The Way Home Youth Homeless Demonstration Program Request for Proposals

TX 700-THE WAY HOME CONTINUUM OF CARE

Funding Available: $8,343,178
Grant Term: 2 years/24-month contract
Application Due Date: May 25, 2022, at 12:00pm
Questions: yhdprfp@homeleshouston.org

The Way Home is the collective effort to prevent and end homelessness in Houston and throughout Harris, Fort Bend, and Montgomery counties, Texas.
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RFP Updates

Dates and updates to the RFP will be logged here, and updates to the packet once released will be made in **RED**.

- This packet was released on April 28, 2022
- This packet was updated on May 3, 2022
- This packet was updated on May 4, 2022
- This packet was updated on May 6, 2022

RFP Questions and Communications

To support all applicants in preparing their proposals, the Coalition for the Homeless of Houston/Harris County, Lead Agency to The Way Home Continuum of Care (CoC), will host a **mandatory** Youth Homeless Demonstration Program (YHDP) request for proposal (RFP) grant conference at the date and time indicated in the schedule. Outside of this session, all questions must be submitted by email only to the points of contact by the RFP Questions Deadline. Please note there is **ONE mandatory session** applicants must attend. Please reference the timeline below to confirm the dates and times.

**Point of Contact(s)**

**All competition questions should be directed to**

Email- yhdprfp@homelesshouston.org

**Lead Agency Youth Project Lead**

Name- Quana Smith
Email- qsmith@homelesshouston.org

**CoC Manager**

Name- Renee Cavazos
Email- rcavazos@homelesshouston.org

Submission Requirements

Proposals must be received no later than **May 25, 2022, at 12 pm**. Completed proposals must include one (1) original hard copy and one (1) electronic PDF copy sent via email to yhdprfp@homelesshouston.org. Each packet should have the type of project submission, and required documents, with sections properly marked and proper binding (no binder clips). File names should be descriptive in the electronic copy. **Applications that do not include both hard copies and electronic copies will not be considered.** Paper copies can be mailed to 2000 Crawford Street- Suite 700, Houston-Texas- 77346- Attention- YHDP-RFP

If your organization is applying for more than one project type, each project requires a separate application.
Part I - Overview

The Way Home

The Way Home is the name for our local Continuum of Care (CoC), also referred to as TX-700 by the US Department of Housing and Urban Development (HUD). The Way Home is the collective effort to prevent and end homelessness in Houston, and throughout Harris, Fort Bend, and Montgomery counties, Texas. The Way Home is made up of more than 100 partners from all areas of the community, including homeless service agencies, local governments, public housing authorities, the local Veterans Affairs office, and other nonprofits and community stakeholders. The partners of The Way Home CoC work to make homelessness rare, brief, and non-recurring in our region.

The Coalition for the Homeless of Houston/Harris County is the lead agency to The Way Home. Founded in 1982 and incorporated as a 501(c)(3) nonprofit organization in 1988, the Coalition has a long-standing history as a leader of the local homeless response system. The Coalition acts as a catalyst, uniting partners and maximizing resources to move people experiencing homelessness into permanent housing with supportive services.

What is YHDP?
The Youth Homelessness Demonstration Program (YHDP) is an initiative designed to reduce the number of youth and young adults (YYA) experiencing homelessness. The goal of the YHDP is to support communities across the United States, in the development and implementation of a coordinated community approach to preventing and ending youth homelessness. The YHDP will also support a robust continuous quality improvement plan to inform the federal effort to prevent and end youth homelessness.

RFP Description

CFTH is seeking applications from agencies interested in providing critical services to and that support movement toward and access to housing for youth experiencing homelessness. YHDP will be administered in accordance with all applicable requirements issued by the US Department of Housing and Urban Development. This Request for Proposal (RFP) is open to any legally constituted non-profit or governmental entity that meets the minimum eligibility requirements. For-profit entities are not eligible to apply for grant funds.

Vision & Mission Statement

Vision: The Way Home is a determined, youth-led, action-oriented community, committed to ending youth homelessness.

Mission: Our mission is to END and prevent youth homelessness by developing and implementing solutions that erase systemic inequities and disparities in housing, education, employment, social and emotional well-being services, and lead our Youth and Young Adults to independence.

Tagline: “We must be willing to get rid of the life we have accepted, so that we may obtain the life that is destined for us.” - Houston YAB
Shared Values and Guiding Principles

Through the YHDP, community stakeholders and the Youth Advisory Board (YAB) have agreed to the following guiding principles and values that will direct The Way Home’s approach to prevent and end youth homelessness.

1. United States Interagency Council on Homelessness (USICH) Youth Framework and the Four Core Outcomes
2. Equity and Inclusion
3. Youth-Driven
4. Youth-Centered Practices
5. Commitment to Housing First
6. Individualized and youth-driven supports
7. A Person-Centered Approach
8. Accountability

Community Goals

Youth experience homelessness because of many interconnected challenges, which require a holistic solution that addresses both system-level and youth-level needs. The Way Home’s planning process highlighted significant system inefficiencies and barriers faced by youth experiencing homelessness. Through a deliberate planning process, the core Youth Leadership Writing Team (YLWT), developed the following community goals as we work to end and prevent homelessness. Identified goals, objectives, and action steps were created to align with the USICH Youth Framework to End Youth Homelessness. All goals were developed with authentic youth collaboration and the commitment to ensuring that all planning, decision-making, resource allocation, and system evaluation will be youth-driven from day one.

The Way Home CCP Goals

1. **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.
2. **Equity**: Ensure that youth have equitable access and opportunities for success within The Way Home CoC.
3. **Youth Choice & Action**: Engage youth in leading and implementing strategies to address youth homelessness.
4. **Housing**: Improve housing stability and decrease repeated returns to homelessness.
5. **Opportunity**: Increase educational engagement and income for youth experiencing homelessness.
6. **Diversion**: Create diversion strategies specific to youth and young adults

Funding Available

A total of $8,343,178 in YHDP funding is available for this competition, as outlined in [The Way Home Youth Homeless Demonstration Program Coordinated Community Plan](#) funding is available in four (4) project areas. The table below indicates the total amount of funding available in each project area for the initial project period. At the end of the
initial project period, project funding will be eligible for renewal annually through The Way Home Annual Continuum of Care Program funding competition.

