
Guidance on Distribution of YHDP resources

Housing is a critical part of ending homelessness in a community, and there is a large amount of evidence that housing programs effectively end homelessness.¹ As communities implement YHDP, HUD expects them to prioritize YHDP resources for housing activities. Supportive services are also critical in helping youth obtain and maintain housing, and HUD expects communities to use the planning process to develop and strengthen partnerships with supportive service providers, including healthcare organizations, city, state, and county governments, and community organizations and foundations.

As YHDP communities decide how to distribute YHDP resources, HUD expects that at least 50% of the YHDP award will be spent on housing costs, excluding YHDP planning grant dollars. This is determined as the percentage of Rental Assistance, Leasing, and Operating budget line items across non-planning projects compared to the total non-planning project costs. For example, if a community has one TH-RRH project of \$1 million and one PSH project of \$500,000, the calculation is:

Project	Leasing	Rental Assistance	Operating	Services	HMIS	Admin	Total
YHDP TH-RRH	\$200,000	\$350,000	\$100,000	\$200,000	\$50,000	\$100,000	\$1,000,000
YHDP PSH		\$250,000		\$200,000		\$50,000	\$500,000
Total	\$200,000	\$600,000	\$100,000	\$400,000	\$50,000	\$150,000	\$1,500,000

$$\text{Housing Ratio} = \frac{\$200,000 + \$600,000 + \$100,000}{\$1,500,000} = .6 = 60\%$$

In some instances, HUD may consider services costs that are specifically housing-focused such as host home stipends or security deposits. If Host Homes or security deposits are large components of the overall YHDP budget, communities should discuss how these costs can be incorporated into the housing ratio calculation with their DDO. Additionally, the community should submit a justification of why it is a better use of YHDP funds to invest in these other costs rather than more traditional housing costs of leasing, rental assistance, or operating BLIs.

Additionally, if a community is leveraging housing resources from a public housing agency (e.g. FYI vouchers) or other housing provider, the community may provide a justification including the estimated value of the housing leverage and why the YHDP funds are best used to support and leverage those housing resources. When the justification is submitted there must be documentation showing that proposed housing resources are dedicated to the projects being funded. For example, this could be a letter of intent from a local Housing Agency dedicating vouchers to a YHDP project. Examples of approved justifications:

- [OH 507: Ohio Balance of State CoC Round 7](#)

HUD will ask for communities to submit an analysis of the balance of services and housing in their CCP, both through a discussion of needs as well as an initial analysis of projects. HUD will also ask for this analysis at the time of project submission. HUD will provide budget templates that assist with these calculations.

Guidance on Staffing Costs in Supportive Services Budgets

Many YHDP projects are spending a substantial amount of their funding on staffing resources to provide services to youth in YHDP projects. Services are a vital part of supporting youth experiencing homelessness to obtain and maintain housing, and communities need to find the right balance between adequately funding supportive services staff and providing housing opportunities for youth. This balancing of resources requires that communities critically examine their staffing allocations to ensure that there is a reasonable staff/client ratio. HUD considers the following staffing levels to be reasonable, based on the history of YHDP and other youth serving projects:

- Site-based PSH/TH: 1:15 staff/client ratio
- Scattered Site PSH/TH: 1:12 staff/client ratio
- RRH: 1:15-1:20 staff/client ratio
- SSO: 1:25-30 staff/client ratio
- Peer Staff supporting SSO, RRH, TH &/or PSH: 1:12 peer/client ratio

In these recommendations, services staff refers to any staff who are funded out of the supportive services budget including but not limited to the following:

- Case managers
- Outreach workers
- Housing Navigators
- Specialized Services Staff (e.g. mental health clinicians, employment specialists, life skills instructors, etc)
- Peer staff (former and current YAB members and other people with lived experience)
- -Supervisory positions when billed to the supportive services budget (e.g. case review). Please note that some supervisory time should be billed to the administration budget if the work that is being conducted is administrative in nature.

These ratios are based on the annual number of youth a project intends to serve, not to the caseload sizes of individual staff. In other words, HUD's guidance is not meant to dictate the number of clients a single staff person should be supporting at a given time. Rather, this guidance is intended to outline how many supportive services-funded staff should be budgeted for in each eligible project type.

For example, if a RRH project indicates that it will serve a total of 15 youth annually in the project application; HUD would expect that they include no more than the equivalent of one Full Time Employee (FTE) position funded out of the supportive services budget. A scattered site PSH project intending to serve 30 youth annually would be allowed to fund the equivalent of 2 FTE supportive services positions out of the supportive services budget. In the scenario where 2 FTE would be allowable in a project, recipients could also achieve this ratio by partially funding multiple positions with

YHDP funds. For example: one FTE case manager, a .5 FTE of a peer navigator's time, and .25 FTE of two education/employment specialists' time.

Staffing to ensure safety or security in a site-based project are not included in these ratios. Projects may have low staff/client ratios because of the need for extended staffing hours, but staff that provide overnight supervision or similar support would normally be included in the operating budget of a project, rather than the supportive services budget.

Similar to the distribution of resources to housing, HUD will ask communities to submit an analysis of the staff/client ratio for each project. Please keep in mind that HUD may ask for a revision of these ratios if the ratios are not cost effective or do not meet the requirements of 2 CFR 200. HUD may ask for revisions to a project's staffing plan outside of the ratio guidance if the positions do not meet the requirements for YHDP.

Please note additional considerations may be taken into consideration based on the community's location (rural vs non-rural) and youth input, such as YAB feedback and justification for the project's needs. If this is the case, please discuss these limitations with your DDO. If the proposed staff/client ratios are not within the guidelines above, communities must include a summary of why a lower ratio is needed in an email to their DDO at the time their project applications are submitted.