

Memphis/Shelby County

Youth Homelessness Demonstration Program

Navigation Project Request for Proposals

Due Date: Monday, July 13, 2026

Applications are to be submitted by email to: YHDP@cafth.org

For questions or application assistance, contact:

Haley Greenwell- haley@cafth.org

Stephanie Reyes- stephanie@cafth.org

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Background

Introduction

Community Alliance for the Homeless is accepting applications for the Youth Navigation Project, funded by the Department of Housing and Urban Development's (HUD) Youth Homelessness Demonstration Program (YHDP). The goal of YHDP is to support selected communities in developing and implementing a coordinated community approach to preventing and ending youth homelessness. Through this grant, Memphis/Shelby County receives over \$2 million annually to implement innovative housing programs that meet the unique needs of youth and young adults experiencing homelessness and housing insecurity in our community.

On behalf of the TN-501 YHDP programs, Community Alliance for the Homeless (CAFTH) is seeking applications from eligible organizations to implement a navigation program.

Request for Proposal Description

The Youth System Navigation Program provides immediate assistance to unaccompanied and/or pregnant/parenting youth ages 18 - 24 who are experiencing housing instability or homelessness. The Navigators support these youth as they move through the system, from front-door access to stable housing. Navigators are the front door access to all housing programs provided through the Continuum of Care (CoC). The navigation program offers youth an individualized safety and service plan, mobile case management, and connections to community-based resources. The purpose of the program is to help homeless and at-risk youth increase their independent living skills and, if possible, prevent them from entering the homeless services system or help them rapidly exit into safe, permanent housing.

Navigation Program Goals

- Improve identification of youth who are homeless or at risk of homelessness
- Improve cross-system partnership and collaboration
- Increase the ease of navigation through the system for youth and referring partners
- Increase the number of youth placements into permanent housing
- Increase awareness of the local Coordinated Entry System (CES) and the number of partners participating
- Increase the number of youth diverted from the homeless response system.
- Expand Youth and Young Adult (YYA) confidence in the homeless response system and in their own resource knowledge
- Decrease the number of YYA turned away from services

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 the needs of youth experiencing homelessness without their authentic engagement and leadership. Collaboration was essential to our community's YHDP planning process, bringing together older adult and youth stakeholders to share their ideas and experiences, evaluate the existing youth homelessness response system, and develop youth-centered solutions. All YHDP funded agencies are expected to uphold a commitment to youth collaboration in all aspects of project application and implementation.

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 the Memphis/Shelby County geographic area, serve youth and young adults who are experiencing homelessness, and be in good standing with all government and funding contracts.
- The agency must have a LIVEGIVEmidsouth profile (www.LIVEGIVEmidsouth.org) **reviewed and approved** by the Community Foundation of Greater Memphis prior to the application due date. Once your organization has submitted its profile for review, it can take up to four business days for CFGM staff to review the submission and publish it to the directory. If you have questions about your profile status, please email or call Randy Truong, Community Impact Manager, at randy@cfgm.org or (901) 722-0039.
- If awarded funding, agree to work in conjunction with the YAB and YHDP CQI committee and actively participate in the Youth CoC Committee.
- Agree to implement the recommendations of CAFTH and the YHDP CQI, YAB, and subcommittees formed in the CoC for program design, including assessment tools and program practices.
- Incorporate all YHDP principles outlined in the Coordinated Community Plan (CCP).
- Participate in the Memphis/Shelby County Coordinated Entry System and refer eligible clients.
- The agency must be an active and paid Member of the Memphis/Shelby County Homeless Consortium.
- The agency must be an active HMIS **participant or a 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.

Subrecipient Requirements

The agency selected from this RFP will be a subrecipient of Community Alliance for the Homeless. The selected agency must be able to implement the services itself and may not subgrant any portion of the award. This does not include referring clients to partner agencies or utilizing other community resources. The selected agency will also be required to submit timely quarterly and annual reports to CAFTH staff.

