

2022 YOUTH HOMELESSNESS DEMONSTRATION PROGRAM (YHDP): REQUEST FOR PROPOSALS

Any questions, please email La’Keshia Copeland at copelandl@mcoho.org

1. BACKGROUND INFORMATION

In September 2021, the U.S. Department of Housing and Urban Development (HUD) awarded 33 communities nationwide with funding to prevent and end youth homelessness through the Youth Homelessness Demonstration Program (YHDP). The Dayton-Kettering-Montgomery County Continuum of Care (OH-505 CoC) was awarded \$1,789,425 as a part of this program. To access these funds, stakeholders across the community underwent a comprehensive planning process and created a shared plan to prevent and end youth homelessness. As a part of this process, stakeholders, with youth and young adults at the center of decision-making, decided which new projects they would use YHDP funding to implement. This Request for Proposals (RFP) is open to agencies that want to implement these new programs, described in detail below.

Period of Performance: This allocation of initial YHDP funding is for two years – the “demonstration period.” Projects will be eligible for renewal funding annually through the CoC Program after completion of the demonstration period.

New Project Objectives: Each project type is detailed below. Selected agencies will be expected to implement these new projects as a part of a system-wide effort in our community, keeping in mind that some elements of the projects’ design are considered to be pilots. Selected agencies are expected to participate in communitywide processes, like continuous quality improvement, to ensure that these projects align with the community’s mission, vision, and principles, and to ensure that projects are designed and implemented by and for the youth and young adults who need them most.

All applicants are encouraged to read the full Coordinated Community Plan (CCP), which can be found at: [Youth Homelessness Demonstration Program \(mcoho.org\)](https://www.mcoho.org/youth-homelessness-demonstration-program)

2. DEFINITIONS AND KEY TERMS

Youth Action Board (YAB): The Youth Action Board’s mission is to provide opportunities for youth and young adults with lived experience to create dialogue, express their voice, and provide input and feedback on their experiences for the purpose of impacting changes that will address the needs of youth and young adults experiencing homelessness in our community. The YAB is comprised of young adults who have lived experience of homelessness in our CoC and other young adults interested in ending youth homelessness. The YAB makes decisions using a consensus model and has developed additional governance criteria related to membership. The Youth Action Board had the final endorsement of the CCP prior to its approval by the Homeless Solutions Policy Board and will continue to have a key voice and vote in any future recommendations, including determining which project applications will be funded through this RFP.

HUD’s Homeless Definitions: Projects funded through YHDP may serve the following “categories” of young people currently experiencing or at-risk of experiencing homelessness:

- **Category 1 – Literally Experiencing Homelessness:** Youth and young adults who are in shelter, transitional housing, hotels or motels paid for by the government or charitable organizations (sheltered), or sleeping on the streets, in parks, or other places not meant for human habitation (unsheltered).
- **Category 2 – Imminently at Risk of Experiencing Homelessness:** Individual or family who will lose housing (including doubled-up situations) within the next 14 days with no other safe place to stay and no money or other resources for housing. Youth who have been couch surfing with multiple moves in the last two months and can be expected to have continued housing instability.
- **Category 4 – Fleeing Dangerous or Life-Threatening Situations:** Youth 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. Additionally, the youth must have no safe, alternative housing, resources or support networks to maintain or obtain permanent housing.

Youth & Young Adults: Projects funded through YHDP must serve youth and young adult headed households with no household member over the age of 25. Specifically, they may serve:

- **Youth:** Minors, under age 18
- **Young adults:** People ages 18-24
- **Parenting youth (PY):** Youth or young adult with their own children
- **Unaccompanied youth (UY):** Youth or young adult not with a parent, legal guardian or caretaker

Equity: Equity is about fairness and justice and is not the same as equality. Equality provides the same thing or service to everyone regardless of their circumstance. Equity recognizes that people have different needs and privileges and responds in a way that allows everyone to reach their full potential. For YHDP, equity is two-fold. First, equity means that every youth and young adult (YYA) can access the housing and services they need to be successful regardless of where they live, their racial identify, their household type, or whether they identify as LGBTQ+. Second, for YHDP equity also means ensuring that YYA have an authentic voice at the

table where decisions are made and are involved in the ongoing development and evaluation of our youth system. Measures of equity for YHDP include:

