

# Yakima County 2024 Homeless Housing and Assistance Program (HHAP) RFP FAQ



Yakima County Human Services Department

## Information Session #1

Mar 12, 2024

### **What are the notable changes to this year's RFP, compared to the 2022 HHAP RFP?**

Overall, the application is very similar to the 2022 application. There are five notable changes:

- The Project Type categories have been simplified. All of the same project types can still be funded, and in fact a new project type (Eviction Prevention) has been added.
- The budget template has been updated to reflect the simplified Project Type categories, and to specify clearly that budgets should reflect two years of funding.
- Drop-In Shelter/Sanctioned Encampments will be required to adopt a scan-card based HMIS intake system in order to qualify for funding. If the cost of equipment is a barrier to adoption, that cost can be requested in the proposed budget.
- The new Eviction Prevention project type falls into two categories: applications from By/For agencies, and applications not from By/For agencies. The definition of a By/For agency can be found in the RFP document. A question has been added to the application to allow for agencies to identify themselves as By/For or not.
- Written narrative sections in the application will have a max limit of 250 words.

### **Regarding the budget template, in the “Other” columns, do we list programs covered by other grants?**

Yes, please list the entire budget associated with the requested program; including from fund sources outside of what is being requested of Yakima County. The full program budget will be taken into account when an application is reviewed. This information demonstrates the feasibility and sustainability of a program.

### **Does this RFP follow the Federal Negotiated Indirect Cost Rate Agreement NICRA? Is there an option to ask for a higher admin amount like other grants?**

The indirect admin limit for all projects applying under this RFP is set at 6%, with the exception of Eviction Prevention programs which have a limit of 15%. These limits are established by the State and cannot be negotiated.

**With Coordinated Entry, should we combine a request for adults and young adults into one proposal or do we submit two different proposals as in past years?**

If you are going to invoice for them separately then you shouldn't combine them. If your agency plans to invoice them together, then you should combine them. Each approved application will receive its own separate contract, so please create applications in accordance with how you would like to manage and bill for projects.

**Would a Medical Respite application be considered a Shelter or a Continuous Stay Shelter?**

Medical Respite would be considered a Continuous Stay Shelter, which is a subcategory this year of the overarching Shelter/Sanctioned Encampment category.

**For Extreme Weather Shelters, are applications for hotel/motel vouchers still allowed? Are there any other categories under which providers can apply for vouchers?**

Yes, hotel/motel is an allowable model for Extreme Weather Shelter projects. Technically, hotel/motel would be considered a legitimate model under other shelter categories as well – however, it has not been a preferred model of shelter by the Board of County Commissioners in the past, except for as a life-saving intervention in the context of Extreme Weather Shelter.

**Will WizeHive limit the number of applications it accepts from an individual agency?**

The intention is that there should not be a limit on the number of applications an agency can submit. If your agency encounters an issue with hitting a limit on the number of applications, please contact us at [HumanServices@co.yakima.wa.us](mailto:HumanServices@co.yakima.wa.us) and we can help you troubleshoot.

**For Letters of Intent, can the applicants provide one Letter of Intent from a partner that incorporates all of the projects that the agency is partnering with the applicant on, or does each project require a separate Letter of Intent from each partner?**

Yes, one Letter of Intent that is used repeatedly across multiple applications is fine, so long as the letter clearly and directly addresses the project for which it's submitted.

**Some of the recent Zoom trainings hosted by Commerce don't provide a Certificate of Completion, even though keeping documentation on file reflecting completion of trainings is a requirement of these funds.**

Melissa will follow up with Commerce about their Zoom training sessions to find out why they are not offering the Certificate of Completion for those trainings – especially since this documentation requirement is from Commerce. In the meantime, the email staff receive as confirmation for registering for a Zoom training can be used as a placeholder.

Unfortunately, this doesn't technically certify completion – only registration – but in the absence of anything else provided by Commerce it will have to be sufficient for now.

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## Information Session #2

Mar 20, 2024

### **If my answers are less than 250 words, is that okay?**

Yes – 250 words is the maximum, not the minimum word count. We do encourage your responses to be thorough and descriptive within the 250 word limit, but do not have a minimum word count requirement.

**Our program is a Drop-In Shelter, and in order to qualify under this RFP we would be required to implement the scan card HMIS intake system; but our agency doesn't have the funding to purchase the necessary equipment to meet that criteria.**

Drop-in shelters can request funding to purchase necessary scan-card intake equipment if they build that into their proposed budget. Feel free to reach out to the Department of Human Services if you have questions about what kinds of equipment your agency might need to fulfil this intake process.

