

# **Memphis/Shelby County**

## **Youth Homelessness Demonstration Program**

### **Request for Proposals**

**Due Date:** Friday, May 20, 2022

**Applications are to be submitted by email to:** [applications@cafth.org](mailto:applications@cafth.org)

**For questions or application assistance, contact:**

Stephanie Reyes- [stephanie@cafth.org](mailto:stephanie@cafth.org)

Hannah McCarty- [hannah@cafth.org](mailto:hannah@cafth.org)

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# **Background**

## **Introduction**

Community Alliance for the Homeless is accepting applications for the Youth Homelessness Demonstration Program (YHDP). The goal of the Youth Homelessness Demonstration Program (YHDP) is to support selected communities in the development and implementation of a coordinated community approach to preventing and ending youth homelessness. Through this grant, Memphis/Shelby County will receive \$3.8 million to design and implement innovative housing programs that meet the unique needs of youth and young adults experiencing homelessness and housing insecurity in our community.

Prior to beginning this application, please refer to the Memphis/Shelby County Coordinated Community Plan (CCP). The CCP is intended to guide local efforts over the next three years to prevent and end youth homelessness in Memphis/Shelby County. It is aligned with the USICH framework and is informed by the input of youth and adult stakeholders.

## **Youth Collaboration**

Inherent to the YHDP process is a commitment to youth collaboration and the belief that the homeless services system cannot be responsive to needs of youth experiencing homelessness without their authentic engagement and leadership. Adult-youth collaboration was essential to our community's planning process, which brought together adult and youth stakeholders to share their ideas and experiences, evaluate the existing youth homeless response system, and develop youth-centered solutions. All funded agencies will be expected to uphold a commitment to youth collaboration in all aspects of project application and implementation.

## **Request for Proposal Description**

On behalf of the TN-501 Youth Homelessness Demonstration program (YHDP), Community Alliance for the Homeless (CAFTH) is seeking applications from eligible organizations to implement four projects. Applicants are allowed to apply for more than one project. If an applicant decides to apply for more than one project, the applicant will need to submit separate applications for each project. Applicants are permitted to collaborate with other providers in the community. Under a collaborative model, one organization would apply as the lead applicant and the other organization would be considered a sub-recipient. The lead applicant would be required to have at least two years of experience sub-granting funds.

## Minimum Requirements

To be considered for funding through this RFP, projects must meet or be prepared to meet the following requirements:

- Be located and/or able to provide services in Memphis/Shelby County geographic area, serve youth and young adults who are experiencing homelessness, and in good standing with all government and funding contracts.
- The agency must have a LIVEGIVEmidSouth profile ([www.LIVEGIVEmidSouth.org](http://www.LIVEGIVEmidSouth.org)) *reviewed and approved* by the Community Foundation of Greater Memphis prior to the application due date. Once your organization has submitted your profile for review, it can take up to four business days for CFGM staff to review your submission and publish it to the directory. If you have questions about your profile status, please email Olivia Wilmot ([owilmot@cfgm.org](mailto:owilmot@cfgm.org)) or call her at (901) 722-0028.
- If awarded funding, agree to work in conjunction with the YAB and YHDP CQI committee, as well as actively participate in the Youth CoC Committee.
- Agree to implement recommendations of the YHDP CQI, YAB, and sub-committees formed under YHDP on program design, including assessment tools, and program practices.
- Adhere to Housing First practices while serving households experiencing homelessness; and incorporate all YHDP principles outlined in the CCP.
- Participate in, and accept, all new program participant referrals from the Memphis/Shelby County Coordinated Entry System.
- The agency must be an active and paid Member of the Memphis/Shelby County Homeless Consortium (current list at [www.cafth.org/consortium-members](http://www.cafth.org/consortium-members)).
- The agency must be a HMIS *active or qualified* participant. If funded, the agency must enter program level data and pay a user license fee for the use of the HMIS system.
- Agency must have been in existence for more than one year and have documented experience with administration, management and reporting requirements of public funds, preferably federal, either direct or as state/local pass through.

## **Required Review of Relevant Guidelines and Eligibility Requirements**

In addition to the minimum requirements listed on page 4, it is the responsibility of each agency to read the following documents and adhere to all HUD guidelines and regulations. By applying, an agency acknowledges they have read and are familiar with the contents and requirements of these documents:

- [Memphis/Shelby County YHDP Coordinated Community Plan](#)
- [YHDP Notice of Funding Availability \(NOFA\)](#)
- [YHDP Notice of Funding Availability \(NOFA\), Appendix A](#)
- [24 CFR part 578 \(CoC Program Interim Rule\)](#)

Prior to submitting a proposal in the local competition process, YHDP applicants **MUST** review the documents above to ensure they meet all eligibility and project requirements. Applicants who are selected for funding through the local competition will need to submit an application via HUD's e-snaps portal. The HUD application seeks additional information beyond what is included in this RFP. Selected applicants will receive additional guidance following notification of awards.

## **YHDP Guiding Principles and USICH Core Outcomes**

All applications should align with USICH Core Outcomes and demonstrate a commitment to incorporating the following YHDP principles into their project proposals.

USICH Youth Framework and Four Core Outcomes:

1. Stable housing: A safe and reliable place to call home.
2. Permanent connections: Ongoing attachments to families, communities, schools, and other positive social networks.
3. Education/employment: High performance in and completion of educational and training activities, especially for younger youth, and starting and maintaining adequate and stable employment, particularly for older youth.
4. Social-emotional well-being: The development of key competencies, attitudes, and behaviors that equip a young person to succeed across multiple domains of daily life, including school, work, relationships, and community.

YHDP Principles:

Please refer to the Memphis/Shelby County Coordinated Community Plan to read more about each of the following YHDP Principles.

