



FY2026 YHDP APPLICANT RIGHTS & GRIEVANCE FORM

LOCAL YOUTH HOMELESSNESS DEMONSTRATION PROGRAM (YHDP) COMPETITION

SECTION 1 - APPLICANT RIGHTS IN THE FY2026 LOCAL YHDP COMPETITION

All applicants participating in The Way Home / CFTH local YHDP competition for new Youth Homelessness Demonstration Program project applications have the following rights. This process applies to the local YHDP LOI and application process and does not replace HUD requirements, the YHDP NOFO, or any final HUD award conditions.

1. Right to Transparent Information

Applicants are entitled to access local YHDP competition materials and instructions made available through the posted local process, including:

- local YHDP competition timeline and deadlines;
- local priorities and eligible new YHDP project types;
- LOI instructions, templates, and required submission information;
- local review process and review tools, as applicable;
- applicant communication process and submission instructions.

2. Right to a Fair and Consistent Review

All LOIs and full applications will be reviewed using the posted local YHDP process, applicable YHDP requirements, and local competition materials. Review may consider:

- eligible applicant and eligible new YHDP project type;
- alignment with local YHDP priorities and YHDP funding strategy;
- Youth Action Board (YAB) review and feedback;
- new or expanded youth-specific capacity;
- project design, readiness, staffing, budget reasonableness, and fiscal capacity;
- match documentation, match strategy, or match exception request, if applicable;
- fit within the local YHDP portfolio, including the local cap of no more than 10 full applications and no more than \$15 million total request.

3. Role of the Youth Action Board

Youth Action Board review is a central part of the local YHDP LOI process. The YAB provides the youth lens on whether proposed projects feel real, useful, respectful, needed, youth-centered, and aligned with the local YHDP priorities.



For the LOI stage, YAB feedback and recommendations are used to determine which project concepts are invited to move forward to the full local YHDP application process, subject to basic eligibility, HUD/CoC compliance, and the posted local YHDP competition requirements. A grievance may be used to raise a process concern, but it is not intended to replace the YAB review role or reopen advancement decisions simply because an applicant disagrees with the YAB's recommendation or local portfolio decision.

4. Right to Notification

Applicants will receive written notification of local YHDP process decisions, including whether an LOI is invited to submit a full local application or is not advancing. Applicants invited to submit a full application will receive additional instructions, deadlines, and any project-specific clarification items.

5. Right to Submit a Grievance

Applicants may submit a grievance if they believe:

- published local YHDP competition rules or procedures were not applied consistently;
- a documented review or process error occurred;
- a conflict of interest affected the review process;
- required local procedures were not followed.
- A grievance cannot be used to overturn or bypass:
 - federal YHDP NOFO requirements, HUD eligibility rules, or HUD funding limitations;
 - local YHDP priorities that were posted as part of the competition;
 - YAB feedback or portfolio recommendations made in accordance with the posted process;
 - funding caps, project-type limits, or portfolio-balancing decisions made under the local YHDP strategy;
 - decisions where the applicant disagrees with the outcome but no process error is identified.

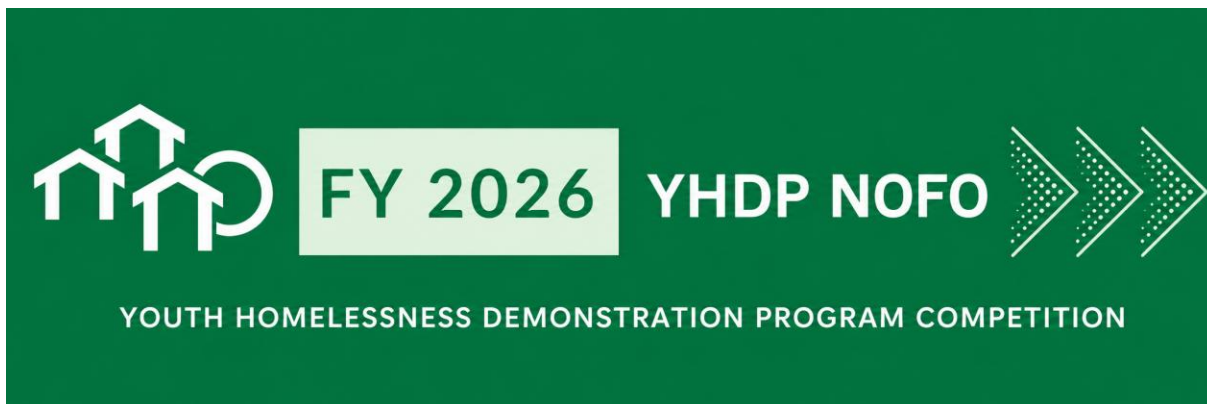
Submission of a grievance does not automatically pause or delay the local YHDP timeline, full application deadlines, e-snaps preparation, or HUD submission unless CFTH determines that corrective action is required.

