IX- Proposal Requirements

The proposal must address the following in no more than 15 pages (single-spaced, ragged right margin, times new roman 12 pt. font, 1" margins):

A. **Cover Page.** Including organization name, date of submission, type of project, and point of contact. (Not included in 15-page limit)

B. **Table of Contents.** (not included in the 15-page limit)

C. **Proposal Narrative** (15-pages)

1. **Interest** (1 page or less)
   a. Summarize your understanding of the needs and challenges faced by youth experiencing homelessness as they relate to the type of project proposed.
   b. Explain how this project aligns with your organization’s mission.

2. **Organizational Experience** (Approximately 2-3 pages)
   a. **History of Performance and Compliance.** Describe your organization’s experience and past performance in providing housing, supportive services, referral, or other services to unaccompanied youth experiencing homelessness. Include in your organizational infrastructure and administrative/financial capacity to effectively utilize federal funds and deliver the services as proposed.
   b. **Collaboration and Knowledge of Community Resources.** Demonstrate organizational collaboration with other providers or agencies, as well as knowledge of community partners and resources serving unaccompanied youth experiencing homelessness.
   c. **Staff Qualifications and Experience.** Describe the experience of the person on staff who will provide staff supervision and management of project activities. Describe how the skills and experience of existing or proposed staff will ensure the success of the YHDP project, with a particular focus on how they will support youth choice and authentic youth engagement. Identify if existing staff will be assigned to this project or if staff will be recruited specifically for this project. Give a timeline for when staff will be available to implement project activities.
   d. **Compliance with Fair Housing and Equal Access Requirements.** Indicate that the proposed project will follow applicable fair housing and civil rights requirements and provides equal access for program participants regardless of sexual orientation or gender identity, in compliance with federal law. What experience does your organization have with serving youth with disabilities including physical and mental health?

3. **Program Description** (Approximately 8-10 pages)
a. **Program Design Overview.** Provide an overview of the proposed project including – **Project goal(s)** – select from the following goals which are part of the Coordinated Community Plan.

- **Identification and Access:** Identify all youth and young adults experiencing and at risk of homelessness as quickly as possible and connect them to available resources.
- **Equity:** Ensure that youth have equitable access and opportunities for success within The Way Home CoC.
- **Youth Choice & Action:** Engage youth in leading and implementing strategies to address youth homelessness.
- **Housing:** Improve housing stability and decrease repeated returns to homelessness.
- **Opportunity:** Increase educational engagement and income for youth experiencing homelessness.
- **Diversion:** Create diversion strategies specific to youth and young adults.

b. **Project performance outcomes** – Identify at least 1 and no more than 3 measurable performance outcomes that will be supported by your project. Examples of outcomes include:

- Successful housing placement to or retention in a permanent housing destination.
- Jobs and income growth for homeless individuals and families.
- Increased connection to mainstream services.

c. **Who will be served** – provide the number of youth that could be served on any given day, and the total unduplicated number of youth that you expect to serve over the grant period. Describe any eligibility criteria (i.e., age, gender, characteristics) and process for determining eligibility based upon HUD homelessness criteria.

d. **Activities** - Describe the scope and nature of service/s to be provided, including information such as location, how youth would be identified, service components or flow, and services to address barriers to access. Include details of start-up activities if needed.

a. **Linkages** - Describe any linkages to other services or agencies that will support program implementation and service delivery. If any of these partners will receive YHDP funding via subcontract provide additional details on their scope of work.

b. **Supportive Services** – The purpose of supportive services is to assist program participants in obtaining and maintaining housing. Describe any supportive services that you propose to provide, including services that would be provided via linkage or in-kind. Supportive services can include case management; childcare; transportation; educational or employment services; access to
health including mental health and substance abuse services; independent living skills; recreation; family engagement.

c. **Innovation** – Describe any innovative or unique characteristics of your project.

d. **Mainstream Resources.** Describe the project’s plan to connect youth to mainstream resources, such as health, social, and employment programs for which they are eligible. This should include a description of how the project will screen for eligibility for mainstream resources, plans to coordinate with mainstream systems and resources to make referrals, and staff training on mainstream resources for youth.

e. **Youth Involvement and Leadership.** Describe youth involvement in planning and designing the proposed project, as well as the organization’s plan for active involvement and leadership among youth in the project’s implementation, including employment opportunities and youth voice in the staff hiring process.

f. **Populations of Focus.** Describe how the project will serve vulnerable and often overrepresented youth experiencing homelessness in the CoC Region including youth of color, lesbian, gay, bisexual, transgender, and queer (LGBTQ) youth; pregnant and parenting youth; youth who have were involved with juvenile justice and foster care systems; and victims of sexual trafficking and exploitation. This should include how considerations for populations of focus will be incorporated into the project’s identification methods, infrastructure considerations, housing, and/or service delivery.