- A. Special Populations
- B. Equity
- C. Positive Youth Development (PYD) & Trauma-Informed Care
- D. Housing First
- E. Social & Community Integration
- F. Family Engagement
- G. Youth Choice
- H. Individualized and Client-Driven Support
- I. Coordinated Entry

## Eligible YHDP HUD Categories of Homelessness

### *Category 1: Literal Homelessness*

- Staying in or seeking shelter including emergency shelter, transitional housing, or hotel or motel paid by government or charity;
- Staying on the street or other place not meant for human habitation (ex. car, garage, park, abandoned building); OR
- Exiting an institution (ex., jail, hospital, juvenile detention) where the youth was a resident for 90 days or less AND the youth resided in emergency shelter or place not meant for human habitation immediately prior to entering that institution

### *Category 2: Imminent Risk of Homelessness*

- Staying in own housing, but being evicted within 14 days;
- Staying in a hotel or motel paid for by someone other than a government or charitable organization, including the youth, family, or friends where the youth cannot stay for more than 14 days (often due to lack of ability to continue paying);

OR

- Staying with family or friends and being asked to leave within 14 days, which includes:
- Youth staying with their biological parents, relatives, any individual they identify as family or a friend
- Youth who are moving from one home to another “couch surfing” and cannot stay at their current home or “couch” - Youth who are in a legal guardianship
- Additionally, the youth must have no safe alternative housing, resources or support networks to maintain or obtain permanent housing.

### *Category 4: Fleeing Unsafe Situations*

- Fleeing or attempting to flee their housing or the place they are staying because of domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions related to violence that has taken place in the house or has made them afraid to return to the house, including:
  - Trading sex for housing; Trafficking; Physical abuse; Emotional abuse, such as threats, intimidation, and exposure to trauma; Family conflict that has caused a youth to feel physically or emotionally unsafe and unable to stay in their current living situation;\* Financial abuse, such as controlling a youth's income or stealing a youth's identity in order to use their credit; Violence (or perceived threat of violence) because of the youth's sexual orientation or gender identity; Active drug/illegal substance use in youth's current housing; Gang or neighborhood violence that is being directed to a youth in their home;\* OR
- Other illegal activity in the household that is putting a youth or youth's child at risk

\*This may include young people who are being refused home after detention but would need to develop clear eligibility guidelines for monitoring and coordinating with DCS around abuse and neglect issues.

## **YHDP Project Review Process**

All applications will be reviewed by the Rank and Review committee. Each Rank and Review committee member will independently score each application based upon a previously determined scoring criteria. The Rank and Review committee then presents their findings to the YAB. Once the final selections have been made, the full Governing Council will approve the recommendation of the Rank and Review committee. Selected providers will finalize their contracts with HUD in late summer/early fall (no later than September 30<sup>th</sup>) 2022.

### **RFP Timeline**

- May 2 :The RFP application will be released
- May 4: YHDP application information session
- May 20: Agencies will return the applications to the CoC Staff to compile and present to the Rank and Review Committee
- June 1:The Rank and Review Committee will review applications and select project awards
- June 10: The funded agencies will be notified of their award
- June 11-30: All awarded projects must have applications submitted directly to HUD in e-snaps
- August/September: Funded agencies will enter into grant agreements with HUD in late summer/early fall. All agencies will be under contract no later than September 2022
- October 1: Begin implementation of YHDP funded projects after grant agreements are completely executed

## Available Projects

The details below provide an overview of each available project. For more detailed information, please refer to the CCP.

1. Supportive Services Only
  - a. Navigation
  - b. Host Homes
2. Joint Transitional Housing/Rapid rehousing
3. Permanent Supportive Housing

### Project 1:SSO-NAVIGATION

#### *Project summary*

This project will allow for five Cross System Navigators spread across the CoC and one Housing Navigator based at the Lead Agency. The team of System Navigators will work together to identify youth, divert youth if possible, and if not, connect youth to CES and other housing options and other non-housing resources and benefits.

#### **Please Note:**

Eligible organizations can apply for **ONE** system navigator to be part of the System Navigators Team. This staff member will be part of the organization's staff, but will have requirements to engage in case conferencing and serve **ALL** youth seeking services, even if the organization they are working for only serves special populations.

Agencies submitting an application for the System Navigator team project should be prepared to offer:

- Youth centered system navigation based on the individual needs of the YYA.
- Assistance for youth in a variety of settings, such as community-based access points, drop-in centers, unsheltered locations, and emergency shelters, as well as remotely via phone, email, text, and social media.
- Assistance with diversion when possible and utilize flexible funds to remove barriers to quickly move YYA through the system.
- Assistance on program eligibility and innovative solutions for YYA to decide next steps.
- Support for youth in staying stabilized in housing, including through limited emergency housing financial assistance, mediation, and referrals.
- Participation in youth-specific case conferencing to offer communication between agencies.
- Relationship building with system partners (i.e. child welfare, juvenile justice, education) to improve coordination and access to resources across systems.

### *Innovative Strategies*

The System Navigators team will be housed at local agencies to ensure Navigators are spread across multiple access points. Navigators will work directly with DCS, the Juvenile justice System, and Memphis-Shelby County Schools, as well as local youth serving nonprofits. Navigators will also work with YYA to strengthen connections with their support network (i.e. family and friends) and consider those connections as potential housing options when safe and appropriate for diversion. Regular case conferencing will be an integral part of collaboration with partner agencies to ensure success of cross system navigation.

### *Waivers available*

Organizations applying for system navigation are also able to apply to HUD for waivers for allowable flexibilities when necessary to assist program participants to obtain and maintain housing, such as:

- Flexibility with funds to help with housing and utility deposits, arrears, damages, or legal fees associated with past living situations.
- Support with housing start up supplies including cleaning supplies, furniture, toiletries, etc.
- Assistance with removing barriers to employment including cell phone and internet services, as well as transportation assistance and costs associated with personal vehicles.