- Youth and young adults experiencing homelessness look like the population of Montgomery County as a whole
- Community professionals across systems are trained on social identities
- Case managers and agencies review their clients' outcomes to understand their biases and who is being impacted as a result
- Resources are easily accessible throughout the community
- Shelter and housing programs are not just physically safe but also emotionally safe and supportive
- There is easier access to affirming, safe mental health services

Positive Youth Development: Positive Youth Development (PYD) engages youth along with their families, communities, and/or governments so that youth are empowered to reach their full potential. PYD approaches focus on strengths over deficits; builds skills, assets, and competencies; foster healthy relationships; strengthen the environment; and transform systems (*YouthPower2*).

Measures of Positive Youth Development for YHDP include:

- A requirement to utilize PYD as a key model for any programs that work with young people
- There will be training available for youth-serving organizations on implementing Positive Youth Development
- We will have a strong, active Youth Action Board

Housing First: Housing is the answer to homelessness. Young adults experiencing a housing crisis should have quick access to safe, secure, stable housing without preconditions.

Measures of Housing First for YHDP include:

- All programs embody a Housing First model, affirming that all young people are housing-ready
- All youth and young adults are connected to the housing and services they need without preconditions
- Training about Housing First is provided to organizations outside the homeless system
- There is a common understanding across systems, e.g., child welfare and justice, about what Housing First means for those systems

Trauma-Informed Practices: Trauma-Informed Care emphasizes the need for providers to recognize the prevalence and pervasive impact of trauma on the lives of people they serve and to develop trauma-sensitive or trauma-responsive services (*National Institute of Health*).

Measures of Trauma-Informed Care for YHDP include:

- Funders will require youth-serving organizations to use trauma-informed practices
- Getting kicked out of a program does not mean youth and young adults are no longer eligible for housing and/or agency services
- ADAMHS trauma-informed care trainings will be widely promoted and accessed
- Peer mentoring will be available for youth and young adults who have experienced trauma

Family Engagement: HUD believes that the best diversion and intervention strategy is to engage families, whenever appropriate and consented to by youth and young adults, through community partnerships with

organizations such as child welfare agencies, schools, youth providers, and other community human services and homeless service providers.

Measures of Family Engagement for YHDP include:

- Young people experiencing homelessness are connected to a strong support system/family
- No project requires youth and young adults to speak or interact with their families unless they consent
- There is an expanded definition of family to focus on each young person and the best “family” for them, including chosen family
- Organizations work with families from a strengths-based perspective

Youth Choice: The capacity for self-determination is a critical factor in obtaining positive outcomes for young adults experiencing homelessness. Allowing young adults to exercise self-determination is a youth-centered approach that values their expressed needs and self-awareness (*HUD*).

Measures of Youth Choice for YHDP include:

- There is a strong, engaged Youth Action Board, actively involved in decision-making in the CoC
- Young people’s agency is respected
- A customized plan for success is driven by each young person and supported by providers
- The system has changed so that young people with lived experience are a valued part of the conversation and planning for change

Individualized and Client-Driven Supports: Housing and services that help prevent and end homelessness among young people are designed with the flexibility to resolve the needs of unique individuals.

Measures of individualized, client-driven supports for YHDP include:

- The system, and individual programs, will meet young people where they are and where they want to go rather than where providers think young people should go
- Throughout the community, in the homeless system and other systems, there will be individualized goal setting centered on skill building, vocational/educational exploration, etc.

Social and Community Integration: The goal of youth homelessness services should be a successful transition to adulthood, including the successful integration into a community as a positive, contributing community member. This requires the community to provide socially supportive engagement and the opportunity for youth to participate in meaningful community activities (*HUD*).

One measure of Social & Community Integration for YHDP is:

- Peer support exists both within programs through peer mentoring and outside of programs through support groups

Unsheltered Homelessness: Persons who are sleeping in places not ordinarily used or designed to be used as regular sleeping locations are considered to be experiencing unsheltered homelessness. These locations include abandoned buildings, cars, camp sites, etc.