g. **Cultural Competency.** Describe your organization’s methods of ensuring cultural competence at all levels of the organization. Address experience serving with cultural sensitivity to people who are racially, ethnically, and religiously diverse; who speak languages other than English; who have a range of physical and mental disabilities; who are lesbian, gay, bisexual, or transgender; and who are extremely low-income. Describe the diversity of your board and staff, your organization’s non-discrimination policies, and how you ensure that your staff meets the needs of clients with sensitivity toward clients’ varied cultural and life experiences.

h. **Alignment with United States Interagency Council on Homelessness (USICH) Youth Framework to End Youth Homelessness’s Core Outcomes** – Describe how your project supports one or more of the following outcomes

- **USICH Key Outcome #1:** Stable housing includes safe housing and a reliable place to call home.
- **USICH Key Outcome #2:** Permanent Connections include an ongoing attachment to families, communities, schools, and other positive social networks.
- **USICH Key Outcome #3:** Education/Employment includes high performance in and completion of education and training activities, especially for younger youth, and starting and maintaining adequate and stable employment, particularly for older youth.
• **USICH Key Outcome #4**: Social-emotional Well-being includes 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.

i. **Alignment with YAB Guiding Principles** — Describe how your project supports or operationalizes each of the following YAB Guiding principles.

  - **United States Interagency Council on Homelessness (USICH) Youth Framework and the Four Core Outcomes**
  - **Equity and Inclusion**
  - **Youth-Driven**
  - **Youth-Centered Practices**
  - **Commitment to Housing First**
  - **Individualized and youth-driven supports**
  - **A Person-Centered Approach**
  - **Accountability**

4. **Implementation Plan** (approximately 2-3 pages)

a. Provide a project implementation plan or Gantt chart that demonstrates how you will deliver activities and achieve your proposed outcome measures (i.e., results) and output measures (i.e. number of beds established, number of youth served). Include:
   - Outcome or output measure
   - Activity or task required to achieve the outcome or output
   - Start and end date for the activity or task

   *Note: HUD expects to make award decisions by *September 30, 2022*, and projects will likely start a few months after that.*

b. **HUD Timeliness Standards**: If this project is dependent on securing a facility, or is dependent on a construction timeline, please explain how the project will secure proof of site control, match, environmental review, and the documentation of financial feasibility within 12 months of the announcement of the award.

c. **Access**. The plan should ensure that the project is incorporated into the CoC Coordinated Access System. All applicants should ensure that the project or system is well advertised so that its availability is known to unaccompanied youth experiencing homelessness.

d. **Staff Training**. Describe any training or staff development activities that would be conducted as part of this project, and how this training will ensure that staff are ready to meet the needs of unaccompanied youth experiencing homelessness.
Costs should be reasonable, justified, and competitive. The budget must demonstrate the project is cost effective, with costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.

**Additional costs and activities eligible under YHDP can be found in Appendix A**

a. Provide an overview of the 2-year project budget using provided excel spreadsheet. Include all costs including those that will be provided using in-kind or leveraged resources (which should be at least 25% of the total cost). When completing the budget of this RFP, please input the ANNUAL amount requirement. Please see below sample outline for a budget and what to include in your excel spreadsheet.

b. Provide a separate 1-2-page budget narrative that shows how budget costs were calculated and briefly explains how each item is needed to support project implementation. Describe the sources for the required 25% match. If sources are not secured describe plan for securing funding.

**E-snaps Project Application**

HUD requires that all applicants for YHDP funds apply through the web-based e-snaps system. Selected projects will be required to enter their applications into e-snaps after the competitive proposal and selection process is complete.

**Project Budget Match Requirements**

**All eligible funding costs, except leasing, must be matched with no less than a 25% cash or in-kind contribution.** No match is required for leasing. The match requirements apply to project administration funds, along with the traditional expenses – operations, rental assistance, supportive services, and HMIS. The match must be met on an annual basis.

For an in-kind match, the applicant may use the value of the property, equipment, goods, or services contributed to the project, provided that, if the applicant had to pay for such items with grants funds, the costs would have been eligible. If third-party services are to be used as a match, the applicant and the third-party services provider that will deliver the services must enter into a memorandum of understanding (MOU) before the grant is executed documenting that the third party will provide such services and value towards the project. To be eligible for a match, the cash or in-kind must be used for services that are eligible under the activities listed in 24 CFR 578 Subpart D.

HUD considers any matching funds above and beyond the minimum required amount to be leverage. Leveraging includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served. While leveraging includes all cash matching funds, it is broader in scope, including any other services, supplies, equipment, space, etc. that are provided by sources other than HUD.

Project applicants that intend to use program income as a match must provide an estimate of how much program income will be used for the match.