Required Review of Relevant Guidelines and Eligibility Requirements

In addition to the minimum requirements listed on page 4, each applicant is responsible for reading the following documents and adhering 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](#)
- [FY24/FY25 CoC & YHDP NOFO](#)
- [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 then need to contribute to CAFTH's application in HUD's e-snaps portal. The HUD application seeks additional information beyond what is included in this RFP. The selected applicant 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 one's 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, or 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 a 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 an external YHDP Review committee. Each committee member will independently score each application based on previously determined criteria. Each applicant agency will meet with the YAB for a brief interview. The YAB will then present its findings to the rest of the YHDP Review committee. Selected providers will finalize their contracts with CAFTH in late summer/early fall (no later than August 30th) 2026.

RFP Timeline

- **June 8:** The RFP application will be released.
- **June 10:** YHDP application information session.
- **July 13:** Agencies will return the applications to the CAFTH Staff to compile and present to the YHDP Review Committee.
- **July 14-15:** The YAB will conduct interviews with applicants.
- **July 16:** The YHDP Review Committee will review applications and select project awards.
- **July 20:** The funded agencies will be notified of their award.
- **July 30:** The awarded project must have its completed application submitted to CAFTH.
- **August:** The funded agency will enter into a grant agreement with CAFTH in late summer/early fall. The selected agency will be under contract no later than August 2026.
- **October 1:** Begin implementation of the YHDP Navigation project after the grant agreement is completely executed

Supportive Services Only (SSO)-Navigation Project Description

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

Project summary

This project will allow for **ONE** agency to host a team of youth system navigators to perform outreach and connect with youth and young adults across Shelby County. The team of navigators will work together to identify youth, divert youth if possible, and if not, connect youth to the Coordinated Entry System (CES), other housing options, and other non-housing resources.

Please Note:

Eligible organizations will be required to engage in case conferencing and serve **ALL** eligible youth seeking services, even if the organization they work for serves only special populations.

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

- Youth centered system navigation based on the individual needs of the youth and young adults (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 with program eligibility and innovative solutions to help YYA decide next steps.
- Support for youth to remain stabilized in housing, including limited emergency housing financial assistance, mediation, and referrals.
- Participation in youth-specific case conferencing to offer communication between agencies.
- Relationship-building with system partners (e.g., other housing providers, child welfare, juvenile justice, education) to improve coordination and access to resources across systems.

Innovative Strategies

The youth system navigation team will be housed at a local agency but must ensure that navigators engage with partners across multiple access points. Navigators will work directly with the Department of Children’s Services (DCS), the Juvenile Justice System, Memphis-Shelby County Schools, and other 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 the success of the navigation program.

YHDP Special Activities

Organizations applying for system navigation will also receive YHDP special activity waivers that are already in place. Access to these special activities allows flexibility 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, transportation assistance, and costs associated with personal vehicles.

Budget

Eligible costs for SSO-Navigation include salaries and benefits for a supervisor and youth navigators, program costs, training, and supportive services. For a full list of eligible costs see [Appendix A](#).

Line Item	Description	Amount
Supportive Services	Salary, benefits, training, and supportive services items outlined in the HUD regulations & Appendix A (See page 6 for links)	\$443,914
HMIS	HMIS license fees, equipment costs, etc.	\$3,105
Administrative	Salary and benefits for financial staff, office space, etc.	\$21,935
Total		\$468,954
Required 25% Match		\$117,238
Please note: The total award available for the grant is correct; however, the funds in each category may differ slightly based on the breakdown awarded by HUD. We will have a final amount per line item by contract time.		

Frequently Asked Questions

- 1. The RFP says that the application must be an HMIS active or qualified participant. What is a qualified participant (since we aren't currently active)?**
 - a. We are referring to agencies that would be relevant to have access to HMIS information. We would not give HMIS access to an organization that is not working with or intending to work with people experiencing homelessness. All agencies who are not currently in HMIS will need to meet with the HMIS Director (Emma Boehme Grant, Emma@cafth.org) for approval.
- 2. How much should we budget for an agency HMIS seat or software license?**
 - a. Software licenses are currently \$875/person, per year.
- 3. Are there any administrative funds included in the total available project costs? (For federal grants, we normally include an administrative cost of 10% in the budget)**
 - a. Yes, there is an administrative costs line item, and eligible activities can be found [here](#).
- 4. CAFTH will be the lead applicant, and the agency awarded will be a subrecipient. Could the agency have a subrecipient-subrecipient relationship where we pass funds through to a second agency? In this case, it is one we already work with, which provides similar housing navigation services for our clients.**
 - a. No, the awarded agency will not be allowed to subgrant the award. If you want to discuss further, please reach out to Haley Greenwell (haley@cafth.org).
- 5. Can the required match be 'in-kind' or must it be cash?**
 - a. The match must be cash. See the [HUD exchange](#) for required documentation of the cash match.