<table>
<thead>
<tr>
<th>HUD Project Type</th>
<th>Community Project Name</th>
<th># Served Per/Year</th>
<th>YHDP Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSO</td>
<td>Employment Supports</td>
<td>314</td>
<td>$800,981</td>
</tr>
<tr>
<td>SSO</td>
<td>Diversion PLUS (Including Host Homes &amp; Resource Navigation)</td>
<td>325</td>
<td>$1,774,221</td>
</tr>
<tr>
<td>PSH</td>
<td>Permanent Supportive Housing (With access to short-term crisis housing)</td>
<td>78</td>
<td>$1,566,377</td>
</tr>
<tr>
<td>TH-RRH</td>
<td>Transitional Housing / Rapid Re-Housing Hybrid</td>
<td>221</td>
<td>$4,201,599</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$8,343,178</strong></td>
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</tbody>
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**Eligible Applicants**

Eligible applicants for YHDP project funds include nonprofit housing and/or supportive services organizations, public housing authorities, and other public agencies. All applicants and application sub-recipients must be registered in the United States System for Awards Management, have a Data Universal Numbering System (DUNS) number, and not be suspended or debarred from doing business with the Federal government at the time of application.

**Grant Terms**

All projects will be awarded two-year terms beginning September 2022, with one-year renewals after the grant term if approved through the local CoC program competition. The project award timeline is based on HUD and is subject to change.

**Partnership Agreement**

The YHDP is a demonstration project and as such requires considerable **flexibility and collaboration** on the part of successful project applicants. By submitting a project application, project applicants agree to enter into a cooperative agreement with the lead agency for the purposes of ongoing performance evaluation, improvement, and community coordination. Successful applicants will be expected to dedicate staff time and effort to advancing the aims of The Way Home Youth Homeless Demonstration Program Coordinated Community Plan and agree to all expectations and requirements of YHDP projects identified therein. Successful applicants must acknowledge that the Lead Agency, Coalition for the Homeless of Houston Harris County, and YAB must be consulted prior to implementing significant project changes and that project rules, eligibility requirements, and participant requirements are subject to negotiation and approval by the Lead Agency and YAB.

**Competition Timeline**

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td><strong>Wednesday, April 27, 2022</strong></td>
<td>RFP Is Released to the community for 28 Days</td>
</tr>
<tr>
<td><strong>Wednesday, April 27, 2022</strong></td>
<td>FAQ Email opens- <a href="mailto:yhdprfp@homelesshouston.org">yhdprfp@homelesshouston.org</a></td>
</tr>
<tr>
<td></td>
<td>Written Questions to be received and replied to via this email and posted on website</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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| Tuesday, May 3, 2022  | Intro to Youth Homelessness + Intensive Youth Collaboration Training               | 10:30 am - 4:00 pm  
2500 Bolsover St., Houston, TX 77005  
Community and YAB (YHDP HUD TAs)  
Led by True Colors United  
**Audience:** Providers interested in applying |
| Wednesday, May 4, 2022| YHDP Grant Conference for Interested Parties                                      | **Virtual Option:**  
2:15 pm - 3:15 pm  
2500 Bolsover St., Houston, TX 77005  
**Audience:** Required for Applicants |
| Thursday, May 5, 2022 | Project Design training with YAB and YYA                                           | 10:00 am - 11:00 am  
Something FUN! Team building & Leadership Development activities  
11:00 am –12:00 pm  
CA4Y Office  
**YHDP HUD TAs**  
**Audience:** YAB Only |
| Monday, May 9, 2022   | Final YHDP Review Committee Selected                                               |                                                                                                                                         |
| Monday, May 9, 2022   | YHDP TA                                                                            | **Optional 30 Minute TA Sessions**  
9:00-10:00 am  
1:00-4:00 pm  
Reach out to  
yhdprfp@homelesshouston.org to schedule |
| Friday, May 13, 2022  | YHDP TA                                                                            | **Optional 30 Minute TA Sessions**  
8:30-11:30 am  
Reach out to  
yhdprfp@homelesshouston.org to schedule |
| Friday, May 13, 2022  | Last Day to Submit FAQ                                                             | Final FAQ’s Posted on Website                                                                                                       |
| Wednesday, May 25, 2022| RFP Is Closed at 12:00 pm                                                          |                                                                                                                                         |
| Wednesday, May 25, 2022| Applications received and shared with the review committee via Sharelink           |                                                                                                                                         |
| Friday, May 27, 2022  | Project Review Committee and YAB Host In-Person and Virtual Project Site Visits for projects who met the requirements  | **ALL-DAY EVENT**  
2500 Bolsover St., Houston, TX 77005  
Project Review Committee and YAB Select Projects for Steering Committee Approval |
| May 31, 2022          | Project Review Committee and YAB Select Projects for Steering Committee Approval     |                                                                                                                                         |
June 1, 2022 | Agency Notification
---|---
June 2, 2022 | E-Snaps Trainings as needed for selected projects- Selected projects can begin to enter application into ESnaps
June 15, 2022 | The first draft of the application due in ESnaps
June 16, 2022 | Review applications – Provide edits/revision recommendations
June 27, 2022 | Final Edits completed
June 29, 2022 | Applications Submitted to HUD
September 2022 | Notification of Award From HUD
September 2022 | Execution of Contracts from HUD

CQI Blurb

Through the development and implementation of YHDP, our goal is to prevent and end youth homelessness within The Way Home CoC. To measure progress toward our CCP goals and objectives, USICH outcomes, and HUD key principles, we must develop and engage in Continuous Quality Improvement (CQI). Our CQI process will measure the result of the interventions mentioned within the CCP, as well as ensure youth who are experiencing homelessness have quick and reliable assistance to access the appropriate housing, services, and/or intervention to fit their needs. Our goal is to gather data that demonstrates youth progress towards stable and rewarding futures (e.g., continuing education, gainful employment, developing social-emotional well-being, and individualized goals as defined by youth). To reach these goals, we are committed to evaluating our partnerships, working groups, and systems alongside the YAB.

The success of preventing and ending youth and young adult homelessness in our region will be continuously monitored by the Coalition, the lead agency to The Way Home CoC, the YAB, as well as The Way Home Steering Committee. We will consistently review and refine our strategies, practices, and goals to ensure that we remain responsive to the needs of youth and young adults, as well as develop more effective and systemic solutions to end youth and young adult homelessness.

The YHDP working groups led by the Coalition and in partnership with the YAB will meet quarterly to review progress on implementation of the CCP, correlated impacts on system performance, and the current state of youth homelessness in our region. Our HMIS, CES, and other systems will be continuously monitored to ensure that they are adaptive and inclusive to the unique needs of youth and young adults. This quarterly review will use UISCH core outcomes as the baseline to track progress. For each core outcome, we review the following correlated impacts:

**Stable Housing**
- Amount of homeless youth and young adults identified (Enhanced Data Quality).
- Total of youth assisted with homeless YHDP-funded interventions and outcomes for those youth.
- Exits to permanent housing.
- Utilization rates of housing and service pathways within the youth homelessness response system.
- Amount of unsheltered youth that is provided engagement supports and access to our CES for housing.
- Number of returns to homelessness after exits.

**Permanent Connections**
- Providers across systems will track positive long-term connections for youth and young adults.
• Total families assisted with homeless diversion resources to preserve household.

