



Community Alliance
FOR THE HOMELESS

Youth Navigation: Request for Proposals

Information Session

June 16, 2026

1:00 pm

Presentation Overview

- Request for Proposal Description
- Navigation Program Goals
- Minimum Requirements
- Additional Guidelines & Requirements
- YHDP Principles
- Timeline
- Application Components



Request for Proposal Description



- The Youth System Navigation Program
 - Immediate assistance to unaccompanied and/or pregnant/parenting youth ages 18 - 24 who are experiencing housing instability or homelessness
 - Supports youth as they move through the system, from front-door access to stable housing
 - Is the front door access to all housing programs provided through the Continuum of Care (CoC)

Request for Proposal Description



- The Youth System Navigation Program
 - Offers youth an individualized safety and service plan, mobile case management, and connections to community-based resources
- Program Purposes:
 - Help homeless and at-risk youth increase their independent living skills
 - Prevent them from entering the homeless services system
 - Help youth 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

- Project proposal must include built-in commitment to youth collaboration
 - Authentic youth engagement and leadership
- Navigation team will be expected to work closely with the Memphis Youth Advisory Board (YAB) to evaluate the current homeless response system and identify areas of improvement



Minimum Requirements

- Be located and/or able to provide services in the Memphis/Shelby County geographic area
- Be in good standing with all government and funding contracts.
- Must have a LIVEGIVEmidsouth profile, approved by the Community Foundation of Greater Memphis
- 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.



Minimum Requirements (Cont.)



- Incorporate all YHDP principles outlined in the Coordinated Community Plan (CCP).
- Participate in the Memphis/Shelby County Coordinated Entry System
- Must be an active and paid Member of the Memphis/Shelby County Homeless Consortium.
- Must be an active HMIS participant or a qualified participant.
- Must have been in existence for more than one year and have documented experience with administration, management, and reporting requirements of public funds

Additional Guidelines & Requirements

- [Memphis/Shelby County YHDP Coordinated Community Plan](#)
- [FY24/FY25 CoC & YHDP NOFO](#)
- [YHDP Notice of Funding Availability \(NOFA\), Appendix A](#)
- [24 CFR part 578 \(CoC Program Interim Rule\)](#)
- [YHDP Policies & Procedures Manual \(CAFTH\)](#)



YHDP Principles

- Please refer to the Memphis/Shelby County Coordinated Community Plan to read more about each of the following YHDP Principles.
 - Special Populations
 - Equity
 - Positive Youth Development (PYD) & Trauma-Informed Care
 - Housing First
 - Social & Community Integration
 - Family Engagement
 - Youth Choice
 - Individualized and Client-Driven Support
 - Coordinated Entry



Timeline

- **June 8:** The RFP application was released.
- **June 16:** 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 brief 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.



Timeline (Cont.)

- **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



Application Components

- Grant Period: 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
 - Include All Attachments – See Section VII Required Documents on page 35
 - Assemble in order and combine as one PDF document
 - One full new project application, Electronic copy emailed to: YHDP@cafth.org
 - 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 (Section II A)



- Section II A - applicable to agencies that are **not** currently a YHDP Navigation subrecipient
 - Provide concrete examples that illustrate the applicant's experience and expertise in each of the following:
 - addressing housing and/or supportive service needs for youth and young adults; and
 - developing and implementing relevant program systems and/or services
 - 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?

Application (Section II B)



- Section II B - applicable to agencies that **are** currently a YHDP Navigation subrecipient
 - While operating YHDP Navigation programming:
 - what accomplishments has your program achieved and how do you plan to expand upon these successes?
 - what challenges or barriers has your program encountered, and how do you plan to mitigate these challenges and ensure program success?
 - How has participant and community feedback influenced your approach
 - Describe why your agency is the most appropriate to host YHDP Navigation programming in our community

Application (Section III)

- Section III of the application covers the entire scope of work that the applying agency is intending to undertake
 - The plan for conducting outreach and identifying youth for this program
 - The plan to receive referrals from the community, including external agencies
 - The plan for addressing the identified housing and supportive service needs
 - Anticipated project outcome(s)
 - Coordination with other organizations



Application (Section III B 4)



- Describe how the applicant plans to structure YHDP Navigation programming within the agency.
 - How many Navigators do you intend to employ? Will these Navigators be full-time or part-time?
 - 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?
 - How do you anticipate managing caseloads and referrals, given that the number of youth requesting and receiving services may fluctuate throughout the grant cycle?

Application (Section V A)



- Supportive Services Budget - reference page 11
 - 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

Application (Section V B)

- HMIS Budget - reference page 11
 - Equipment
 - Software
 - Services
 - Personnel
 - Space & Operations



Application (Section VII)

- Required Documents
 - Screenshot verification of LIVEGIVEmidsouth profile reviewed and approved by CFGM
 - Documentation of cash match, and/or collaboration agreements, letters of support
 - Certification that all corporate filings have been received and all annual reports are received by the TN Secretary of State.
 - Drug-Free Workplace Affidavit
 - Organizational chart detailing proposed staffing structure.
 - Certificate of Insurance
 - IRS 501 (c) 3 determination letter
 - Any relevant letters of support or Memorandums of Understanding (MOU) to support your project description and application



Thank you for attending!

Please email us if you have any questions:

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