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, 2026**, to **September 30, 2027**. This is a one year grant that is applied for by Community Alliance for the Homeless through the annual CoC/YHDP competition process.

Application Instructions

1. Include All Attachments – See *Section VII Required Documents on page 35*
2. Assemble in order and combine as one PDF document
3. **One** full new project application, **Electronic copy** emailed to: YHDP@cafh.org
4. Include "YHDP Navigation Project Application" in the subject line of your email.

Due Date: Monday, July 13, 2026, by 5:00 p.m. CST

Application Scoring Criteria

Evaluation Categories:

- o Agency Experience/Capacity – 20 points
- o Project Design: Approach & Overview – 35 points
- o Project Design: YHDP Principles & Supportive Services – 55 points
- o Budget – 20 points

Total Possible Score – 130

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

YHDP APPLICATION START

Due:

Monday, July 13, 2026 by 5:00 p.m. CT

Format:

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

Submit via email:

YHDP@cafth.org

Contact:

Haley Greenwell, CoC Youth & Special Populations Director, haley@cafth.org

Stephanie Reyes, Vice President & COO, stephanie@cafth.org

Community Alliance for the Homeless

2670 Union Ave Ext.

Memphis, TN 38112

(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:**

II. Agency Experience/ Capacity

A. This section is only applicable to NEW YHDP Navigation applicants. If your agency is a current subrecipient of YHDP Navigation funding, please move to **Section II B.**

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

2. Describe the experience of the applicant in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations. **(2250 character max)**

3. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG operated by the applicant (if any)): **YES** **NO**
- a. If Yes, please provide a detailed description of the findings and your agency's plan of action for resolving them. **(2500 character max)**

4. Provide concrete examples that illustrate the applicant's experience and expertise in each of the following: **(2500 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

5. Describe why your agency is the most appropriate to host YHDP Navigation programming in our community. What specific evidence supports that your agency has the capacity and community connections to support this programming? **(2500 character max)**