Measures of a successful response to unsheltered homelessness for YHDP include:

- No young person is sleeping unsheltered in our community

- The CoC has an active outreach program, dedicated to identifying and engaging youth and young adults
- CE Navigation provides targeted assistance to young people experiencing unsheltered homelessness to ensure a connection to permanent housing

Coordinated Entry (CE): Coordinated Entry (CE) is a process developed to ensure that all people experiencing a housing crisis are quickly identified, assessed, referred, and connected to housing and assistance based on their strengths and needs in a fair and equitable way (*HUD*).

Measures of an effective, equitable CE system for YHDP include:

- CE System has been redesigned to ensure it is equitable and youth-appropriate regardless of where a youth or young adult first accesses the homeless system
- Young adults with lived experience are part of the ongoing evaluation and quality improvement process for CE
- CE includes an initial triage before young people enter shelter
- CE Navigators provide assistance to young people as they navigate the CE system

3. ELIGIBLE APPLICANTS

To be able to submit a proposal in response to this request, applicants must:

- be an eligible non-profit (i.e., 501(c)3 organization), a state or local government, or an instrumentality of state or local government, **and**
- provide a match to the total grant funding of no less than 25% in cash or in-kind resources, excluding any funding used for the leasing budget line item. ***Note that there is a 2-year initial grant term for projects, and match commitments are required for the full 2 years.***

4. ELIGIBLE ACTIVITIES

OH-505 CoC is seeking organizations to administer several different projects as outlined in the Community Plan to End Youth Homelessness, and as allowed by the CoC Program Interim Rule ([24 CFR Part 578](#)). **This RFP is for housing and supportive services projects that serve youth and young adults experiencing homelessness who meet HUD Categories 1, 2, and 4 of the homeless definition (see above for definitions).** The following projects have been approved for funding under this demonstration program:

- **Enhanced Coordinated Entry (CE) and System Navigation**
 - **HUD Project Component Type:** Supportive Services Only-Coordinated Entry (SSO-CE).
 - **Brief Project Description:** Support for System Navigation that will strengthen the operation of the entire youth coordinated entry system from identification and engagement to housing by providing direct navigation assistance to young people. The selected organization will also engage the youth action board in the work to build a new, improved enhance coordination entry system.
 - **Project Budget:** \$339,055 over two years (\$169,527.50 per year).
- **Diversion**
 - **HUD Project Component Type:** Rapid Rehousing (RRH)
 - **Brief Project Description:** A combination of Housing-Focused problem solving designed to assist young adults in finding or maintaining safe, appropriate housing without a stay in shelter and financial assistance for diversion/rapid resolution of homelessness.
 - **Project Budget:** \$405,785 over two years (\$202,892.50 per year)
- **Rapid-Rehousing**
 - **HUD Project Component Type:** RRH
 - **Brief Project Description:** Rental assistance, case management, and life skills, with a strong connection to employment and mainstream resources for up to 36 months, with an opportunity for up to six months of aftercare once the rental assistance ends. Young adults reside in their own units in the community.
 - **Project Budget:** \$848,075 over two years (\$424,037.50 per year)
- **Youth Action Board Coordination and Support**
 - **HUD Project Component Type:** YHDP Planning Grant
 - **Brief Project Description:** Capacity building for the Youth Action Board that will contribute to the recruitment of YAB members and the facilitation of YAB meetings, while strengthening ties with stakeholders, youth and YHDP Core Team.
 - **Project Budget:** \$44,032 over one year

5. APPLICATION EVALUATION PROCESS

Priorities and process for selection and award of Applicants

Written review: All complete applications that are received by the deadline date will be reviewed by members of the Youth Action Board and members of the YHDP Core Team, who will comprise the YHDP Project Review Team.

Interview process: The YHDP Project Review Team will schedule interviews with Applicants to gain additional insight into the agency's ability to successfully develop and implement the project. The YHDP Project Review Team may ask clarifying questions at this time, and this may be an opportunity to elaborate on the Applicant's vision for how this project will fit into broader community principles, visions, and goals.