**Education/Employment**
• Total employment connections made to youth and young adults (including increases in earned income).
• Amount of education opportunities created for youth and young adults with gaps in learning/unique education needs.
• Amount of employment/education navigator positions created to engage youth and young adults.
• Number of individuals hired with lived experience

**Social-Emotional Well Being**
• Number of providers trained to address/understand the needs of youth (i.e., Trauma-Informed Care, Positive Youth Development).
• Total connections to healthcare and mental health providers.
• Total new pathways created to reach/serve LGBTQIA+, BIPOC, Pregnant and Parenting, and system-involved youth.
• Utilization of system-wide youth-focused diversion/problem-solving conversations in CES initial screenings.

Results will be shared with the full YAB, YHDP working groups, and The Way Home Steering Committee.

### Part II- Project Types and Descriptions

#### Employment Supports

| Summary: YHDP funds will be used to support a community YYA dedicated staff to providing individual assistance and navigation to support young people’s engagement in available education and employment programs. |
| **HUD Project Type** | SSO (project may be combined with other YHDP SSO, Housing, and CES project types) |

| **Target Population** | • Unaccompanied Youth (under 18)  |
| | • Pregnant / Parenting Youth (under 18)  |
| | • Unaccompanied Young Adults (age 17 – 24)  |
| | • Pregnant / Parenting Young Adults (age 17 – 24)  |
| | • Includes all special populations: LGBTQIA+, justice-involved, pregnant and/or parenting, youth of color, child welfare involved YYA, and youth with physical and mental disabilities |

| **HUD Eligibility** | Categories 1, 2, & 4 |

| **Program Elements** | • Mobile career advisors  |
| | • YYA specific job coaches (including peer-supported staffing)  |
| | • Education advisors/mentors to assist with educational credit recovery to ensure high school graduation; maintain and obtain higher education  |
| | • Incorporate participation of new providers, projects, and project types into HMIS.  |
| | • Assistance in obtaining required documents: identification, Social Security card, I-9 documents, transcripts, etc.  |
| | • Connections to work supplies and other essential items (clothing, hygiene, etc.)  |
| | • Access to alternative and accessible transportation.  |
The Way Home Youth Homeless Demonstration Program Request for Proposals

- Sober coaches
- Increased access to Legal Aid services to reduce legal barriers to employment
- Partnership with childcare resources
- Connections to vocational training
- Offer workshops with varying topics (independent living skills, parenting, conflict resolution, etc.)
- Offer mental, social and life skill support
- Support individuals with a Physical or Mental Disability

### USICH Outcome(s) addressed
- Stable housing
- Education / Employment
- Social-emotional well-being

### Project Requirements
- All guiding principles as outlined in this plan
- Participation in system workgroups
- Commitment to quality service delivery and data
- Client change of income must be documented in HMIS within 3-5 business days
- Hire individuals with lived experience to deliver services

### Desired Outcomes
- Increase in income at exit
- Increase access to livable wages
- Increased number of positive exits
- Decreased returns to homelessness

### Innovation Opportunities
- Payments for one-time car repairs for transportation to education or employment services (and other alternative forms of transportation)
- Hiring YYA with lived experience as peer supports for YHDP funded projects
- Incorporate YYA Mobile Career Advisors that can travel throughout the CoC on specific days of the week to provide resources traditionally offered at brick-and-mortar locations.

### Total Annual Needed According to System Modeling
More data is needed to identify total community need (estimated to be 4000+ YYA per/year). This project will support 314 YYA annually.

| YHDP Budget | $800,981 |
| Remaining Amount to Fund | 25% Match: $200,245 |

### Diversion PLUS (including Host Homes & Resource Navigation)

**Summary:** Projects will provide services to help youth and young adults avoid literal homelessness, specifically focused on immediate housing crisis resolution and housing stabilization. Projects will provide supports to help connect youth and young adults experiencing housing instability and crisis to permanent housing more quickly or self-resolve existing barriers to stable housing. Diversion PLUS services will include professional staffing and flexible fund assistance aimed at diverting youth into natural, supportive environments and other age-appropriate housing and service resources including but not limited to family reunification, host homes, short-term shallow subsidy, and service linkage.

<table>
<thead>
<tr>
<th>HUD Project Type</th>
<th>SSO (project may be combined with other YHDP SSO and CES project types)</th>
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<tbody>
<tr>
<td>Target Population</td>
<td>Unaccompanied Youth (under 18)</td>
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<tr>
<td><strong>The Way Home Youth Homeless Demonstration Program Request for Proposals</strong></td>
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### HUD Eligibility
- Categories 1, 2, & 4

### Program Elements
- Individualized needs (including the following):
  - Case Management services
  - Resource navigation
  - Limited financial assistance
  - Short-term shallow subsidy
  - Host Homes and Host supports
  - Conflict resolution
  - Family reunification
  - Relationship supports
  - Life skill development
  - Increased access to Legal Aid services to reduce legal barriers to housing stability and employment
  - Expanded hours of operation with a call-in option and/or a mobile application (nights and weekends)
  - Expanded access points: drop-in center, shelters, law enforcements, hospitals, churches, locations, agencies that serve sub-populations
  - Intentional connections between homeless outreach teams and diversion services
  - Integrate into mainstream system discharge planning processes
  - Flexibility in length of service based on YYA need
  - Follow-up assistance provided post-exit

### USICH Outcome(s) addressed
- Stable housing
- Permanent connections

### Project Requirements
- All guiding principles as outlined in this plan
- Participation in system workgroups
- Commitment to quality service delivery and data
- All client status changes/exit outcomes must be updated in HMIS within 3-5 business days
- Hire individuals with lived experience to deliver services

### Desired Outcomes
- Decrease the number of youths who become homeless
- Decrease length of episode of homelessness, if the CoC cannot prevent entry into the homeless response system
- Development of qualitative indicators of survey post exit
- Develop a monitoring plan to track what interventions are most successful
- Increase access to mainstream community resources

### Innovation Opportunities
- Create new community models (i.e., Host Homes)
- Support youth who are homeless from other systems (i.e., justice, welfare, education)
- Emphasizes options for youth and young adults to stay where they feel safe and supported
### The Way Home Youth Homeless Demonstration Program Request for Proposals

#### Total Inventory Needed According to System Modeling
- 325

#### Annual YHDP Budget
- $1,774,221

#### Remaining Amount to Fund
- 25% Match: $443,555

### Permanent Supportive Housing (with access to short-term crisis housing)

**Summary:** Long-term subsidy with wrap-around support services that help youth with intensive service needs obtain and maintain housing stability. This project will target YYA with disabilities and/or complex needs and will provide the time and flexibility needed to stabilize in permanent housing. Due to the shortage of YYA crisis beds, this project will also link unsheltered youth to short-term crisis housing option while they await permanent supportive housing.

