit on how much can be spent on each youth monthly?
 - a. There is no set limit on the amount of funds that can be expended per youth or per month. Rather, programs should be designed with enough flexibility to assist youth with varying levels of need.
5. Do they need their own housing units, or can multiple youths be housed in one unit?
 - a. Shared housing is an allowable model and best practices of shared housing should be considered such as support to youth regarding being a good housemate and navigating conflict, etc.

6. Can funds be utilized for household items as well as the cost of housing?
 - a. For facility-based housing programs, household items (including furnishings) are considered standard operating costs, are broadly allowable, and should remain property of the program. Purchase of household items to be distributed to program participants may be allowable with prior approval.

7. Are utilities, garbage, internet, cable, etc., part of the funds to be reimbursed for each housing unit?
 - a. Operations costs, including utilities costs, for facility-based programs are allowable.

8. Can young adults out of school and working contribute money for the monthly costs, or do they have no financial responsibilities?
 - a. Program fees, payable to the project operator by participants in facility-and/or project-based housing programs, in an amount at or below 30% of a participant's monthly income, are allowable, however, all proceeds must be used for activities otherwise eligible under the funding agreement. In other words, program fees must be used in turn to support the program. Program fee revenue and expenditure must be tracked reported via quarterly fiscal reports. Likewise, tenant-based programs (i.e., Rapid Rehousing) may consider participant income when determining levels of financial assistance to be provided. Please note that assistance cannot be denied or terminated based on a participant having little or no income (Tehama CoC [Housing First Policy](#), Section E).

9. Are maintenance fees reimbursed for maintaining housing units, including gardeners, house cleaning, etc.?
 - a. Operations costs, including maintenance costs, for facility-based programs are allowable.

10. Is there a maximum time limit for each youth allowed to receive housing? Can they stay the entire three years?
 - a. There is no specific limit on the length of time that an individual youth may receive assistance through programs funded through this RFQ, however, successful program designs will prioritize promoting self-sufficiency and supporting youth as they develop. This may include youth voluntarily "graduating" from the program into permanent housing if they are ready and willing to do so.

11. Can funds be utilized to support the whole family if the family includes youth between the ages of 12 and 24?

- a. The funding made available through this RFQ is primarily intended to support services for unaccompanied youth, as defined in Section D of the [YHP RFQ](#). By nature of being "unaccompanied" these youth are not accompanied by a parent or guardian. Importantly, unaccompanied parenting youth (i.e. youth who have their own child(ren)) can be supported by the funding.
- b. There is a very limited amount of funding (\$45,122.70) available through this RFQ that can support services for homeless youth who are accompanied by a parent or guardian, however, those funds should be used to support the youth themselves as opposed to their family members.

12. Gerber, not a question, but I sure would love more data on that finding.

- a. Tehama CoC and the Tehama County Department of Education may work together to provide additional McKinney-Vento data to the selected Youth Homelessness Provider after the conclusion of this RFQ process if the selected Provider requests said data.

13. What are the legal ramifications for supporting runaway youth? Or sheltering unaccompanied youth?

- a. Tehama CoC is new to developing a youth system of care and will be learning from or alongside the selected Youth Homelessness Provider. Though Tehama CoC could not determine a full answer to these questions during the time-limited Question & Answer period as part of this RFQ, Tehama CoC will assist the selected Youth Homelessness Provider with contacting the State Department of Housing and Community Development (HCD) – the administrator of the HHAP program -- to get these questions answered after the completion of the RFQ process.
- b. Through partners, Tehama CoC is aware that in local Tehama County school districts youth may self-identify as homeless and receive services as an unhoused youth. Moreover, a caregiver affidavit document may be executed for an unhoused youth so that the caregiver can sign permission slips for youth that are under 18 years old.

14. Are the funds available to multiple organizations or for only one?

- a. Tehama CoC reserves the right to select one or more Youth Homelessness Providers from this RFQ. This will be determined during the review and selection process.