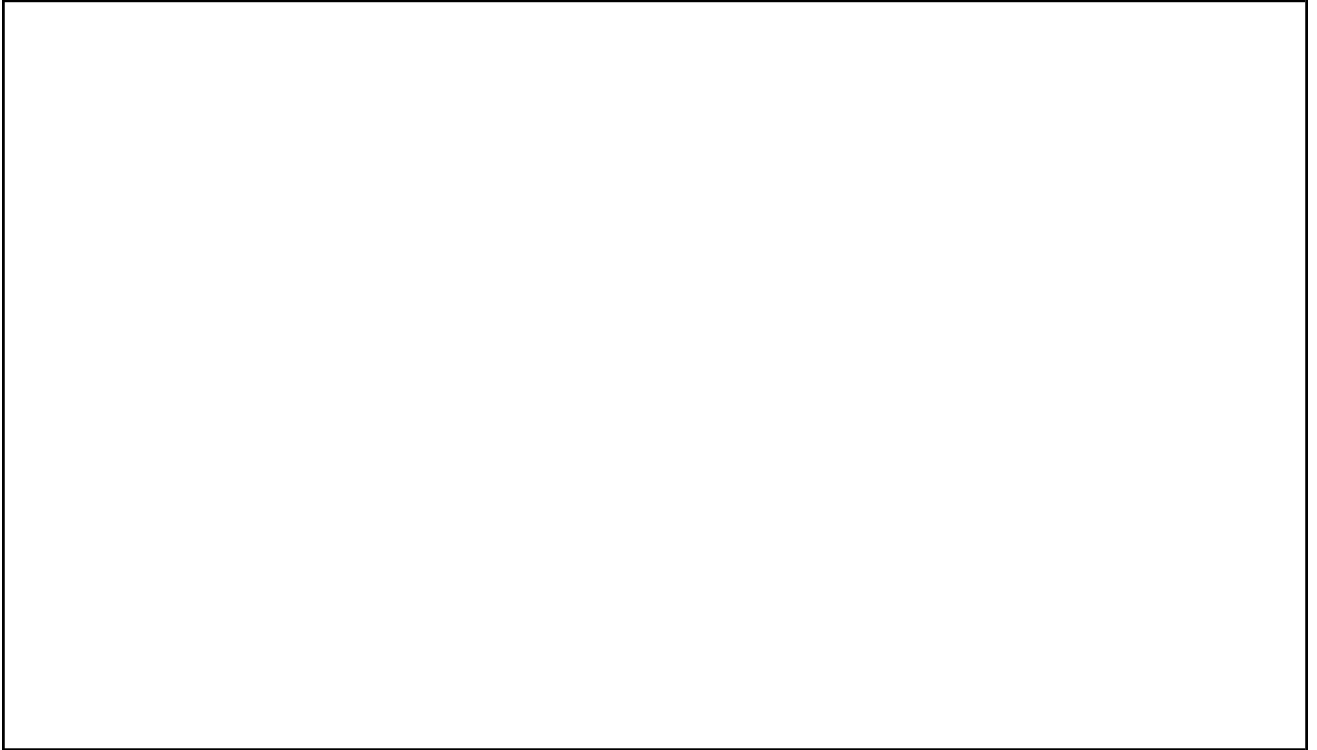
II. Agency Experience/ Capacity

B. This section only applies to CURRENT YHDP Navigation subrecipients. If your agency is not currently receiving YHDP Navigation funding, please skip to Section III.

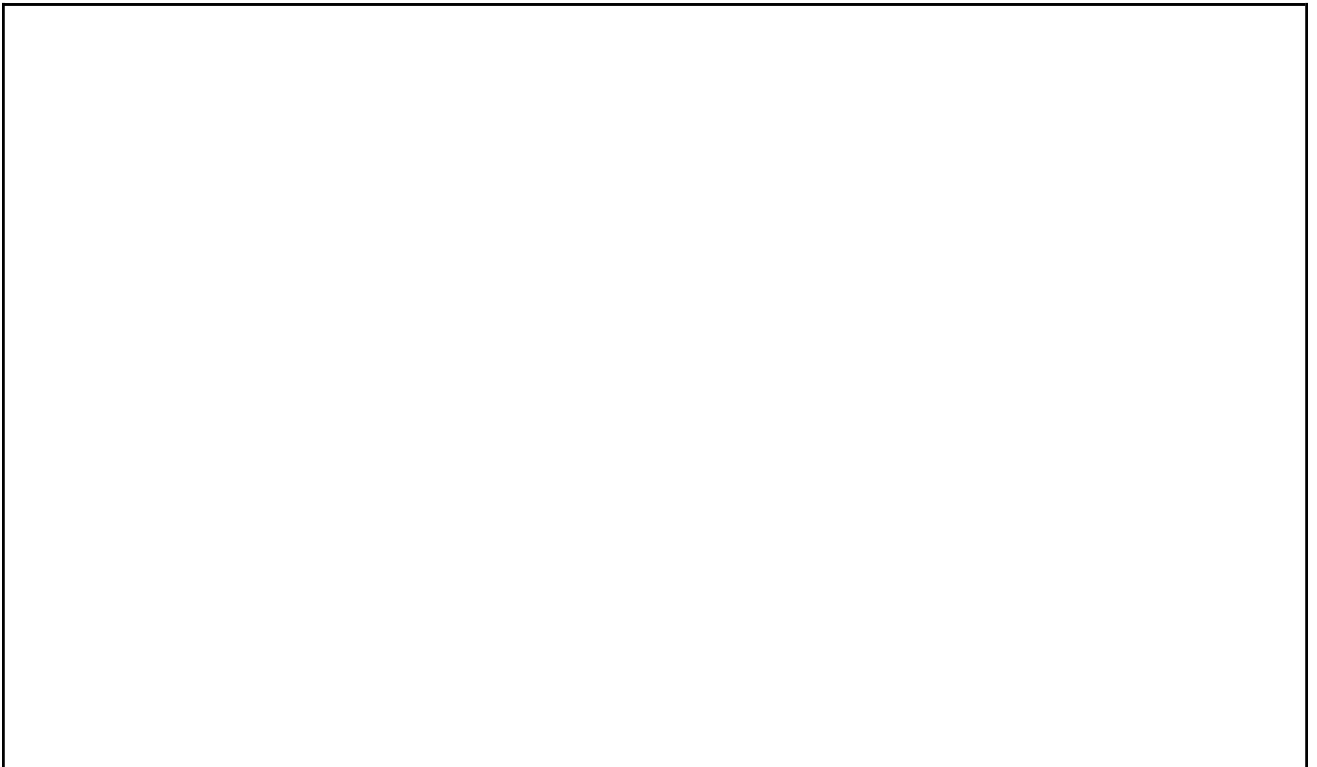
1. Describe the basic organization and management structure of the applicant agency. **(1650 character max)**