<table>
<thead>
<tr>
<th>HUD Project Type</th>
<th>PSH (leasing and rental)</th>
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<tbody>
<tr>
<td><strong>Target Population</strong></td>
<td></td>
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<tr>
<td>• Unaccompanied Young Adults (age 17 – 24)</td>
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<tr>
<td>• Pregnant / Parenting Young Adults (age 17 – 24)</td>
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<tr>
<td>• Includes all special populations: LGBTQIA+, justice involved, pregnant and/or parenting, youth of color, and child welfare involved YYA</td>
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<tr>
<td><strong>HUD Eligibility</strong></td>
<td>Categories 1 &amp; 4</td>
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<tr>
<td><strong>Program Elements</strong></td>
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<tr>
<td>• Master/parent leasing, or scattered site (options intended to promote access to housing for YYA with barriers to securing a traditional lease). Project based options need to be youth driven.</td>
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<tr>
<td>• Housing First</td>
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<td>• Youth Choice</td>
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<tr>
<td>• Onsite Case Management services (integrated and individualized supports). Case Management supports is more intensive than other intervention types</td>
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<tr>
<td>• Rental Assistance</td>
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<tr>
<td>• Life skills development training (life skills, health, mental health, social and emotional wellbeing, education and employment, and permanent connections to adulthood)</td>
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<tr>
<td>• Increased access to Legal Aid services to reduce legal barriers to housing stability and employment</td>
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<tr>
<td>• Short-term crisis housing while awaiting a permanent housing location.</td>
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<tr>
<td>• Connections to basic needs (i.e., food, clothing, hygiene)</td>
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<td>• Housing location and landlord engagement supports</td>
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<tr>
<td>• Strengthen positive connections with family, friends, and community supports</td>
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<tr>
<td>• Peer support services and community building efforts</td>
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<tr>
<td>• Transportation assistance</td>
<td></td>
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<tr>
<td>• Specific assistance for special populations including YYA who identify as LGBTQIA+ and victims of DV and trafficking</td>
<td></td>
</tr>
<tr>
<td><strong>USICH Outcome (s) addressed</strong></td>
<td></td>
</tr>
<tr>
<td>• Stable housing</td>
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<tr>
<td>• Permanent Connections</td>
<td></td>
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<tr>
<td>• Education/ Employment</td>
<td></td>
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<tr>
<td>• Social-Emotional Well-being</td>
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</table>
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| Project Requirements | • All guiding principles as outlined in this plan  
|                      | • Participation in system workgroups  
|                      | • Commitment to quality service delivery and data  
|                      | • All client status changes/exit outcomes must be updated in HMIS within 3-5 business days  
|                      | • Hire individuals with lived experience to deliver services  
| Desired Outcomes     | • Increase the number of youths who exit to stable housing  
|                      | • Decrease the length of stay/wait time for housing  
|                      | • Increase the number of youths in stable housing for 12 months or more  
|                      | • Decrease the number of youths returning to homelessness after 24 months  
|                      | • Increase the number of YYA reporting that they have a permanent connection with at least one adult for a safe, stable relationship, guidance, and emotional support  
|                      | • Development of a moving-on strategy for youth who have stabilized in PSH  
| Innovation Opportunities | • Master/parent-leasing options for youth with barriers to securing a traditional lease.  
|                      | • Alternative lease terms to assist in securing a traditional market-rate lease (under 12 months)  
|                      | • YYA specific housing navigation services  

Total Annual Needed According to System Modeling

| YHDP Budget | $1,566,377  
| Remaining Amount to Fund | 25% Match: $391,594  

Transitional Housing/ Rapid Re-Housing Hybrid

**Summary:** The Transitional Housing/ Rapid Re-Housing (TH-RRH) Hybrid allows YYA to access crisis housing (TH) and/or move to medium term RRH (up to 36 months). This hybrid model provides low-barrier and inclusive housing that fits each youth’s individual needs. YYA will be connected to education, employment, social/emotional, health and other supportive services. The TH component of this project will serve as an option for YYA who need intensive support to resolve an immediate crisis and stabilize prior to moving to permanent housing. The TH component connects youth to RRH and other housing options as appropriate.

| HUD Project Type | TH-RRH (leasing and rental)  
| Target Population | • Unaccompanied Young Adults (age 17 – 24)  
|                   | • Pregnant / Parenting Young Adults (age 17 – 24)  
|                   | • Includes all special populations: LGBTQIA+, justice-involved, pregnant and/or parenting, youth of color, and child welfare involved YYA  
| HUD Eligibility | Categories 1 & 4  
| Program Elements | • Scattered site and shared housing with master/parent leasing options (options intended to promote access to housing for YYA with barriers to securing a traditional lease)  
|                   | • TH component services designed to increase independence (i.e., employment services)  

### USICH Outcome (s) addressed
- Stable housing
- Permanent Connections
- Education/Employment
- Social-Emotional Well-being

### Project Requirements
- All guiding principles as outlined in this plan
- Participation in system workgroups
- Commitment to quality service delivery and data
- All client status changes/exit outcomes must be updated in HMIS within 3-5 business days
- Hire individuals with lived experience to deliver services

### Desired Outcomes
- Increase the number of youths who exit to stable housing
- Decrease the length of stay/wait time for housing
- Increase the number of youths in stable housing 12 months or more
- Decrease the number of youths returning to homelessness after 24 months
- Increase the number of YYA reporting that they have a permanent connection with at least one adult for a safe, stable relationship, guidance, and emotional support
- Development of qualitative indicators for success and stability

### Innovation Opportunities
- Creating more housing flexibility for YYA with a new housing model
- Opportunity to increase the array of services offered based on YYA choice
- Establishes opportunities for master/parent leases with YYA subleases (will help to establish a positive rental history)
- Alternative lease terms to assist in securing a traditional market-rate lease (under 12 months)
- YYA specific housing navigation services

### Total Annual Needed According to System Modeling
221

### YHDP Budget
$4,201,599
Part III-Minimum Requirements

To be considered for funding through this RFP, projects must meet or be prepared to meet the following requirements by September 2022.

- Be located and/or able to provide services within our service region including Housing, Harris, Fort Bend, and Montgomery Counties, and serve youth and young adults who are experiencing homelessness.

- Submit for approval to the YAB and The Lead Agency (Coalition for the Homeless of Houston/Harris County) approval for the final project design, implementation strategies, and participation requirements and rules.

- Utilize recommendations of the YAB and The Lead Agency to improve the project and overall YHDP impact.

- Involve youth/young adults in the design, implementation, and evaluation of project services. Including adding Youth into leadership roles.

- Experience and capacity serving diverse populations including but not limited to LGBTQ+ youth, youth of color, non-citizen youth, pregnant and parenting youth, and youth with disabilities.

- If navigation, housing, or diversion project; accept referrals exclusively through The Way Home Coordinated Access system.