### *Budget*

Eligible costs for SSO-Navigation include one youth specific FTE on the system navigation team, program costs, training, and flexible funds. For a full list of eligible costs see [Appendix A](#).

#### *Per Year:*

Salary, benefits, training: \$60,000

Flexible funds: \$18,000

Program Costs: \$5,000

Total YHDP budget available per agency: \$83,000

Required Match of eligible costs: \$20,750

## **Project 2: SSO-Host Homes**

### *Project Summary*

This project will allow for the creation of a Host Home program, providing an alternative crisis housing option for youth in need of short term assistance. This will be a home based option for youth unable or unwilling to access traditional shelter. Youth seeking host homes who identify as transgender, are pregnant and parenting or exiting foster care, will be prioritized for placement. The funds provided will allow the awarded agency to hire a staff member to organize the program, recruit and train community members, and facilitate matches with youth in need of placement. Additionally, funds will be used to provide stipends to host families and supportive services, including peer support, to youth. Host home providers will be required to participate in HMIS for referrals and prioritization through the youth coordinated entry system.

Agencies submitting an application for the host homes project should be prepared to offer:

- A peer led support group for program participants
- Connection to system navigators or other programs for determining external resources and next steps.
- Recruitment, training, and vetting of host home families.
- Mediation support with host home families and YYA , and if necessary, act as an advocate for YYA.
- A damage fund for host home families, with required waiver from HUD.
- Specific assistance for special populations including youth and young adults who identify as LGBTQ+ and victims of domestic violence and sexual assault and trafficking.
- Support for youth leadership and participation in Youth Action Boards

### *Innovative Strategies*

Assistance with safe housing while searching for apartments, waiting to move back into dorms between semesters, or even finishing high school after turning 18 are current gaps in the system. This Host Home model will allow us to circumvent homelessness during these unique situations and provide an emergency housing option not otherwise found in the community.

One of the unique and innovative strategies incorporated into this project is the peer led support group included in the supportive services. This required program was added by the Memphis YAB members to ensure a sense of community, support and mentorship between participants.

### *Waivers*

Agencies may seek to use allowable flexibilities when necessary to assist program participants to obtain and maintain housing, such as:

- Flexibility with funds to help with moving personal items into and out of Host Homes.
- The allowance for funds to be given as stipends to Host Home families to offset the cost of the additional person in their household.

Additionally, applicants may request a waiver to support a damage fund, designated to assist Host Home families with replacing items or offsetting the cost of any damages a YYA might incur while in the program. This flexibility would provide an extra sense of support, potentially encouraging more families to participate in the Host Homes Program.

### *Budget*

Eligible costs for SSO-Host Homes include one FTE to coordinate a host homes program, training and stipends for host families, and supportive services for youth. For a full list of eligible costs, see [Appendix A](#).

#### *Per Year*

Staff salary, benefits: \$60,000

Host family stipends and training: \$20,000

Total YHDP budget available per agency: \$80,000

Required Match of eligible costs: \$20,000

## **Project 3: Joint Transitional Housing/ Rapid Rehousing**

### **Project Summary**

This project will allow youth to have immediate access to crisis/transitional housing while providing for a planned exit to permanent housing. Participants will have the option to choose transitional (TH) and/or rapid rehousing (RRH) assistance upon entry to the program, and both components must be available for the youth to choose from. With the absence of free, accessible and affirming emergency shelter for most youth in Memphis/Shelby County, the Joint TH-RRH project is an excellent model to quickly provide crisis housing as needed. System Navigators will also assist with connecting youth to programs through coordinated entry while taking into account youth choice and availability of units.

The transitional housing piece can be a master lease of scattered site units or a single location owned by the applicant. The rapid rehousing piece will be utilizing scattered site housing where the young person is the leaseholder of a housing unit in the community. Providers will be required to participate in HMIS for referrals and prioritization through the youth coordinated entry system.

Agencies submitting an application for the joint TH/RRH project should be prepared to offer:

- Short and medium-term crisis housing (TH).
- Permanent housing assistance (RRH).
- Housing outreach with landlord and tenant education and engagement.
- Financial education assistance and budgeting.
- Case management, which includes ongoing individualized assessment and planning with YYA.
- Supplies or connection to supplies to meet basic needs such as food, hygiene, clothing, etc.
- Connections to health, mental health, education and employment assistance.
- Assistance with strengthening positive connections with family, friends, and community support.
- Connections to assistance in addressing or clearing criminal background, support to address transportation needs, budgeting and credit score.
- Specific assistance for special populations.
- Diversion/rapid resolution/family reunification when possible.
- Support for youth leadership and participation in Youth Action Boards.

### ***Innovative Strategies***

One innovative aspect of the YHDP Program is that applicants can create programs that are flexible in the length of time needed by each participant, both in the transitional and rapid re-housing parts of the project. Case Managers can utilize the extra time with YYA in TH to strengthen connections with their support network (i.e. family and friends) and consider those connections as potential housing options when safe and appropriate for a rapid exit to family and friends. Applicants also have the opportunity to design programs that highlight youth choice in the type of location for both components, and the services provided to each participant. This project paired with additional support and navigation services, as well as other new YHDP system additions can achieve all USICH core outcomes (stable housing, education/employment, positive connections, well-being).

### *Waivers*

Agencies may seek to use allowable flexibilities when necessary to assist program participants to obtain and maintain housing, such as:

- Flexibility with funds to help with housing and utility deposits, arrears, damages, or legal fees associated with past living situations.
- Support with housing start up supplies including cleaning supplies, furniture, toiletries, etc.
- Assistance with removing barriers to employment including cell phone and internet services, as well as transportation assistance and costs associated with personal vehicles.

In addition to the above, applicants may request a waiver to allow the option of extending RRH up to 36 months in cases where youth need more time to ensure they are able to sustain their housing at the end of the 36 months.