2. While operating YHDP Navigation programming, what accomplishments has your program achieved, and how do you plan to expand upon these successes? **(2500 character max)**

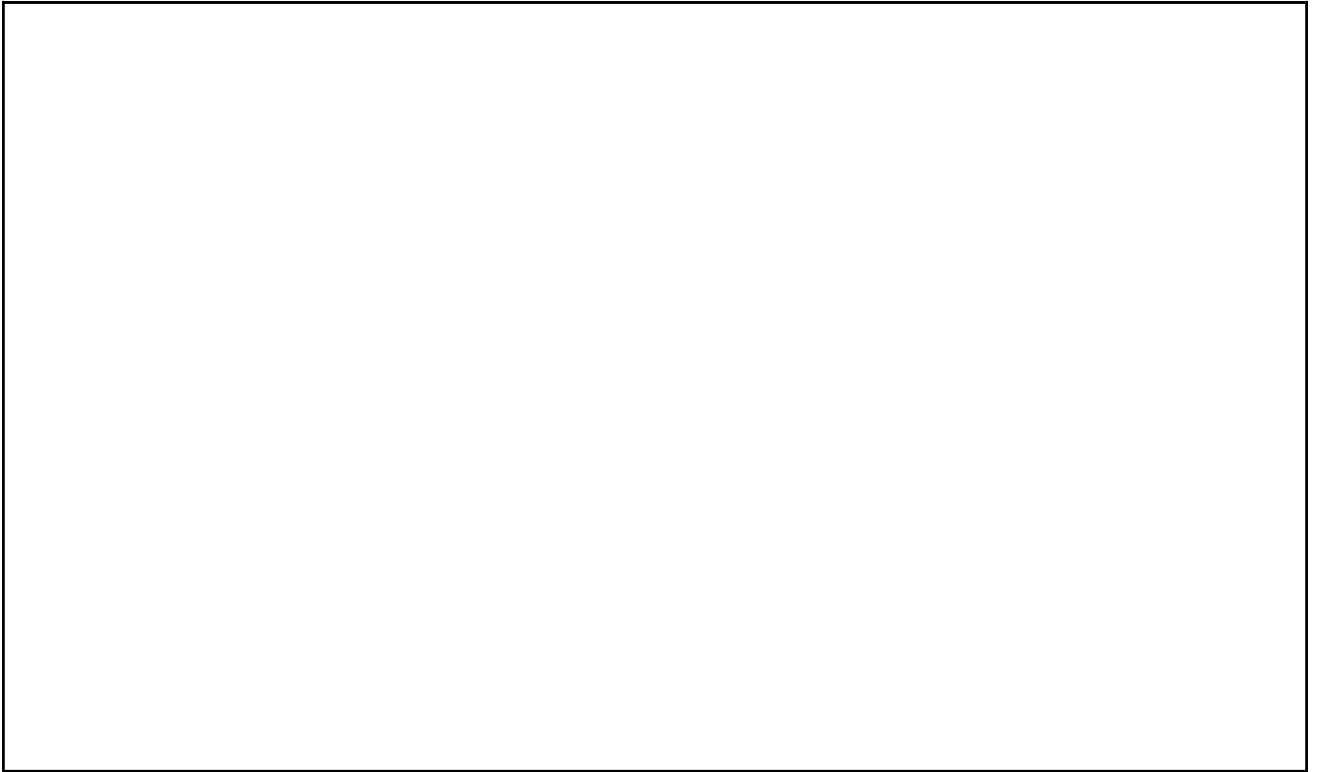
3. While operating YHDP Navigation programming, what challenges or barriers has your program encountered, and how do you plan to mitigate these challenges and ensure program success? **(2500 character max)**