6. Right to an Impartial Review

Any individual with a conflict of interest must be recused from reviewing, scoring, or making decisions related to the affected application. Conflict of interest determinations and recusals will be documented as needed.

7. Notice Regarding HUD Appeal Rights

Nothing in this local grievance process limits any appeal rights available under HUD regulations or the applicable YHDP NOFO. Any HUD appeal rights are separate from this local process and are governed by HUD rules and deadlines.



SECTION 2 - GRIEVANCE PROCESS

Step 1 - Informal Resolution Attempt

Before submitting a formal grievance, the applicant should contact the Vice President, Homeless Response System, or the YHDPNOFO inbox to discuss the concern and attempt informal resolution or clarification when time allows under the local YHDP timeline. The applicant should document the date of contact, issue raised, and outcome of the discussion.

Step 2 – Submit a Formal Grievance

If the issue is not resolved, the applicant may submit a formal grievance by completing Section 3 of this form and sending it to:

- Email: grievances@homelesshouston.org
- Subject Line: Formal Grievance – FY2026 YHDP Local Competition

Supporting documents may be attached to the submission. Applicants should also copy YHDPNOFO@cfthhouston.org for tracking within the local YHDP competition file.

Step 3 – Grievance Review

The grievance will be reviewed by CFTH and/or an appropriate impartial reviewer or designee, with any conflict of interest addressed through recusal. Because the YAB has a defined role in the local YHDP LOI review process, CFTH may consult with the YAB and the appropriate internal team to determine next steps consistent with the local YHDP competition.

The review may include:

- review of the LOI notice and documented YAB summary or review materials;
- review of published YHDP competition procedures and timeline;
- review of any conflict-of-interest concern raised;
- review of whether the LOI process was applied consistently.

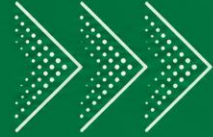
A written response will be provided to the applicant when possible within the local YHDP timeline. Submission of a grievance does not automatically change the LOI outcome or invite the applicant to the full application stage.

Step 4 – Final Local Determination

After review, CFTH will document the final local response. If a process issue requires corrective action, CFTH will document the corrective action taken. If no process issue is identified, the local LOI outcome will remain in place.

Step 5 – Separate HUD Rights

Applicants are responsible for reviewing and following any HUD appeal rights, if applicable. HUD appeal rights are separate from this local grievance form and are governed by federal requirements and HUD deadlines.



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Requested Resolution

Please describe the resolution requested. Note: requested resolution must be consistent with YHDP requirements, the local YHDP timeline, and the posted local competition process.

Acknowledgment

By signing below, I acknowledge that this grievance is limited to local YHDP process concerns and does not automatically pause the local YHDP timeline, reopen the LOI review, or change the local advancement decision. I also understand that the YAB has a defined role in the local YHDP LOI review process and that any final local response must remain consistent with the posted YHDP competition process, HUD requirements, and the local YHDP funding strategy.

Applicant Signature: _____ Date: _____

SECTION 4 - FOR CFTH / COC USE ONLY

Grievance Received By: _____

Date Received: _____

Informal Resolution Attempt Verified: ☐ Yes ☐ No ☐ N/A

Initial Review Completed: ☐ Yes ☐ No Date: _____

Conflict of Interest Check Completed: ☐ Yes ☐ No

☐ No COI Identified ☐ COI Identified - Reviewer Recused

LOI Notice Reviewed: ☐ Yes ☐ No ☐ N/A

YAB Summary / Review Materials Reviewed: ☐ Yes ☐ No ☐ N/A

Published Local YHDP Process Reviewed: ☐ Yes ☐ No

Process Issue Identified: ☐ Yes ☐ No



Corrective Action Required: [] Yes [] No

If corrective action is required, describe action taken:

Final Local Response

Written Response Sent to Applicant: [] Yes [] No Date Sent: _____

Final Resolution Date: _____

COMPETITION FILE DOCUMENTATION COMPLETED

- ☐ LOI notice saved to YHDP competition file
- ☐ YAB summary / review documentation saved to competition file
- ☐ Conflict-of-interest documentation saved to competition file, if applicable
- ☐ Grievance submission saved to competition file
- ☐ Written response saved to competition file
- ☐ Final determination saved to competition file

CONTACT INFORMATION

- Grievance Email: grievances@homelesshouston.org
- YHDP Competition Email: YHDPNOFO@cfthhouston.org
- Coalition for the Homeless of Houston/Harris County / The Way Home
- FY2026 YHDP Local Competition | Applicant Rights & Grievance Form | The Way Home