Lastly, applicants may also request a waiver to allow supportive services to continue for up to 24 months after the participant exits a program. This extended support system will act as an additional safety net to help keep youth housed during periods of struggle while trying to achieve independence.

### *Budget*

Eligible costs for Joint TH/RRH include salaries, supportive services, rental assistance, and program costs for transitional housing and rapid rehousing. For a full list of eligible costs, see [Appendix A](#).

### *Per Year*

Total YHDP budget available for Joint TH/RRH projects: \$980,000

Match: \$245,000

## **Project 4: Permanent Supportive Housing**

### *Project Summary*

This project combines long term housing assistance with support services and linkage to resources that build life skills to ensure housing stability. Utilizing housing first practices, PSH incorporates youth choice during placement and participation of all program components and services. The level of rental assistance provided will be individualized. Permanent housing units may be provided either through master leased units, scattered site rental units or single site based rental units based on availability and participant choice. PSH providers will also be required to participate in HMIS for referrals and prioritization through the youth coordinated entry system.

Agencies submitting an application for the PSH project should be prepared to offer:

- Case management, which includes ongoing individualized assessment and planning with YYA.
- Permanent housing placement.
- Supplies or connection to supplies to meet basic needs such as food, hygiene, clothing, etc.

- Connections to assistance with transportation, education, employment, outpatient health services including behavioral health and substance use treatment services.
- Connections to assistance in addressing or clearing criminal background, support to address transportation needs, budgeting and credit score.
- Assistance with strengthening positive connections with family, friends, and community support.
- Rapid resolution/family reunification when possible.
- Support for youth leadership and participation in Youth Action Boards.

### *Innovative Strategies*

Many youth in Memphis/Shelby County living with a disability do not currently qualify for PSH, despite needing the stability that it can provide. The coordinated entry list is filled with adults who have been experiencing homelessness much longer than many of the YYA in need of the program. Available PSH beds are quickly filled with adults determined to be more vulnerable. The units that will be designated for youth through the YHDP funds will ensure that YYA who are in need of this housing option will have a chance for placement, while still prioritizing the most vulnerable among YYA. Applicants have the opportunity to design programs that highlight youth choice in the type of location and the services provided to each participant.

### *Waivers*

Agencies may seek to use allowable flexibilities when necessary to assist program participants to obtain and maintain housing, such as:

- Flexibility with funds to help with housing and utility deposits, arrears, damages, or legal fees associated with past living situations.
- Support with housing start up supplies including cleaning supplies, furniture, toiletries, etc.
- Assistance with removing barriers to employment including cell phone and internet services, as well as transportation assistance and costs associated with personal vehicles.

### *Budget*

Eligible costs for PSH include Case managers, supportive services, rental assistance, and program costs for permanent supportive housing. For a full list of eligible costs, see [Appendix A](#).

### *Per Year*

Total YHDP budget available for PSH projects: \$130,000

Match: \$32,500

## Application Components

- I. Applicant Information
- II. Agency Experience/ Capacity
- III. Project Design
- IV. Special YHDP Activities
- V. Budget
- VI. Local Assurances
- VII. Required Documents

### Grant Period

The grant period is October 1, 2022 to September 30, 2024. This is a two year grant. After the two year term, applications will roll into the annual CoC competition process.

## Application Instructions

1. Include All Attachments – *See Attachment List* –
2. Assemble in order and combine as one PDF document
3. **One** full New Project Application **Electronic copy** emailed to: [applications@cafth.org](mailto:applications@cafth.org)
4. Include "YHDP Project Application" as the subject for your email.

**Due Date: Friday, May 20, 2022, by 5:00 p.m. CST**

## Application Scoring Criteria

Evaluation Categories:

- o Agency Experience/ Capacity – 17.5 points
- o Project Design – 35 points
- o YHDP Principles – 42.5 points
- o Budget – 5 points
- o Available Bonus
  - o Youth Involvement in Planning Process- 5
  - o Serving Pregnant & Parenting Youth- 5

**Total Possible Score- 110**

For more information on scoring criteria, visit the [YHDP page of CAFTH.org](#).

## YHDP APPLICATION START

**Due:**

Friday, May 20, 2022 by 5:00 p.m. CT

**Format:**

One combined electronic PDF copy of the full application (including all attachments)

**Submit via email:**

[applications@cafth.org](mailto:applications@cafth.org)

**Contact:**

Stephanie Reyes, CoC Youth & Special Populations Director, [stephanie@cafth.org](mailto:stephanie@cafth.org)

Hannah McCarty, CoC Youth & Special Populations Administrator, [hannah@cafth.org](mailto:hannah@cafth.org)

Community Alliance for the Homeless

44 N. Second Street, Suite 302

Memphis, TN 38103

(901) 527-1302

| I. Applicant Information         |      |         |           |
|----------------------------------|------|---------|-----------|
| Name of Agency:                  |      |         |           |
| Executive Director/CEO:          |      |         |           |
| Street Address:                  |      | City:   | Zip Code: |
| Telephone:                       | Fax: | E-Mail: |           |
| Applicant Federal Tax ID Number: |      |         |           |
| Federal DUNS or UEI Number:      |      |         |           |
| Application Preparer/Contact:    |      |         |           |
| Telephone:                       | Fax: | E-Mail: |           |

| I. Sub-recipient Information (If applicable) |      |         |           |
|--|------|---------|-----------|
| Name of sub-recipient Agency:                |      |         |           |
| Executive Director/CEO:                      |      |         |           |
| Street Address:                              |      | City:   | Zip Code: |
| Telephone:                                   | Fax: | E-Mail: |           |
| Applicant Federal Tax ID Number:             |      |         |           |
| Federal DUNS or UEI Number:                  |      |         |           |
| Application Contact:                         |      |         |           |
| Telephone:                                   | Fax: | E-Mail: |           |

| Project(s)             |  |   |
|------------------------|--|---|
| Project Type           |  | SSO-Navigation                              |
|                        |  | SSO-Host Homes                              |
|                        |  | Joint Transitional Housing/ Rapid Rehousing |
|                        |  | Permanent Supportive Housing                |
| Total amount requested |  |   |

## II. Agency Experience/ Capacity

1. Describe the basic organization, and management structure of the applicant agency. **(1650 character max)**

2. Describe the experience of the applicant and potential sub-recipients (if any), has in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations. **(2250 character max)**
  - a. Describe why the applicant (& if applicable, sub-recipients) are the appropriate entities to receive funding.