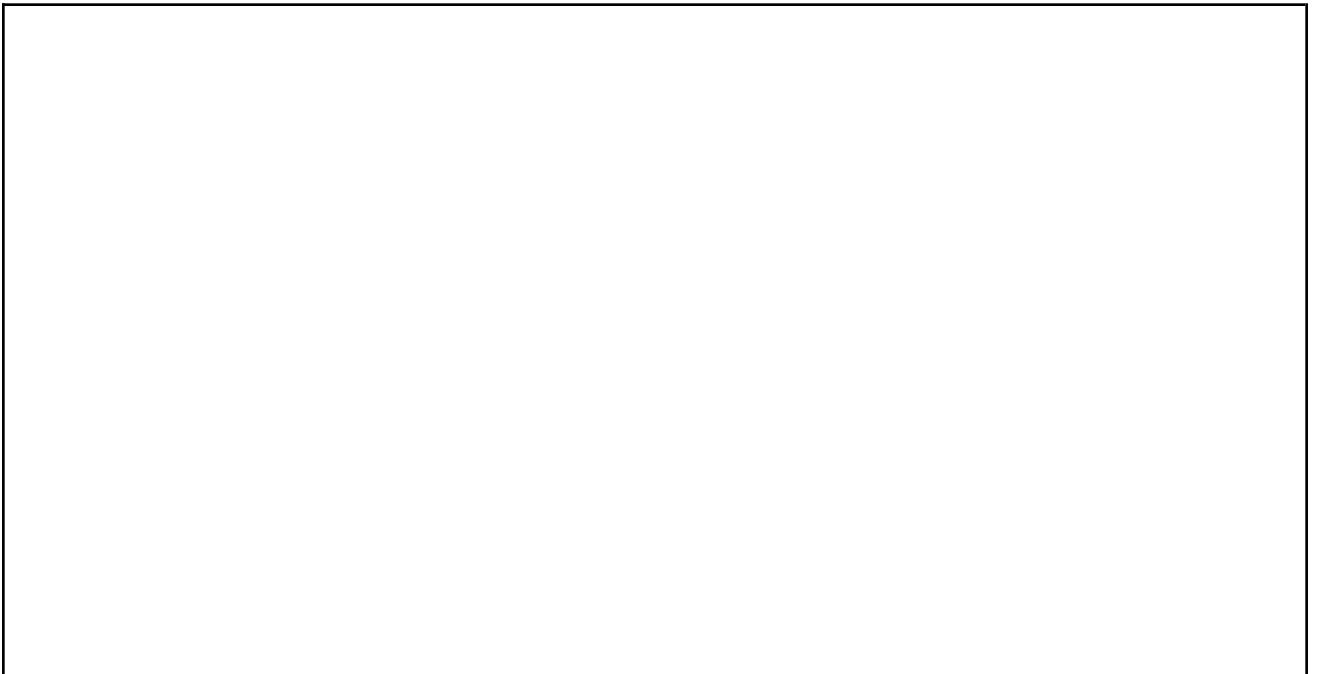
4. How has participant and community feedback influenced your approach? **(2000 character max)**