- Not be suspended or debarred from receiving federal funds and in good standing with all government and funding contracts.

- Participate in the Homeless Management Information System (HMIS) and adhere to HMIS Policies and Procedures (subject to revision) including but not limited to data quality and timeliness standards. Complete New User training by all staff and comply with any HMIS data quality standards.

- Organizations must record case notes for every client interaction and document service in HMIS within 48 hours of the interaction.

- Adhere to Housing First practices while serving households experiencing homelessness.

- Adhere to all expectations stipulated in The Way Home Youth Homeless Demonstration Program Coordinated Community Plan and as may be further revised and updated by the Lead Agency.

- Participate in The Way Home Coordinated Access system and adhere to The Way Home Coordinated Access Policies and Procedures (subject to revision) and Utilize the Coordinated Access (CA) Prioritization Tool.

- Have active registration status in the United States System for Award Management.

- Have a current and valid DUNS/SAMs number.
• Project must be cost-effective

• Project Applicants and sub-recipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer Federal funds. Demonstrating capacity may include a description of the Project Applicant or subrecipients’ experience with similar projects and with successful administration of CoC Program funds or other Federal funds.

• Adhere to all requirements of the Continuum of Care Program Interim Rule, 24 CFR 578, and other statutory and regulatory requirements applicable to the project.

• If a housing project, adhere to applicable Fair Housing and Equal Access Rule requirements.

• Provide initial and ongoing training including Positive Youth Development, Trauma-Informed Care and to ensure staff competency and qualification to effectively serve youth experiencing homelessness.

• Maintain active membership and regular participation in The Way Home CoC.

• Participate in YHDP continuous quality improvement processes as outlined in The Way Home Youth Homeless Demonstration Program Coordinated Community Plan and as may be further clarified and revised by the YHDP Team.

• Participate in YHDP Workgroups as requested by YHDP Team.

• Adhere to Housing First and have a 2nd chance housing approach for justice-involved youth.

### Part IV - Submission Requirements

Applicants will submit (1) an electronic copy of the application, and all required supporting documents to yhdprfp@homelesshouston.org. No paper or faxed applications will be accepted. All project applications must be received by 12 pm on the application deadline stated in the timeline at the beginning of this document.

Applicants may apply to multiple projects. Those who are applying for multiple project types need to submit separate applications for each project. Applicants may submit a single application to operate a joint component project combining the following:

- Diversion; or
- Crisis Transitional Housing and Rapid Rehousing.

If selected for funding, projects will be required to begin operating before December 31, 2022. Once the Youth Action Board and The Lead Agency (Coalition for the Homeless of Houston/Harris County) have approved the final funding recommendations. The CFTH may require additional information from selected organizations prior to HUD submission.

Funding for this effort comes from the U.S. Department of Housing and Urban Development (HUD); renewal funding for selected projects after the initial grant award will be available through the Way Home (CoC) application renewal, ranking, and review processes. Administrative funds will be limited to no more than ten percent (10%) of the total project budget.
Frequently Asked Questions.

- Applicants may submit questions during the RFP process up to the date of May 13, 2022.
- All questions should be submitted to the following e-mail: yhdprfp@homelesshouston.org
  
  o All questions will be answered in the FAQ.
  
  o Proprietary Information within a question: If the applicant believes the information in the question is proprietary and is concerned about the posting of the information the applicant must state so within the e-mailed question. CFTH will review the question and determine if proprietary information can be removed. The adjusted question will be sent back to the applicant for review. If the applicant agrees the answer will be posted within the FAQ. In order to maintain transparency in the process, if proprietary information cannot be removed then the answer will not be answered.

- CFTH Team will periodically post responses to the website
- Last day to submit an FAQ in writing is Friday, May 13, 2022

Part V- Additional Submission and Threshold Requirements and other HUD requirements

All submissions will undergo a threshold review for completion and accuracy prior to being scored by the Review and Selection Committee. Projects that submit incomplete applications or do not submit their application by the stated deadline in the competition timeline document may not be considered for funding. All project applications must include the following components. We encourage potential applicants to seek technical assistance if they are unsure of their ability to meet any of these expectations.

ii. Completed Application included Project Budget
iii. Agency Operational Budget
iv. Match and Leveraging Letters/MOUs (if applicable)
v. Federal Tax Exemption Determination Letter
vi. List of Board of Directors and organizational leadership (including a breakdown of self-reported demographics)
vii. Project Organizational Chart
viii. Housing First Policy
ix. Proof of Ownership or Lease (if housing will be provided at a site-based location)
x. Copy of Financial Audits (most recent 2 years)
xii. Signed Partnership Agreement with The Way Home CoC

Projects that do not submit the above documents by the application due date will not be considered for funding.

Other HUD requirements

- Compliance with Non-discrimination and Related Requirements. Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFOs.
- Compliance with Fair Housing and Civil Rights Laws, which Encompass the Fair Housing Act and Related Authorities (cf. 24 CFR 5.105(a)).
• Improving Access to Services for Persons with Limited English Proficiency (LEP).
• Economic Opportunities for Low-and Very Low-income Persons (Section 3).
• Accessible Technology.
• Affirmatively Furthering Fair Housing.
• Equal Access to Housing Regardless of Sexual Orientation or Gender Identity.
• Participation in HUD-Sponsored Program Evaluation.
• OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
• Drug-Free Workplace.
• Safeguarding Resident/Client Files.
• Physical Accessibility.
• Violence Against Women Act.
• Conducting Business in accordance with Ethical Standards/Code of Conduct

Part VI- Selection Process

The Lead Agency (Coalition for the Homeless of Houston/Harris County) approved the YHDP Competition Guidelines/Scoring Criteria authorizing the design and implementation of the YHDP RFP and selection processes. The YHDP selection process will occur through selected members of the Youth Action Board, Youth Team, and others review and selection members as needed. The selection and review committee will make funding recommendations for approval by the Youth Action Board and The Lead Agency (Coalition for the Homeless of Houston/Harris County), both of whom have the authority to approve or reject funding recommendations.

Project applications will be reviewed to determine whether they meet eligibility thresholds; projects that do not meet the threshold criteria will not be scored. YHDP RFP Scoring Criteria will include both Threshold Criteria and Scored Criteria.