Award decisions: The final evaluation and decision will not be based solely on a numeric scoring rubric. Applications will also be scored on their interview responses. The YHDP Project Review Team will ensure selected projects collectively can provide housing and services in the Dayton community. **It is critical for applicants to understand that selected YHDP projects funded under this RFP will be required to collaborate with the Youth Action Board and other funded partners to finalize the project design and create a plan for implementation.** As part of process, applicants should be aware that modifications to budgets and project specifications or activities are possible. These details will be negotiated and finalized before contracts are finalized.

Project Requirements:

- All new projects must participate in the CoC's **Homeless Management Information System (HMIS)** and the CoC's **Coordinated Entry system**.
- Projects must follow a **Housing First** model and demonstrate their ability to operate a "low barrier" project. This means the project allows entry to program participants with: low or no income, current or past substance abuse, criminal records (with the exception of restrictions imposed by federal, state, or local law or ordinance), or history of domestic violence.
- Projects are expected to **collaborate with the CoC, the YAB, the YHDP Core Team, other funded partners, and broader community stakeholders** to ensure their project design and implementation align with community-wide priorities, values, and vision for ending youth homelessness. This may include ensuring staff participate in specific **training** opportunities.
- Projects should expect to participate in an ongoing **continuous quality improvement (CQI) process** to ensure that our community is effective, upholding our core values, and functioning as a system of care in our work to end youth and young adult homelessness.\

Upon selection/HUD award, applicant(s) will work with the CoC to jointly develop and implement a Collective Impact Model

In developing this application, it is advised to review to the following documents to ensure that projects are consistent with the competition rules, program regulations, and authorizing legislation. They provide all of the information necessary for submitting a complete and accurate project application:

1. The Coordinated Community Plan
2. [YHDP NOFO for Rounds 4 and 5 \(FY19 and 20\)](#)
3. [The CoC Program interim rule \(24 CFR part 578\)](#)

6. APPLICATION: ENHANCED COORDINATED ENTRY AND SYSTEM NAVIGATION

Instructions: Please complete all parts of this application.

APPLICANT INFORMATION

APPLICANT NAME:

CONTACT PERSON AND EMAIL/PHONE:

SUBRECIPIENTS OR PROJECT PARTNERS:

PROJECT TITLE:

APPLICANT EXPERIENCE

1. Describe your organization's (and subrecipient(s) if applicable) experience in effectively utilizing federal funds and performing the activities proposed in the application.
2. Describe your organization's (and subrecipient(s) if applicable) experience in leveraging Federal, State, local and private sector funds.
3. Describe your organization's (and subrecipient(s) if applicable) financial management structure.
4. Are there any unresolved HUD monitoring or OIG audit findings for any HUD grants (including ESG) under your organization? If yes, describe the unresolved monitoring or audit findings.
5. Describe the experience of the applicant and potential subrecipients (if any) in providing housing and services to Black, Indigenous, People of Color (BIPOC) and LGBTQ+ people experiencing homelessness.

6. Describe the experience of the applicant and any potential subrecipients in implementing effective housing or service programs targeted to youth, single adults ages 18-24 and families led by young adults. If not, the experience of the applicant and any potential subrecipients in implementing effective housing.

Provide concrete examples illustrating experience and expertise in the following: 1) working with and addressing the target population's identified housing and service needs; 2) developing and implementing enhanced coordinated entry and system navigation; 3) identifying and securing matching funds from a variety of sources; 4) managing basic organization operations, including financial accounting systems.

- 5) Experience providing system navigation services for youth and young adults (if none, say "none"):
 - 6) Experience providing housing problem-solving or diversion services to youth and young adults (if none, say "none"):
 - 7) Experience implementing RRH for youth and young adults (if none, say "none"):
 - 8) Experience providing other types of housing or services to youth and young adults experiencing homelessness (if none, say "none"):
7. What percentage of households served by your organization in 2021 were single adults 18-24? Families with children headed by an adult younger than 25?

