

FY2026 Youth Homelessness Demonstration Program (YHPD) Frequently Asked Questions (FAQs)

AGENCY INFORMATION

Q: I read in the Request For Proposals (RFP) footnote that: “each agency is required to provide for the participation of not less than one individual with current or past lived experience of homelessness on the Board of Directors or other equivalent policymaking entity of the agency” Will applying organizations be disqualified if we do not meet this requirement?

A: Agencies should work to ensure that there is inclusion of at minimum one person with current or past lived experience of homelessness on the Board of Directors or equivalent policy making entity. If the organization does not meet this requirement and is new to the CoC Program processes, the agency may attach a letter detailing steps taken to include persons with lived experience on their Board of Directors and describe what the current status is, as well as any applicable any timelines.

Q: Do staff responsibilities need to be included on the Organizational Chart (Attachment 1), in addition to the title and name?

A: No, only names and titles need to be included on the Organizational Chart.

Q: Is there a template you would like organizations to use for the authorizing board of directors’ resolution (Attachment 2)?

A: No, for the authorizing board of director’s resolution should have clear language, meaning it references the current funding opportunity, the name of the proposed project and requested budget amount.

PROJECT INFORMATION

Q: Can you clarify what a new project means? Is it just that the project can’t be funded twice (supplanting) or would an agency need to have a completely new project?

A: Both. For example, if your organization has a project that has a budget supporting two staff that provides after school services. A new project could enhance the current project to add staff and/or add housing services. What would not be acceptable is to submit a project application in place of doing additional fundraising for an existing project, or shifting money away from an existing project if the award is received to provide the same program model.

Q: Is there definition or scope for the supportive services only (SSO) focus area?

A: Applicants should reference pages 4-6 of the RFP to review the eligible activities for SSO project types, as well as Appendix II of the Youth Homelessness Notice of Funding Opportunity (NOFO), which provides additional detail. Appendix II starts on Page 73 of the Youth Homelessness NOFO.

Q: Is there a budget to be included as part of project proposal?

A: Yes Exhibit 4: Project Information Form, question 7 request a proposed budget table. The budget to be completed in e-snaps is much more detailed.

Q: What documentation does an organization need to submit to meet the Environmental Review requirement in the application?

A: Applicant will need to determine whether an Environmental Review is needed, based on the project type that is being proposed. Applicants can review the instructions on the Environmental Clearance Review process here: <https://ceo.oc.gov/cocbuildsnofo#docaccess-e1b2fcaeb8b893ecdcb42269a87daf03>

If it's an **Exempt or Categorically Excluded Not Subject to section 58.5 (CENST) Projects** – As of Fall 2021, the HUD Los Angeles Field Office no longer requires completed environmental review forms for new or renewal CoC Program projects considered Exempt or CENST. The HUD Los Angeles Field Office completes a Tenant-Based Rental Assistance (TBRA)/ Tenant-Based Leasing (TBL) CENST review covering all Southern California CoC projects.

Agencies should include a document for this Attachment noting that the project proposal is **Exempt or Categorically Excluded, Not Subject to Part 58** due to being limited to operating/administrative costs, supportive services costs, and/or HMIS costs.

If it is a **Categorically Excluded Subject to Section 58.5 (CEST) Projects** - Permanent housing projects carrying out project-based rental assistance (PBRA) or sponsor-based rental assistance (SBRA) require the completion of a CoC limited scope environmental review. In addition, if a CoC project includes leased structures or leasing office space, the level of environmental review increases to CEST, regardless of project the component type. Then please continue reviewing the steps as detailed in the document. Agencies would complete the Environmental Review Form as detailed in Attachment A and email the completed copy to our office. The copy of the drafted form and the email to the Office of Care Coordination would be included in your project proposal.

CES AND HMIS PARTICIPATION

Q: Can you please clarify Coordinated Entry System (CES) participation requirement?

A: The YHDP requires CES participation for YHDP-funded projects. CES is largely utilized to support referrals to permanent housing programs and the Youth Homelessness NOFO is only funding transitional housing (TH) and Supportive Services Only (SSO) projects. As such, the Orange County CoC will be having larger scale conversation on the CES Policies and Procedures, in preparation for this expansion of projects.

Q: Can you please clarify the Homeless Management Information System (HMIS) participation requirement?

A: YHDP falls under CoC Program Interim Rule, as such there is a requirement for YHDP projects to complete client-level data tracking within HMIS. If your organization is a victim service provider (VSP), your organization will utilize a comparable database.

Q: If we are not currently participating in the HMIS or comparable database, will we have time to go gain access to it through the application process?

A: If you currently aren't an HMIS participating agency or operate a comparable database as a victim service provider, the Office of Care Coordination along with OC United Way as the HMIS Lead would work with your organization to provide you access to HMIS and training on related HMIS requirements.