YHDP Project Review and Selection Committee- will evaluate proposals utilizing the scoring criteria below and will select the highest-scoring valid proposal for each program type to recommend for funding. The review panel will consist of selected YAB Members, YHDP Leadership, funding partners, and other individuals knowledgeable about homelessness and housing. The panel membership is consistent with the Way Home Continuum of Care conflict of interest policy to ensure a fair selection process

Presentation to Review and Selection Committee- Following application submission, eligible applicants will be asked to present their proposals to the YHDP Project Review and Selection Committee brief presentations will allow the committee to hear firsthand how the proposed projects will serve young people experiencing homelessness and provide them the opportunity to ask clarifying questions of applying organizations. Final project decisions will be made using the panel’s scoring and presentation ranking. Applicants who do not pass threshold will not be eligible for presentation reviews.
## Scoring Tool

**Proposal Narrative – 85 Points Maximum**

<table>
<thead>
<tr>
<th>Scoring Tool</th>
<th>Maximum Score</th>
<th>Actual Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Interest</strong></td>
<td>10</td>
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<tr>
<td>1a. Need: Description of project need demonstrates understanding of youth risk and resiliency factors and environmental, societal or systemic influences.</td>
<td>8</td>
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<tr>
<td>1b. Mission: There is clear alignment between the need addressed by the project and mission of the lead organization or purpose of the collaborative.</td>
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<td><strong>2. Organizational Experience</strong></td>
<td>20</td>
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<tr>
<td>2a. History and Experience: Applicant’s history includes experience delivering same or similar services, and of working with youth at-risk of or experiencing homelessness. If a collaborative project the experience of partners is also provided. If the project aims to serve a specific underserved or vulnerable subpopulation, experience with this population/s is described.</td>
<td>6</td>
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<tr>
<td>2b. Past Success: Applicant demonstrates the organization/s responsible for key project activities have a history of success in meeting both performance outputs and outcomes.</td>
<td>4</td>
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<tr>
<td>2c. Administrative and Fiscal Capacity: Applicant organization has administrative and fiscal capacity, and experience of administering federal and or other government funds.</td>
<td>Not scored but required</td>
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<tr>
<td>2d. Collaboration: Applicant demonstrates relevant experience collaborating with and knowledge of community partners and resources serving unaccompanied youth experiencing homelessness.</td>
<td>4</td>
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<tr>
<td>2e. Management: Applicant demonstrates that the person on staff who will provide staff supervision and management of project activities has or will have sufficient experience and qualifications.</td>
<td>2</td>
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<tr>
<td>2f. Staff Capacity: Staff who will provide direct services has, or will have, experience, skills and qualifications needed to support project success. Staff ability to support youth choice and authentic youth engagement is addressed.</td>
<td>3</td>
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<td>2g. Hiring: Timeline for when staff will be available to implement project activities is reasonable given the nature of the project.</td>
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<td>2h. Compliance Statement: Indicates that the proposed project will comply with 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.</td>
<td>Not scored but required</td>
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<td><strong>3. Program Description</strong></td>
<td>45</td>
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<tr>
<td><strong>3a. Goal:</strong> Project goal/s are aligned with the Coordinated Community Plan</td>
<td>Not scored but required</td>
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<tr>
<td><strong>3b. Outcomes:</strong> Measurable project outcomes which align with project goal are identified</td>
<td>4</td>
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<tr>
<td><strong>3c. Number Served:</strong> Number of youth(s) served on any given day, total unduplicated number of youth(s) serve over the grant period provided and is reasonable</td>
<td>2</td>
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<tr>
<td><strong>3d. Eligibility:</strong> Eligibility criteria and process for determining the eligibility of youth to be served are described and are reasonable.</td>
<td>2</td>
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<tr>
<td><strong>3e. General Project Description:</strong> Provision of project services, and type, scale, and location fit the needs of the program participants. The project offers a new service or approach. Service components other than those described elsewhere (linkages, supportive services, youth leadership) are described, including services provided by any collaborative partners. Details of start-up activities are provided if needed.</td>
<td>8</td>
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<tr>
<td><strong>3f. Linkages:</strong> Linkages to other services offered by the applicant or partner agencies that will support program implementation and service delivery are described. The program provides, directly or through linkages, mental health, and substance abuse services.</td>
<td>3</td>
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<td><strong>3g. Supportive Services:</strong> Description of supportive services is provided, including services provided via linkage or in-kind. If supportive services are not part of the approach a rationale is provided as to why not.</td>
<td>3</td>
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<tr>
<td><strong>3h. Innovation:</strong> Description of any innovative or unique characteristics of the project is provided.</td>
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<tr>
<td><strong>3i. Mainstream Resources:</strong> Policies and procedures that screen all youth for eligibility for mainstream resources and assist them in accessing mainstream resources are provided and include specific details on how youth will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply. Youth are assisted to both increase their incomes and live independently using mainstream housing and service programs in a manner that fits their needs.</td>
<td>3</td>
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<tr>
<td><strong>3j. Youth Involvement and Leadership:</strong> The applicant described how youth will be involved in project implementation in a way that demonstrates an understanding of the importance of authentic youth engagement and leadership. Project commitment to include youth voice in the staff hiring process, e.g., sitting in on interviews and/or reviewing applications is described. The Youth should have a clear and purposeful role in the project.</td>
<td>5</td>
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<tr>
<td><strong>3k. Population of Focus:</strong> Applicant describes the population to be served and indicates to what extent the project will serve vulnerable and often overrepresented young people, including lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth; pregnant and parenting youth; youth who have been involved with juvenile justice and foster care systems; youth of color; and victims of sexual trafficking and exploitation.</td>
<td>5</td>
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<tr>
<td><strong>3l. Cultural Competency:</strong> The method of service delivery described includes culture-specific/sensitive elements, including elements responsive to the specific needs of lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth; pregnant and parenting youth; youth who have been involved with juvenile justice and foster care systems; youth of color; and victims of sexual trafficking and exploitation. The program has the most</td>
<td>4</td>
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</tbody>
</table>
integrated setting appropriate to meet the needs of qualified persons with disabilities. The applicant describes how program staff are or will be trained in youth-specific language and culture, adultism, and receive training for interacting respectfully and appropriately with youth experiencing homelessness. Applicant shows a commitment to diversity of staff and board.

3n. **Alignment with USICH Framework:** Applicant identifies which of the four core outcomes as provided in the RFP are supported by the project and provides a brief statement as to how.

3o. **Alignment with YAB Shared Values and Guiding Principles**

3p. **Social and Community Integration:** All projects must offer and promote meaningful opportunities for community involvement, engagement, and leadership for youth. Can be included as part of the response to 3o.

3q. **Housing First Compliance:** Project is consistent with Housing First principles. Can be included as part of the response to 3o.

4. **Implementation Plan.**

4a. **Project Plan:** The project plan provides a reasonable and clear indication of how services will be delivered and includes outcomes and/or output measures, activities and tasks, and start and end dates. If relevant the plan includes details on how the project will secure access to facilities and site control within 12 months of the announcement of the award. The plan describes any training or staff development activities that would be conducted as part of this project, and how this training will ensure that staff is ready to meet the needs of unaccompanied youth experiencing homelessness. The plan includes active involvement and leadership among youth in the design and implementation of the program.

### B. **Budget.**

5a. **Budget Overview:** The budget form is clear, accurate (no math errors), and easy to understand. The budget includes staffing costs and other operating costs. Costs are allowable.