PROJECT DESCRIPTION

1. **Provide a clear and concise description that addresses the entire scope of the proposed project:** including target population, project plan for addressing the identified housing and service needs, anticipated project outcomes, coordination with other organizations, and the reason CoC support is needed. Please also answer the following questions in your description:
 - a. How will this project embed Positive Youth Development?
 - b. How will this project embed Trauma-Informed Care?
 - c. How will this project embed principles of Racial and LGBTQ+ Equity?
 - d. How will this project include and ensure it is accessible and available to people who are undocumented?
 - e. How does this project help the community meet the shared vision, goals, and objectives of the CCP?
 - f. Will this project engage with the rest of the community to make sure this project is successful? If so, how?
 - g. What is your vision for the outcomes this project will help participants achieve in the first two years? In the first five years?

- 2. Enter the number of days from the execution of the grant agreement that each of the following milestones will occur as related to CoC project funds requested in this project application. Enter “NA” in non-applicable fields.**

Project Milestone	DAYS from Execution of Grant Agreement
New project staff hired	
Participant enrollment in project begins	
Participants begin occupying leased or rental assistance units and supportive services begin	
Leased or rental assistance units and supportive services near 100% capacity	

3. Housing First

- a. How will your project quickly move participants into permanent housing?
- b. How will your project serve a participant when they are referred to you, especially if they have any of the following barriers: little or no income, active or history of substance abuse, mental health needs, criminal record (with exception for state-mandated restrictions), history of victimization (including domestic violence and trafficking), disability, documentation / citizenship status?
 - Are there specific people you would not be able to serve at your project’s location (e.g., people with specific criminal records)? If yes, please explain.
- c. How will your project ensure that the participants’ housing referral is secure, even if participants’ goals and objectives change or progress slowly, their income changes or doesn’t increase, and any other activity not covered in a lease agreement typically found in the project’s geographic area?

4. Principles in Practice

- a. How will the locations where participants live be determined?
- b. Describe how your project staff will embed diversity and understand the situations of people coming into the project have experienced.
- c. How will your project continuously get information from participants and use it to improve the project?
- d. How will your project foster community for participants?
- e. What does it mean to you to be a safe space?
- f. How is equity work happening currently at your organization? How will you embed equity in your project?
- g. How do you define adultism? What is your organization doing to dismantle adultism right now? How will your project embed anti-adultist practices?

SUPPORTIVE SERVICES FOR PARTICIPANTS

1. Applicants requesting funds to provide housing or services to children and youth, with or without families, must establish policies and practices that are consistent with and do not restrict the exercise of rights provided by subtitle B of title VII of the McKinney-Vento Act (42 U.S.C. 11431, et seq.), and other laws (e.g. Head Start, part C of the Individuals with Disabilities Education Act) relating to the provision of educational and related services to individuals and families experiencing homelessness. Projects serving households with children or youth must have a staff person that is designated to ensure children or youth are enrolled in school and connected to the appropriate services within the community. Reminder: failure to comply with federal education assurances may result in Federal sanctions and significantly reduce the likelihood of receiving funding through the CoC Program Competition.
 - Please state that you acknowledge you will be required to meet the above requirements if you have any qualifying participants.
2. Please describe how you will ensure that staff use trauma-informed approaches to working with schools, truancy officers, child welfare system officials, and others.
3. Describe how participants will be assisted to obtain and remain in permanent housing 30 days or less. An acceptable response will acknowledge the needs of the target population and include plans to address those needs through current and proposed case management activities and the availability and accessibility of supportive services. The narrative should also describe: (1) how the project will identify appropriate units; (2) the project's established arrangements with homeless service providers; and (3) how the project will engage landlords. Tailor the description to include how the target population will be assisted to obtain and remain in permanent housing that addresses their particular needs.
4. **Describe specifically how participants will be assisted to increase their employment and/or income and to maximize their ability to live independently, including:**
 - a. how the project will help program participants to obtain income;
 - b. whether / how your agency prioritizes employing and/or providing professional development experience for YYA with lived experience of homelessness (e.g., stipends for youth outreach, internships, peer support positions), and how your agency will ensure that it starts or continues to do so;
 - c. how provided supportive services will lead directly to program participants gaining employment and accessing mainstream income streams; and
 - d. how requested CoC funds will contribute to program participants becoming more independent.