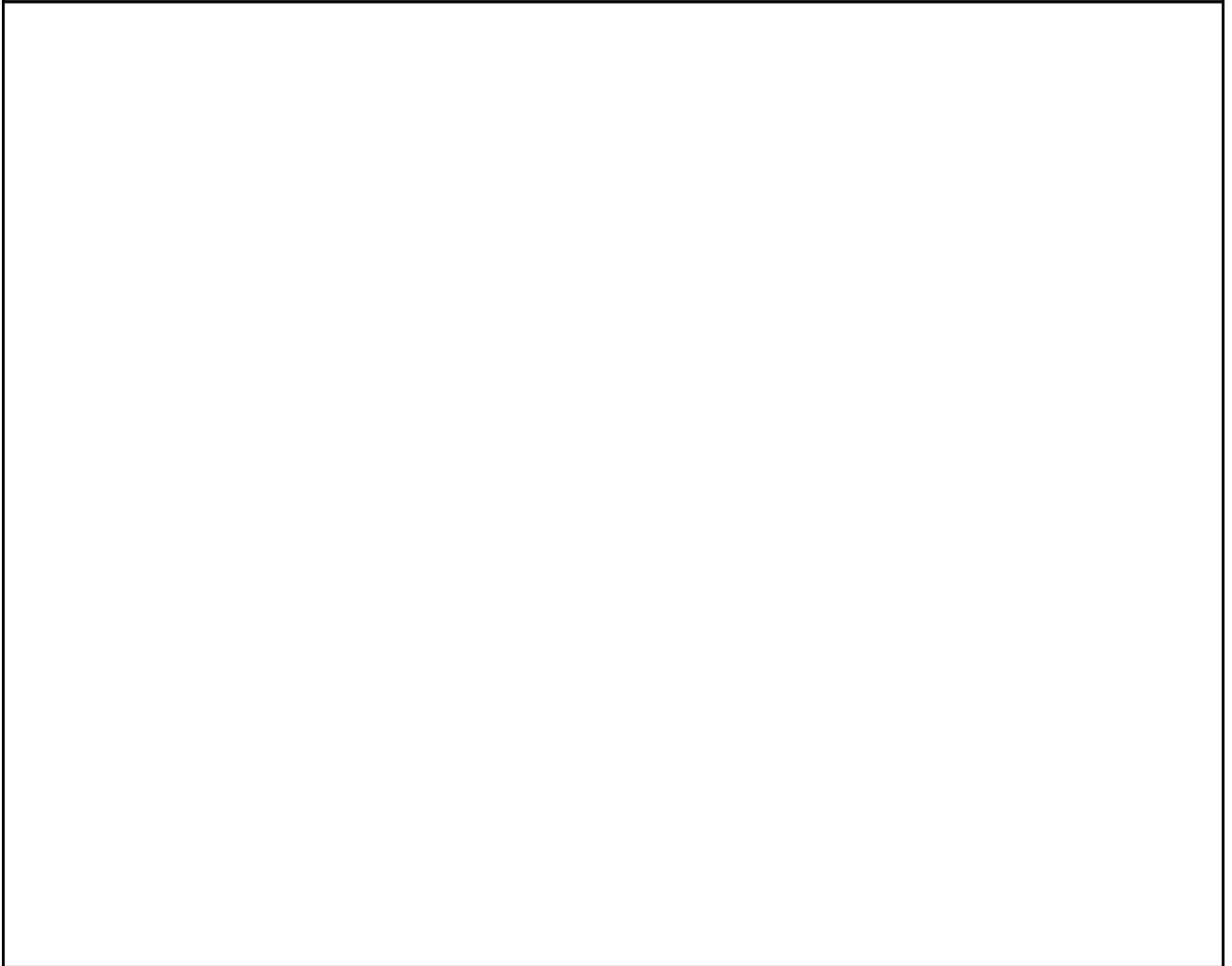
5. How will continued funding help you deepen impact rather than just maintain current activities? **(2000 character max)**



6. What additional support or resources would enhance your effectiveness moving forward? **(2000 character max)**



7. Describe why your agency is the most appropriate to host YHDP Navigation programming in our community. What specific evidence supports that your agency has the capacity and community connections to support this programming? **(2500 character max)**

A large, empty rectangular box with a black border, intended for the user to write their response to question 7. The box is currently blank.

III. Project Design

A. Approach and Overview- (New and current navigation subrecipient agencies must answer)

1. 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 conducting outreach and identifying youth for this program
 - b. The plan to receive referrals from the community, including external agencies
 - c. The plan for addressing the identified housing and supportive service needs
 - d. Anticipated project outcome(s)
 - e. Coordination with other organizations (e.g. federal, state, nonprofit)

2. 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)?