5b. **Cost Justification and Effectiveness:** Costs are justified, and fully aligned with the project design and plan. Sufficient detail on how costs were calculated is provided, including costs for subcontractors. The budget demonstrates how the project is cost-effective, with costs not deviating substantially from the norm for the type of activity or service. The cost per output (i.e., number of youth served) and/or outcome (number of youth projected to attain measurable outcome) is provided and represents good value.

5c. **Matching Funds:** The budget form and narrative demonstrates the applicant’s intent and ability to leverage other resources in support of this project, either from in-kind and/or external resources, which will cover the required 25% match.

**General Basis for Points Assignment**
• 0 or low points if the response does not provide relevant content and/or omissions/flaws are significant

• Full or high points for the response that is thorough, clear, contains a high level of detail and is fully aligned with RFP requirements.

• Points should be removed based upon the degree to which the response exhibits any of the following weaknesses:
  • Missing requested content
  • Content is provided but it is vague, lacks detail
  • Content is provided, but it doesn’t align with YDDP intent or principles
  • Content is provided, but with omissions

VIII-YHDP Waivers/Alternative Requirements

Funds available through this Request for Proposals (RFP) are subject to requirements of the Insert FY 2019 and FY 2020 YHDP Rounds 4 and 5 Application Resources - HUD Exchange and the regulations that guide CoC funding, 24 CFR Part 578.

To encourage innovation, HUD encourages the CoC to seek alternative requirements (“waivers”) of existing regulations that were justified to make a project more responsive to the needs of the target population and community. Project applicants may request any alternative requirements they believe will enhance their project. Alternative requirements may not be approved prior to project implementation; therefore, applicants must be able to implement their project without waivers. Appendix B - Waivers FINAL.pdf (hud.gov)

Examples of CoC program regulations that can be requested to be waived include the following:

1. Requirement to have a 12-month lease in Rapid Rehousing Projects. Applicants have been allowed to use lease agreements that cover less than 12-months.
2. Requirement for annual assessment of eligibility for assistance after determination of initial eligibility. YYA in the program only need to satisfy eligibility requirements once upon program entry and retain their eligibility in the program regardless of changes in circumstance.
3. 24-month time limit in Rapid Rehousing. Applicants have been allowed to increase the time limit for program participation to 36 months
4. Prohibition against combining leasing and rental assistance in a single structure. Applicants have been granted the flexibility to use a leasing model for some YYA program participants and a rental assistance model for others as determined by individual circumstances.

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 been 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
The Way Home Youth Homeless Demonstration Program Request for Proposals

- 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.