5. For all supportive services available to participants, indicate who will provide them and how often they will be provided:

Service	Provider	Frequency
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance and Job Training		
Food		
Housing Search and Counseling Services		
Legal Services		
Life Skills Training		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		

6. Please identify whether the project includes the following activities:
 - a. Transportation assistance to clients to attend mainstream benefit appointments, employment training or jobs
 - b. Follow up with participants to ensure mainstream benefits are received and renewed

7. Do project participants have access to SSI/SSDI technical assistance? If yes, identify the agency and indicate the date of the last SOAR training for the relevant staff person.

PROJECT PARTICIPANTS

1. Indicate the maximum number of households and persons of each type to be served on a single night when the project is at full operational capacity.

HOUSEHOLD TYPE	# OF HOUSEHOLDS	# OF PEOPLE	# PEOPLE AGE 25+	# PEOPLE AGE 18-24
At least One Adult and One Child				
Adult only				
Children Only				

2. What is the average length of time participants will be enrolled in the program?

3. How many households are estimated to be served annually?

4. Complete the subpopulation columns based on the number of households proposed to be served on a single night when the project is at full operational capacity.

MUTUALLY EXCLUSIVE	
Chronically Homeless Non-Veterans	
Chronically Homeless Veterans	
Non-Chronically Homeless Veterans	
MAY CONTAIN DUPLICATE ENTRIES	
Chronic Substance Abuse	
Persons with HIV/AIDS	
Severely Mentally Ill	
Victims of Domestic Violence	
Developmental Disability	
Physical Disability	
MUTUALLY EXCLUSIVE TO ALL OTHER ROWS	
Persons not represented by an identified subpopulation	

PROJECT OUTREACH

- Enter the percentage of persons experiencing homelessness who will be served by the proposed project for each of the following locations:
 Unsheltered:
 Emergency Shelter:
- Describe the outreach plan to bring these homeless participants into the project. Describe the specific coordination and referral process between coordinated entry and this project.

FUNDING REQUEST

1. Does this project propose to allocate funds according to an indirect cost rate? If yes, answer questions a-c.

a. Complete the indirect cost rate schedule below: Complete at least one row using information from either your approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	
	%	
	%	

b. Has this rate been approved by your cognizant agency? Answer "Yes" if the indirect cost rate has already been approved by your cognizant agency. Answer "No" if it has either not been submitted to or has not yet been approved by your cognizant agency.

c. Do you plan to use the 10% de minimis rate? Answer "Yes" only if you plan to use the 10% de minimis rate as described in 2 CFR 200.203(c)2).

2. Select the costs for which funding is being requested:

Supportive Services: _____

SUPPORTIVE SERVICES

* A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description	CoC Funds Requested
1. Assessment of Services Needed		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/ Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
Total Annual Assistance Requested		

SUMMARY BUDGET

Eligible Costs	CoC Funds Requested	Match	Total Budget
1a. Acquisition			
1b. Rehabilitation			
1c. New Construction			
2a. Leased Units			
2b. Leased Structures			
3. Rental Assistance			
4. Supportive Services			
5. Operating			
6. HMIS			
7. Sub-total Costs Requested			
8. Admin (up to 7%)			
9. Total Plus Admin			

MATCH

1. Does this project generate program income that will be used at match for this grant? If yes, describe the source of the program income and provide an estimate of the amount of program income that will be used as match.

2. Identify all match for the proposed project, answering the following questions for each commitment.
 - Type of Commitment:
 - (Cash or In-kind)
 - Type of source: (Private or Government)
 - Name the Source of the Commitment: (Be as specific as possible)

3. Date of written commitment.
 - Value of written commitment:

7. APPLICATION: DIVERSION

Instructions: Please complete all parts of this application.

APPLICANT INFORMATION

APPLICANT NAME:

CONTACT PERSON AND EMAIL/PHONE:

SUBRECIPIENTS OR PROJECT PARTNERS:

PROJECT TITLE:

APPLICANT EXPERIENCE

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2. Describe your organization's (and subrecipient(s) if applicable) experience in leveraging Federal, State, local and private sector funds.
3. Describe your organization's (and subrecipient(s) if applicable) financial management structure.
4. Are there any unresolved HUD monitoring or OIG audit findings for any HUD grants (including ESG) under your organization? If yes, describe the unresolved monitoring or audit findings.
5. Describe the experience of the applicant and potential subrecipients (if any) in providing housing and services to Black, Indigenous, People of Color (BIPOC) and LGBTQ+ people experiencing homelessness.