### **Do agencies implementing scan card HMIS intake systems have to give the cards to their clients, or can they keep them on file?**

The way the system is implemented is up to each program based on what they know will work for their team and their clients, but agencies are encouraged to keep scan cards on file so that the clients are not responsible for keeping track of them. This will reduce the likelihood of lost cards, or someone else signing in with a card that is not theirs.

### **How do we make sure we meet the 5-Year Plan goal alignment requirement?**

Applicants must identify at least one goal within the 5-Year Plan that their program can address. The 5-Year Plan can be found [here](#). The goals are summarized on page 2 and are described in more detail (including highlighting the specific tasks associated with each goal) starting on page 26. 5-Year Plan goal alignment responses should address a specific

goal or goals, and the associated task or tasks their program will perform that help our community achieve that goal.

**Does our agency need to be a Coordinated Entry Access Point to request funding related to Coordinated Entry?**

Yes – Coordinated Entry funding under this RFP is intended to fund the work of Coordinated Entry Access Points. If your agency is not currently serving as a Coordinated Entry Access Point but would like to apply to be a Coordinated Entry Access Point, you may do so if you are able to describe how you will fulfil the duties and qualifications of that project.

However, this funding cannot be used for non-Access Point projects. Feel free to reach out to the Human Services Department if you have further questions on the roles and responsibilities of funded Coordinated Entry Access Points.

**Does the agency need to have the required insurance coverage before applying or prior to receiving the funding?**

Agencies do not need to be able to prove that they have adequate insurance coverage at the time of application in order to be considered for an award under this RFP, but awards will be made contingent on an agency's ability to secure adequate insurance within a reasonable time frame. Successful applicants must be able to provide proof of adequate insurance coverage within 45 days of receiving their award letter in order to receive a contract from Yakima County. Yakima County reserves the right to decline to issue a contract to any awardee who does not meet this insurance requirement within that period.

**What details should be included in a Letter of Intent?**

Letters of Intent provided under section G. Partnerships and Collaboration should include specific details about the project described in the application, and should validate the applicant's descriptions of how the agency or individual providing the Letter of Intent will partner with the applying agency in order to collectively achieve the outcomes of the project. Yakima County is explicitly *not* seeking generic Letters of Support for this application – Letters of Intent should describe specific, clear responsibilities of partners in the context of formal collaborations that benefit the program under consideration.

**Can Capital Improvement funds be used for the following:**

- 1. Building an ADA-compliant ramp.**
- 2. Renovating and leasing additional office spaces for staff needs.**
- 3. Purchasing a vehicle to transport clients across programs.**

1. Yes, construction of ADA-compliant ramps would be an allowable cost under Capital Improvement because it is a project that improves a facility.

2. Renovating office space would be allowable, but leasing would not – Capital Improvement is intended to address construction needs.
3. No, purchasing a vehicle for transportation would not be considered Capital Improvement. This might be a better fit under an outreach or relevant service-based project instead, as a transportation cost.

**Can we use the Eviction Prevention funds for paying for first/last/deposit clients exiting our shelters and into safe and stable housing? Or does that service need to be funded within the Rental Assistance project?**

No – Eviction Prevention funds are intended to pay to keep people in housing. Clients who are currently unhoused and need rental assistance (including first/last/deposit) to transition into housing would fall under Rapid Rehousing.

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## Questions Received Via Email

**In the Shelter tab in the budget there is a question asking: "Is this Shelter/Sanctioned Encampment project a Drop-In model?" I just wanted confirmation that "drop-in" is synonymous with "Night-by-Night."**

Yes – Drop-In can be used interchangeably with Night-by-Night when describing shelter models.

**There is a dropdown menu for the Budget Category column. Are there specific options or a dropdown menu for the Expense Type column, or are you asking each applicant to try their best to choose how they would typically label that type of expense?**

Determining an appropriate descriptor for the Expense Type Column is up to applicants – so long as the expenses can be fit into an appropriate allowable Budget Category, the application allows for flexibility in requests. For some guidelines on what kinds of costs might fall within each Budget Category, please refer to the Allowable Expenses section of the Consolidated Homeless Grant guidelines, found [here](#) starting on page 19.

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**For any other questions, please contact the Yakima County Human Services Department at [HumanServices@co.yakima.wa.us](mailto:HumanServices@co.yakima.wa.us), or (509) 574-1365.**

Additional technical assistance can be provided via email, by phone, or in-person, and will be scheduled on a first-come, first-serve basis. Applicants are strongly encouraged to schedule appointments for technical assistance as early as possible, to ensure availability of staff time. To schedule a help session appointment, contact the Human Services Department at [HumanServices@co.yakima.wa.us](mailto:HumanServices@co.yakima.wa.us), or (509) 574-1365. The last date to submit questions with a guaranteed response before the Application Deadline is Monday, March 25, 2024.