3. If the applicant is planning to subgrant out funds, does the applicant have at least two years of experience sub-granting funds: ☐ YES ☐ NO ☐ N/A

4. If applicable, please describe the applicant's experience sub-granting funds. **(1600 character max)**

5. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG operated by the applicant or potential sub-recipients (if any): ☐ YES ☐ NO

6. Provide concrete examples that illustrate the applicant's experience and expertise in each of the following: **(2250 character max)**
- a. addressing housing and/or supportive service needs for youth and young adults; and
  - b. developing and implementing relevant program systems and/or services

### III. Project Design

#### A. Approach and Overview

1. Please select the project type for which you are applying. If you are applying for more than one project type, please submit an application for EACH project type.

|              |  |   |
|--------------|--|---|
| Project Type |  | SSO-Navigation                              |
|              |  | SSO-Host Homes                              |
|              |  | Joint Transitional Housing/ Rapid Rehousing |
|              |  | Permanent Supportive Housing                |

2. Provide a description that addresses the entire scope of the proposed project and how YHDP funds will be used. **(3500 character max)** Include:
  - a. The plan for addressing the identified housing and supportive service needs,
  - b. Anticipated project outcome(s)
  - c. Coordination with other organizations (e.g. federal, state, nonprofit)
  - d. Describe specific efforts to ensure youth will be supported after the assistance has expired.

3. Describe your screening process for applicants to your program. **(1650 character max)**  
Include:
- a. What makes an applicant eligible?
  - b. What makes an applicant ineligible (e.g. little or no income, active or history of substance abuse, having a criminal record with exceptions for state-mandate restrictions, history of domestic violence)?

4. Describe how your proposed project implements a Housing First/Low Barrier approach to providing services. **(2250 character max)**
- a. Describe how you will address issues around mental health, addiction, resistance to services, lease violations, and other things that could jeopardize a participant's housing.
  - b. Describe how you will cultivate landlord relationships, will help participants find housing, and will ensure participants can access available housing options within the coalition. This includes removing barriers.

### III. Project Design

#### B. YHDP Core Values & Supportive Services

1. With YHDP funds, what services are provided to engage the family and youth in housing problem solving, diversion, or rapid exit?
  - a. ☐ Family counseling
  - b. ☐ Conflict resolution
  - c. ☐ Parenting supports
  - d. ☐ Relative or kinship caregiver resources
  - e. ☐ Targeted substance abuse and mental health treatment
  - f. ☐ Housing Search Assistance
  - g. ☐ Landlord-Tenant mediation
  - h. ☐ Legal Services
  - i. ☐ Utility or Security Deposits
  - j. ☐ One time moving assistance
  - k. ☐ Rental Application fees
  - l. ☐ Utility or Rental Arrears
  - m. Other\*

\*If "other" was selected above, please explain the potential service:

2. Identify the specific populations addressed in this project

- |  |   |
|--|---|
| a. <input type="checkbox"/> Minors                             | d. <input type="checkbox"/> LGBTQ+ & Gender               |
| b. <input type="checkbox"/> Pregnant & Parenting               | Non-Conforming  |
| c. <input type="checkbox"/> Foster care/justice involved youth | e. <input type="checkbox"/> Victims of Sexual Trafficking |
|  | f. <input type="checkbox"/> Other*                        |

\*If "other" was selected above, please explain:

3. Will your project offer any specialized services for youth living with HIV/AIDS?  
a. ☐ YES ☐ NO

If yes, provide details of those services:

4. How will the agency create a safe, inclusive and affirming space for all youth-especially LGBTQ+ youth, pregnant or parenting youth, undocumented youth, youth with experience with the foster care system and/or juvenile justice involvement? **(3500 character max)**

5. Describe how the project will ensure equal access for program participants regardless of sexual orientation or gender identity? **(1650 character max)**

6. How will the project continue to involve the Youth Action Board and other youth leaders in the development and implementation of the YHDP project? **(2250 character max)**

7. How will the project incorporate the YHDP Values including Positive Youth Development, and Trauma Informed Care? **(1650 character max)**

8. How will racial disparities be identified and addressed to ensure your program is equitable and accessible to all youth and young adults? **(2250 character max)**

9. How will the project allow youth the ability to choose the providers and interventions that fit their needs? **(1650 character max)**

10. Describe how you intend to identify gaps in your program and provide services to those not currently being served. **(1650 character max)**

11. Do you currently have the ability to internally provide all necessary supportive services including mainstream health, social services, and employment programs to ensure youth do not return to homelessness? If not, how will you formalize community partnerships by Sept 2022 to connect youth to needed services. **(2250 character max)**

#### IV. Special YHDP Activities

1. Are you requesting a special YHDP Activity, Exemption or Innovative Activity? ☐ YES ☐ NO

If yes, continue on. If no, you are not required to complete this section.