**D. Budget (not included as part of 15 pages)**

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.
## Attachments

### Attachment A. Terms and Definitions

<table>
<thead>
<tr>
<th>Acronym/ Terms</th>
<th>Definition</th>
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<tbody>
<tr>
<td>CCP</td>
<td>Coordinated Community Plan to prevent and end youth homelessness</td>
</tr>
<tr>
<td>CES</td>
<td>The Coordinated Entry System is a powerful piece of a community’s housing crisis response system as it ensures that people at risk of or experiencing homelessness can readily access and navigate housing assistance—no matter where in the community they first seek help. It is designed so that households are prioritized for and matched with the appropriate intervention as quickly as possible based on their vulnerability and severity of needs. Overall, CE aims to standardize the access, assessment, prioritization, and referral process across all agency providers in a community in order to quickly and successfully provide assistance.</td>
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<tr>
<td>Chronic Homelessness</td>
<td>an unaccompanied person experiencing homelessness with a disabling condition who has been homeless for a year or more OR has had at least 4 episodes of homelessness in the past three years.</td>
</tr>
<tr>
<td>CoC</td>
<td>A Continuum of Care (CoC) is a regional or local planning body that coordinates housing and services funding for homeless families and individuals.</td>
</tr>
<tr>
<td>CoC Lead Agency</td>
<td>Agency that is designated to carry out the activities of the CoC or grant including fiscal and compliance activities. The Lead Agency is tasked by the U.S. Department of Housing and Urban Development (HUD) with developing a systemic response to homelessness, and to increase capacity and improve rapid re-housing (RRH) practices and performance.</td>
</tr>
<tr>
<td>Couch surfing/Doubled Up</td>
<td>Having one or more adults in addition to the head of household and spouse or partner, such as an adult child living at home, two related or unrelated families residing together, or a parent living with an adult child.</td>
</tr>
<tr>
<td>Coordinated Access</td>
<td>A process through which individuals and families experiencing homelessness or at risk of homelessness are provided access to housing and support services.</td>
</tr>
<tr>
<td>DFPS</td>
<td>The Texas Department of Family and Protective Services (DFPS) works with communities to promote safe and healthy families and protect children and vulnerable adults from abuse, neglect, and exploitation.</td>
</tr>
<tr>
<td>Diversion Program</td>
<td>Is “an intervention designed to immediately address the needs of someone who has just lost their housing and become homeless. Diversion is a client-driven approach; its goal is to help the person or household find safe alternative housing immediately, rather than entering shelter or experiencing unsheltered homelessness. It is intended to ensure that the homelessness experience is as brief as possible, to prevent unsheltered homelessness, and to avert stays in shelter.</td>
</tr>
<tr>
<td>ES</td>
<td>Emergency shelter means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.</td>
</tr>
<tr>
<td>ESG</td>
<td>Emergency Solutions Grant is a grant program which provides individuals experiencing homelessness with basic shelter and essential supportive services. Eligible activities include funding for essential services, operations, and homeless prevention activities to emergency shelters, transitional housing, and day/night shelters.</td>
</tr>
<tr>
<td>HIC</td>
<td>Housing Inventory Count is a Point In Time inventory of provider programs within the CoC that provide beds and units dedicated to serve persons experiencing homelessness</td>
</tr>
<tr>
<td><strong>HMIS</strong></td>
<td>Homeless Management Information System, an information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and people at risk of homelessness.</td>
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</tr>
<tr>
<td><strong>Host Home</strong></td>
<td>A private home associated with a host home program that volunteers to host youth in need of temporary housing. Host homes offer youth a safe alternative to shelters on either a short- or long-term basis and are paired with supportive services provided by a service agency.</td>
</tr>
<tr>
<td><strong>Housing First</strong></td>
<td>A homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness, and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Additionally, Housing First is based on the theory that client choice is valuable in housing selection and supportive service participation, and that exercising that choice is likely to make a person more successful in remaining housed and improving their life.</td>
</tr>
<tr>
<td><strong>HUD</strong></td>
<td>[United States Department of] Housing and Urban Development.</td>
</tr>
<tr>
<td><strong>HUD Homelessness, Category 1, Literal Homelessness</strong></td>
<td>Individuals and families who live in a place not meant for human habitation (including the streets or in their car), emergency shelter, transitional housing, and hotels paid for by a government or charitable organization.</td>
</tr>
<tr>
<td><strong>HUD Homelessness, Category 2, Imminent Risk of Homelessness</strong></td>
<td>Individuals or families who will lose their primary nighttime residence within 14 days and have no other resources or support networks to obtain other permanent housing.</td>
</tr>
<tr>
<td><strong>HUD Homelessness, Category 3, Homeless Under Other Statutes</strong></td>
<td>Unaccompanied youth under 25 years of age, or families with children and youth, who do not meet any of the other categories but are homeless under other federal statutes, have not had a lease and have moved two or more times in the past 60 days and can be expected to remain unstable due to special needs or barriers.</td>
</tr>
<tr>
<td><strong>HUD Homelessness, Category 4, Fleeing Domestic Violence</strong></td>
<td>Individuals or families who are 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, violence (or perceived threat of violence) because of the youth’s sexual orientation, and who lack resources or support networks to maintain or obtain permanent housing.</td>
</tr>
<tr>
<td><strong>LGBTQIA+</strong></td>
<td>Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual</td>
</tr>
<tr>
<td><strong>Sexual Orientation</strong></td>
<td>A person’s sexual identity stated in relation to the gender to which they are attracted; the fact of being heterosexual, homosexual, or bisexual.</td>
</tr>
<tr>
<td><strong>Transgender</strong></td>
<td>The term transgender refers to people whose gender identity (the sense of gender that every person knows inside) or gender expression is different from their sex at birth.</td>
</tr>
<tr>
<td><strong>Lived Expertise</strong></td>
<td>A core value of this plan is Youth Voice. We believe that people with lived experience in homelessness provide invaluable expertise and that this input should be prioritized.</td>
</tr>
<tr>
<td><strong>Motivational Interviewing</strong></td>
<td>A clinical approach that helps people with mental health and substance use disorders and other chronic conditions make positive behavioral changes to support better health.</td>
</tr>
<tr>
<td><strong>NOFA</strong></td>
<td>Notice of Funding Availability</td>
</tr>
<tr>
<td><strong>NOFO</strong></td>
<td>Notice of Funding Opportunity</td>
</tr>
<tr>
<td><strong>PIT</strong></td>
<td>Point-in-Time Count is a nationwide count of sheltered and unsheltered persons experiencing homelessness on a single date in January</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>Pregnant or Parenting Youth</td>
<td>Individuals who are age 24 years or younger who are pregnant or who are the parents or legal guardians of one or more children who are present with or sleeping in the same place as that youth parent, and where there is no person over age 24 years in the household.</td>
</tr>
<tr>
<td>PSH</td>
<td>Permanent Supportive Housing, long-term housing with supportive services for homeless individuals with disabilities.</td>
</tr>
<tr>
<td>PYD</td>
<td>Positive Youth Development, an intentional, prosocial approach that engages youth within their communities, schools, organizations, peer groups and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people’s strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths.</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for Proposals</td>
</tr>
<tr>
<td>RHYA</td>
<td>Runaway and Homeless Youth Act are grants that provide foundational support to address youth and young adult homelessness</td>
</tr>
<tr>
<td>RRH</td>
<td>Rapid Re-housing, A program model that assists individuals or families who are experiencing homelessness to move as quickly as possible into permanent housing and to achieve stability in that housing through a combination of rental assistance, housing search and supportive services.</td>
</tr>
<tr>
<td>Shared Housing</td>
<td>Long-term living arrangement between two unrelated people who choose to live together as a way of sharing costs and building a community of support.</td>
</tr>
<tr>
<td>TA</td>
<td>Technical Assistance</td>
</tr>
<tr>
<td>TH-RRH</td>
<td>Joint Transitional Housing to Rapid Rehousing. A Joint TH and PH-RRH Component project is a project type that includes two existing program components—TH and PH-RRH—in a single project to serve individuals and families experiencing homelessness.</td>
</tr>
<tr>
<td>Transition-age Youth</td>
<td>Individuals between age 18 and 24 years.</td>
</tr>
<tr>
<td>Transitional Housing</td>
<td>Transitional housing (TH) is designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing may be used to cover the costs of up to 24 months of housing with accompanying supportive services. Program participants must have a lease (or sublease) or occupancy agreement in place when residing in transitional housing.</td>
</tr>
<tr>
<td>Trauma-Informed Care</td>
<td>An approach that recognizes the widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms of trauma in clients, families, staff, and others; responds by fully integrating knowledge about trauma into policies, procedures, and practices; and seeks to actively resist re-traumatization.</td>
</tr>
<tr>
<td>Unaccompanied Youth</td>
<td>Persons who are age 24 years or younger, who are not part of a family with children and who are not accompanied by their parent or guardian during their episode of homelessness. This also includes two or more youth aged 24 years or younger who are presenting together as a family without children.</td>
</tr>
<tr>
<td>USICH</td>
<td>United States Interagency Council on Homelessness is an independent federal agency within the US executive branch that leads the implementation of the federal strategic plan to prevent and end homelessness</td>
</tr>
<tr>
<td>YAB</td>
<td>Youth Action Board, a group of youth included in CoC decisions, particularly on policies that relate to preventing and ending youth homelessness. Each YAB member is age 24 years or younger and at least two-thirds of the YAB members are homeless or formerly homeless.</td>
</tr>
<tr>
<td>YHDP</td>
<td>Youth Homelessness Demonstration Program, a HUD initiative to help communities drastically reduce youth homelessness through innovative strategies.</td>
</tr>
<tr>
<td>Youth</td>
<td>A person who is under the age of 25 years.</td>
</tr>
<tr>
<td>YYA</td>
<td>Youth and Young Adults</td>
</tr>
<tr>
<td>BIPOC</td>
<td>Black, Indigenous, and people of color</td>
</tr>
</tbody>
</table>
HUD Homelessness Categories:

**Category 1,** Literal Homelessness: Individuals and families who live in a place not meant for human habitation (including the streets or in their car), emergency shelter, transitional housing, and hotels paid for by a government or charitable organization.

**Category 2,** Imminent Risk of Homelessness: Individuals or families who will lose their primary nighttime residence within 14 days and have no other resources or support networks to obtain other permanent housing.

**Category 3,** Homeless Under Other Statutes: Unaccompanied youth under 25 years of age, or families with children and youth, who do not meet any of the other categories but are homeless under other federal statutes, have not had a lease, and have moved two or more times in the past 60 days and can be expected to remain unstable due to special needs or barriers.

**Category 4,** Fleeing Domestic Violence: Individuals or families who are 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, violence (or perceived threat of violence) because of the youth’s sexual orientation, and who lack resources or support networks to maintain or obtain permanent housing.

**Attachment B. Application/Proposal Requirements**

**Attachment C. Scoring Tool**

**Attachment D. Budget Worksheet**

**Attachment E. Appendix A**