3. YHDP Navigation is designed to act as a diversion program as well as a program to provide youth with navigation through the homeless response system. Describe how your proposed project will implement a Diversion and/or 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

- | | |
|---|--|
| <ol style="list-style-type: none">a. <input type="checkbox"/> Minorsb. <input type="checkbox"/> Pregnant & Parentingc. <input type="checkbox"/> Foster care/ justice involved youth | <ol style="list-style-type: none">d. <input type="checkbox"/> LGBTQ+ & Gender Non-Conforminge. <input type="checkbox"/> Victims of Sexual Traffickingf. <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. Describe how the applicant plans to structure YHDP Navigation programming within the agency. **(2500 character max)**
- a. How many Navigators do you intend to employ? Will these Navigators be full-time or part-time?
 - b. Do you anticipate having a full-time Supervisor over YHDP Navigation programming? If not, how do you plan to ensure the program receives appropriate support?
 - c. How do you anticipate managing caseloads and referrals, given that the number of youth requesting and receiving services may fluctuate throughout the grant cycle?

5. Describe your plan to address the YHDP Navigation goals of:
- a) increasing the identification of youth who are homeless and
 - b) increasing awareness of the Youth Homeless response system and resources among youth in the community. **(2000 character max)**

6. How will the agency create a safe, inclusive and affirming space for all youth? **(1500 character max)**

7. Supportive service needs among youth in Navigation vary widely, and available funding is limited. Describe your approach to prioritizing and allocating supportive service funds to meet diverse youth needs while ensuring resources are sustained throughout the full grant cycle. How will you balance immediate needs with long-term funding sustainability? **(2250 character max)**

8. 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)**

9. Describe your plan to implement a continuous quality improvement process for this project to continuously improve and address challenges and gaps. **(2000 character max)**



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



11. Operation of this program will require cross-system and cross-agency collaboration. How will your agency work to increase partnerships with youth specific systems and providers to connect youth with this program? **(1650 character max)**

12. 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 October 2026 to connect youth to needed services? **(2250 character max)**

V. Budget

A. Supportive Services

1. Supportive Services Budget

Enter the quantity and total budget request for each supportive services line item 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 in Appendix A for more information and to outline anticipated costs associated with the flexibilities you are requesting.

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		

What is the total amount of Supportive Service funding requested? _____

Any additional notes regarding the supportive services section of this project

B. 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€(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:

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 Directors 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.
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 the review team.
6. If the applicant is selected and subsequently receives grant funds, the applicant will agree to scheduled monitoring visits by CAFTH.
7. If the applicant is selected and subsequently receives grant funds, the applicant acknowledges that, although the Community Alliance for the Homeless will review each reimbursement request, 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 the 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).
9. If the applicant is selected and subsequently receives grant funds, the applicant agrees to providing CAFTH with financial documentation in legible PDF format, including but not limited to:
 - a. Pay vouchers and timesheets
 - b. Original invoices and proof of payment
 - c. Detailed and documented account of all Admin expenses
 - d. Meet the 15th of the month deadline for invoice submission
10. If the applicant is selected and subsequently receives grant funds, the applicant agrees, the applicant agrees to adhering to HUD required documentation and policies, including:
 - a. Documentation of Homelessness & Eligibility Status
 - b. Income Documentation
 - c. Termination Policies & Procedures
 - d. Grievance Policies & Procedures
 - e. Maintaining Participant Records
11. If the applicant is selected and subsequently receives grant funds, the applicant agrees to participating in regular check-in meetings with CAFTH, and applying feedback received from CAFTH, the YAB, and community partners.

Signature, Executive Director

Signature, Board Chair

Print Name of Executive Director

Print Name of Board Chair

Date

Date

VII. Required Documents

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

- a. Screenshot verification of LIVEGIVEmidsouth (<https://www.livegivemidsouth.org/>) profile reviewed and approved by CFGM (with green check-mark on profile page)
- b. Documentation of cash match (current grant awards specific to this project), and/or collaboration agreements, letters of support (not referral agreements), as applicable.
- c. 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 [here](#).
- d. Drug-Free Workplace Affidavit
- e. Organizational chart detailing proposed staffing structure.
- f. Certificate of Insurance to include:

Community Alliance for the
Homeless, 2670 Union Ave Ext.,
Memphis, TN 38112
- g. IRS 501 (c) 3 determination letter
- h. Any relevant letters of support or Memorandums of Understanding (MOU) to support your project description and application.