2. Check the appropriate boxes for the special activity being requested.

| Activity   | NOFO Citation | Check if being requested |
|--|---------------|--------------------------|
| Leases under 12 months (minimum 1 month)   | 1.C.1.a(1)    | <input type="checkbox"/> |
| Use of leasing, Sponsored Based Rental Assistance (SRA) and Project Based Rental Assistance (PRA) in Rapid Rehousing (RRH)   | 1.C.1.a(2)    | <input type="checkbox"/> |
| Project admin funds used to employ youth with lived experience for project implementation, execution, and improvement<br><i>*all applicants are encouraged to consider this flexibility to include YYA voice in projects</i> | 1.C.1.a(4)    | <input type="checkbox"/> |
| Project admin funds used to attend non-HUD sponsored or approved conferences (must be relevant to youth homelessness)  | 1.C.1.a(5)    | <input type="checkbox"/> |
| Employ youth receiving recipient services (document nature of work and no conflicts of interest)<br><i>*all applicants are encouraged to consider this flexibility to embed YYA voice in projects</i>                        | 1.C.1.a(6)    | <input type="checkbox"/> |
| Use habitability standards in 24 CFR 576.403© rather than HQS in 24 CFR 578.75 for up to 24 months of housing assistance (document standards applied to units and proof of compliance)                                       | 1.C.1.a(7)    | <input type="checkbox"/> |
| Provide moving expense more than one time to youth & young adult program participants (Supportive service cost)  | 1.C.1.a(8)    | <input type="checkbox"/> |
| Provide payments for families that provide housing under host homes and kinship care (up to \$500 per month) (Supportive service cost)   | 1.C.1.a(9)    | <input type="checkbox"/> |

3. YHDP grant funds may be used for the following if they are necessary to assist eligible youth & young adults to obtain and maintain housing. Recipients and subrecipients must maintain records establishing how it was determined paying the costs was necessary for the youth & young adult to obtain and retain housing and must also conduct an annual assessment of the needs of the youth & young adult program participants and adjust costs accordingly. (Select all that apply)

| <b>Activity</b><br>(All supportive service costs)                                  | <b>NOFO Citation</b> | <b>Check if being requested</b> |
|--|----------------------|---------------------------------|
| Security deposits (not to exceed 2 months of rent)                                 | C.1.a(10)(a)         | <input type="checkbox"/>        |
| Pay for damage to units<br>(not to exceed 2 months rent)                           | C.1.a(10)(b)         | <input type="checkbox"/>        |
| Costs to provide household cleaning supplies                                       | C.1.a(10)(c)         | <input type="checkbox"/>        |
| Housing start-up expenses (not to exceed \$300 per participant)                    | C.1.a(10)(d)         | <input type="checkbox"/>        |
| Purchase cell phone and service (cost must be reasonable and housing related)      | C.1.a(10)(e)         | <input type="checkbox"/>        |
| Cost of Internet<br>(costs must be reasonable)                                     | C.1.a(10)(f)         | <input type="checkbox"/>        |
| Payment of rental arrears<br>(up to 6 months)                                      | C.1.a(10)(g)         | <input type="checkbox"/>        |
| Payment of utility arrears<br>(up to 6 months)                                     | C.1.a(10)(h)         | <input type="checkbox"/>        |
| Payment of utilities<br>(up to 3 months)   | C.1.a(10)(i)         | <input type="checkbox"/>        |
| Pay gas a mileage for participant personal vehicle for trips for eligible services | C.1.a(10)(j)         | <input type="checkbox"/>        |
| Payment of Legal fees  | C.1.a(10)(k)         | <input type="checkbox"/>        |
| Payment of insurance, registration and past driving fines                          | C.1.a(10)(l)         | <input type="checkbox"/>        |

4. Check the appropriate box(s) for the Special YHDP Activity - Exemptions the applicant is requesting.

| Activity  | NOFO Citation | Check if being requested |
|---|---------------|--------------------------|
| A recipient may provide up to 36 months of Rapid Rehousing rental assistance to a youth & young adult program participant if the recipient demonstrates (1) the method it will use to determine which youth need rental assistance beyond 24 months and (2) the services and resources that will be offered to ensure youth are able to sustain their housing at the end of the 36 months of assistance.  | 1.C.1.b(1)    | <input type="checkbox"/> |
| If requesting 1.C.1.b(1), provide additional information:   |               |                          |
| YHDP recipients may continue providing supportive services to youth & young adult program participants for up to 24 months after the youth or young adult exits homelessness, transitional housing or after the end of housing assistance if the recipient demonstrates: 1) the proposed length of extended services to be provided; 2) the method it will use to determine whether services are still necessary; and 3) how those services will result in self-sufficiency and ensure stable housing for the YHDP program participant. | 1.C.1.b(2)    | <input type="checkbox"/> |
| YHDP recipients may continue providing supportive services to youth & young adult program participants for up to 36 months after the youth or young adult exits homelessness, if the services are in connection with housing assistance, such as the Foster Youth to Independence initiative, or if the recipient can demonstrate that extended supportive services ensures continuity of case workers for youth & young adult program participants.  |               | <input type="checkbox"/> |
| If requesting 1.C.1.b(2), provide additional information:   |               |                          |
| Recipients will not be required to meet the 25% match requirement if the applicant is able to show it   | 1.C.1.b(3)    | <input type="checkbox"/> |

|  |            |                          |
|--|------------|--------------------------|
| has taken reasonable steps to maximize resources available for youth experiencing homelessness in the community  |            |                          |
| If requesting 1.C.1.b(3), provide additional information:  |            |                          |
| Rental assistance may be combined with leasing or operating funds in the same building, provided that the recipient submits a project plan that includes safeguards to ensure that no part of the project would receive a double subsidy               | 1.C.1.b(4) | <input type="checkbox"/> |
| If requesting 1.C.1.b(4), provide additional information:  |            |                          |
| YHDP recipients may provide payments of up to \$1000 per month for families that provide housing under a host home and kinship care model, provided that the recipient can show that the additional cost is necessary to recruit hosts to the program. | 1.C.1.b(5) | <input type="checkbox"/> |
| If requesting 1.C.1.b(1), provide additional information:  |            |                          |

## V. Budget

### A. Leased Units

1. Leased Units (TH, RRH, PSH)

The explanation of eligible costs can be found at 24 CFR 578.49

- A. All new project applications are required to use FY2021 Fair Market Rent (FMR) and request full FMR for initial funding.  
[https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022\\_code/select\\_Geography.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022_code/select_Geography.odn)
- B. If your project provides units in more than 1 FMR area, you must complete a chart for each FMR area.
- C. The table accounts for the size of units, number of units requested, FMR for each unit, and multiplied by 12 months to account for annual rent.

| FMR Area                            | Total Units Requested | Total Annual Budget Requested |                 |
|-------------------------------------|-----------------------|-------------------------------|-----------------|
|                                     |                       |                               |                 |
| Size of Units                       | # of Units            | FMR Amount                    | FMR Amount x 12 |
| 0 Bedroom<br>(studio or efficiency) |                       |                               |                 |
| 1 Bedroom                           |                       |                               |                 |
| 2 Bedrooms                          |                       |                               |                 |
| 3 Bedrooms                          |                       |                               |                 |
| 4 Bedrooms                          |                       |                               |                 |
| 5 Bedrooms                          |                       |                               |                 |
| 6 Bedrooms                          |                       |                               |                 |
| 7 Bedrooms                          |                       |                               |                 |
| 8 Bedrooms                          |                       |                               |                 |

**What is the total amount of Leased Units requested (adding the total annual budget requested for all FMR areas)? \_\_\_\_\_**

Any additional notes regarding the leased units section of this project:

2. Leased Structures

- a. Enter the Structure Name by which you will identify the leased structure (e.g. name of the property), street address, city, and zip code.

Structure #1: \_\_\_\_\_

Structure #2: \_\_\_\_\_

- b. Enter the monthly amount of HUD paid rent you are requesting for each structure, multiple by 12, and the total annual assistance requested for each structure.

|   | Structure #1 | Structure #2 |
|---|--------------|--------------|
| HUD paid rent (monthly)                                 |              |              |
| Multiply monthly amount by 12 = total annual assistance |              |              |

If there will be more than 2 structures, please add information regarding the address of the location(s) and requested funds for the additional sites here:

**What is the total amount of Leased Structures requested (adding the total annual budget requested for all FMR areas)?** \_\_\_\_\_

Any additional notes regarding the leased structures section of this project:

## B. Operating funds

### 1. Operating Budget (TH, RRH, PSH)

The explanation of eligible costs can be found at [24 CFR 578.55](#)

Enter the quantity and total budget request for each Operating cost. The request entered should be equivalent to the cost of one year of the relevant operations activity.

*The Budget Narrative must provide a complete picture of how CoC Program funds will be used in the project to assist eligible youth & young adults. Enter the quantity (i.e. numbers) and descriptive information for each activity. For example: if requesting staffing enter position title – 1 FTE @ \$45,000 including fringe benefits of \$X or 50 hours @ \$25 per hour including fringe of \$X.*

|                              | Annual Amount | Budget Narrative (quantity & description) |
|------------------------------|---------------|---|
| Maintenance and Repair       |               |   |
| Property Taxes and Insurance |               |   |
| Building Security            |               |   |
| Electricity, Gas, and Water  |               |   |
| Furniture                    |               |   |
| Equipment                    |               |   |

**What is the total amount of Operating funding requested?** \_\_\_\_\_

Any additional notes regarding the operating section of this project:

### C. Rental Assistance

#### 1. Rental Assistance Budget (Rapid Rehousing only)

The explanation of eligible costs can be found at 24 CFR 578.51

- A. All new project applications are required to use FY2021 Fair Market Rent (FMR) and request full FMR for initial funding.
- B. [https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022\\_code/select\\_Geography.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022_code/select_Geography.odn)
- C. If your project provides units in more than 1 FMR area, you must complete a chart for each FMR area.
- D. The table accounts for the size of units, number of units requested, FMR for each unit, and multiplied by 12 months to account for annual rent.

| FMR Area                            | Total Units Requested |            | Total Annual Budget Requested |
|-------------------------------------|-----------------------|------------|-------------------------------|
|                                     |                       |            |                               |
| Size of Units                       | # of Units            | FMR Amount | FMR Amount x 12               |
| 0 Bedroom<br>(studio or efficiency) |                       |            |                               |
| 1 Bedroom                           |                       |            |                               |
| 2 Bedrooms                          |                       |            |                               |
| 3 Bedrooms                          |                       |            |                               |
| 4 Bedrooms                          |                       |            |                               |
| 5 Bedrooms                          |                       |            |                               |
| 6 Bedrooms                          |                       |            |                               |
| 7 Bedrooms                          |                       |            |                               |
| 8 Bedrooms                          |                       |            |                               |

| FMR Area | Total Units Requested | Total Annual Budget Requested |
|----------|-----------------------|-------------------------------|
|----------|-----------------------|-------------------------------|

| Size of Units                       | # of Units | FMR Amount | FMR Amount<br>x 12 |
|-------------------------------------|------------|------------|--------------------|
| 0 Bedroom<br>(studio or efficiency) |            |            |                    |
| 1 Bedroom                           |            |            |                    |
| 2 Bedrooms                          |            |            |                    |
| 3 Bedrooms                          |            |            |                    |
| 4 Bedrooms                          |            |            |                    |
| 5 Bedrooms                          |            |            |                    |
| 6 Bedrooms                          |            |            |                    |
| 7 Bedrooms                          |            |            |                    |
| 8 Bedrooms                          |            |            |                    |

If more than 2 FMR areas, please copy and add another chart below.

**What is the total amount of Rental Assistance requested (adding the total annual budget requested for all FMR areas)? \_\_\_\_\_**

Any additional notes regarding the rental assistance section of this project:

## D. Supportive Services

### 1. Supportive Services Budget

Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. The explanation of eligible costs can be found at [24 CFR 578.53](#).

Reminder, YHDP allows for implementation of a variety of regulatory flexibilities and these flexibilities can create innovation within the CoC Regulations. Please review the flexibilities for more information and to outline anticipated costs associated with the flexibilities you are requesting. Most flexibilities will be billed to the Supportive Service budget line (this is noted where applicable in Appendix 1) and should be included in the "other" row on the chart below.

*The Budget Narrative must provide a complete picture of how CoC Program funds will be used in the project to assist eligible youth & young adults. Enter the quantity (i.e. numbers) and descriptive information for each activity. For example: if requesting staffing enter position title – 1 FTE @ \$45,000 including fringe benefits of \$X or 50 hours @ \$25 per hour including fringe of \$X. Include any direct provision costs (24 CFR 578.53(e)(17)) for each line item (e.g. monthly use of cell phone to contact youth & young adults @ \$x per month.*

|                              | Annual Amount | Budget Narrative (quantity & description) |
|------------------------------|---------------|---|
| Assessment of Service Needs  |               |   |
| Assistance with Moving Costs |               |   |
| Case Management              |               |   |
| Child Care                   |               |   |
| Education Services           |               |   |

|  |  |  |
|--|--|--|
| Employment Assistance  |  |  |
| Food   |  |  |
| Housing/Counseling Services  |  |  |
| Legal Services   |  |  |
| Life Skills  |  |  |
| Mental Health Services   |  |  |
| Outpatient Health Services   |  |  |
| Outreach Services  |  |  |
| Substance Abuse Treatment Services   |  |  |
| Transportation   |  |  |
| Utility Deposits   |  |  |
| Operating Costs  |  |  |
| Other - <i>Only applicable if requesting flexibilities - add in costs from flexibilities section, question 2</i> |  |  |

**What is the total amount of Supportive Service funding requested?** \_\_\_\_\_

Any additional notes regarding the supportive services section of this project:

## E. HMIS

### 1. HMIS Budget

Enter the quantity and total budget request for each HMIS cost. The request entered should be equivalent to the cost of one year of the relevant operations activity.

*The Budget Narrative must provide a complete picture of how CoC Program funds will be used in the project to assist youth & young adults. Enter the quantity (i.e. numbers) and descriptive information for each activity. For example: if requesting staffing enter position title – 1 FTE @ \$45,000 including fringe benefits of \$X or 50 hours @ \$25 per hour including fringe of \$X. Include any direct provision costs (24 CFR 578.53(e)(17)) for each line item (e.g. monthly use of cell phone to contact Youth & Young adult program participants @ \$x per month.*

|                    | Annual Amount | Budget Narrative (quantity & description) |
|--------------------|---------------|---|
| Equipment          |               |   |
| Software           |               |   |
| Services           |               |   |
| Personnel          |               |   |
| Space & Operations |               |   |

**What is the total amount of HMIS funding requested?** \_\_\_\_\_

Any additional notes regarding the HMIS section of this project:

## F. Detailed Project Budget

1. Provide a detailed project budget using the template provided on the [YHDP page of the CAFTH website](#).
2. Describe how the project will be sustained at grant expiration. **(2250 character max)**

## VI. Local Assurances

1. The applicant is in compliance with all applicable civil rights laws and Executive Orders and meets all standards outlined in the U.S. Department of Housing and Urban Development Notice of Funding Availability.
2. The organization's Board of Trustees has approved the submission of this application.
3. The applicant acknowledges that its organization has been in existence for at least one year as a non-profit entity.

Employer/Taxpayer Identification Number \_\_\_\_\_

Organizational DUNS or UEI Number \_\_\_\_\_

4. The applicant acknowledges that it maintains a detailed financial management system and has a fund accounting system in place.
5. The Applicant agrees to participate in an interview and/or host a site visit if deemed appropriate or needed by review team.
6. If Applicant is selected and subsequently receives grant funds, the applicant will upon request agree to a scheduled monitoring visit by CAFTH.
7. If Applicant is selected and subsequently receives grant funds, the Applicant acknowledges and understands that, although the Community Alliance for the Homeless will review each reimbursement request and provide technical assistance to applicants and advise applicants of obvious errors and omissions as time permits, the applicant assumes ultimate responsibility for maintaining compliance with all HUD contract requirements.
8. If Applicant is selected and subsequently receives grant funds, the applicant agrees to enter program level data into the Memphis/Shelby County Homeless Consortium Homeless Management Information System (HMIS).

\_\_\_\_\_  
Signature, Executive Director

\_\_\_\_\_  
Signature, Board Chair

\_\_\_\_\_  
Print Name of Executive Director

\_\_\_\_\_  
Print Name of Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## VII. Required Documents

Required documents with templates can be found on the [YHDP page of the CAFTH website](#).

1. Screenshot verification of LIVEGIVEmidsouth (<https://www.livegivemidsouth.org/>) profile reviewed and approved by CFGM (with green check-mark on profile page)
2. Documentation of cash match (current grant awards specific to this project), in-kind match, and/or collaboration agreements, letters of support (not referral agreements) as applicable.
3. Certification that all corporate filings have been received and all annual reports are received by the TN Secretary of State. The Certificate of Existence verifies the agency is certified as a business entity in TN. You can find and print the information online at Business Information Search: <https://tnbear.tn.gov/ECommerce/FilingSearch.aspx>
4. YHDP Budget Document
5. Drug-Free Workplace Affidavit
6. Certificate of Insurance to include:  
Community Alliance for the Homeless,  
44 N. 2nd St., Memphis, TN 38103
7. IRS 501 (c) 3 determination letter