6. Describe the experience of the applicant and any potential subrecipients in implementing effective housing or service programs targeted to youth, single adults ages 18-24 and families led by young adults. If not, the experience of the applicant and any potential subrecipients in implementing effective housing.

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- 5) Experience providing system navigation services for youth and young adults (if none, say "none"):
 - 6) Experience providing housing problem-solving or diversion services to youth and young adults (if none, say "none"):
 - 7) Experience implementing RRH for youth and young adults (if none, say "none"):
 - 8) Experience providing other types of housing or services to youth and young adults experiencing homelessness (if none, say "none"):
7. What percentage of households served by your organization in 2021 were single adults 18-24? Families with children headed by an adult younger than 25?

PROJECT DESCRIPTION

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 - b. How will this project embed Trauma-Informed Care?
 - c. How will this project embed principles of Racial and LGBTQ+ Equity?
 - d. How will this project include and ensure it is accessible and available to people who are undocumented?
 - e. How does this project help the community meet the shared vision, goals, and objectives of the CCP?
 - f. Will this project engage with the rest of the community to make sure this project is successful? If so, how?
 - g. What is your vision for the outcomes this project will help participants achieve in the first two years? In the first five years?

- 2. Enter the number of days from the execution of the grant agreement that each of the following milestones will occur as related to CoC project funds requested in this project application. Enter “NA” in non-applicable fields.**

Project Milestone	DAYS from Execution of Grant Agreement
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Participant enrollment in project begins	
Participants begin occupying leased or rental assistance units and supportive services begin	
Leased or rental assistance units and supportive services near 100% capacity	

3. Housing First

- a. How will your project quickly move participants into permanent housing?
- b. How will your project serve a participant when they are referred to you, especially if they have any of the following barriers: little or no income, active or history of substance abuse, mental health needs, criminal record (with exception for state-mandated restrictions), history of victimization (including domestic violence and trafficking), disability, documentation / citizenship status?
 - Are there specific people you would not be able to serve at your project’s location (e.g., people with specific criminal records)? If yes, please explain.
- c. How will your project ensure that the participants’ housing referral is secure, even if participants’ goals and objectives change or progress slowly, their income changes or doesn’t increase, and any other activity not covered in a lease agreement typically found in the project’s geographic area?

4. Principles in Practice

- a. How will the locations where participants live be determined?
- b. Describe how your project staff will embed diversity and understand the situations of people coming into the project have experienced.
- c. How will your project continuously get information from participants and use it to improve the project?
- d. How will your project foster community for participants?
- e. What does it mean to you to be a safe space?
- f. How is equity work happening currently at your organization? How will you embed equity in your project?
- g. How do you define adultism? What is your organization doing to dismantle adultism right now? How will your project embed anti-adultist practices?

SUPPORTIVE SERVICES FOR PARTICIPANTS

1. Applicants requesting funds to provide housing or services to children and youth, with or without families, must establish policies and practices that are consistent with and do not restrict the exercise of rights provided by subtitle B of title VII of the McKinney-Vento Act (42 U.S.C. 11431, et seq.), and other laws (e.g. Head Start, part C of the Individuals with Disabilities Education Act) relating to the provision of educational and related services to individuals and families experiencing homelessness. Projects serving households with children or youth must have a staff person that is designated to ensure children or youth are enrolled in school and connected to the appropriate services within the community. Reminder: failure to comply with federal education assurances may result in Federal sanctions and significantly reduce the likelihood of receiving funding through the CoC Program Competition.
 - Please state that you acknowledge you will be required to meet the above requirements if you have any qualifying participants.
2. Please describe how you will ensure that staff use trauma-informed approaches to working with schools, truancy officers, child welfare system officials, and others.
3. Describe how participants will be assisted to obtain and remain in permanent housing in 30 days or less. An acceptable response will acknowledge the needs of the target population and include plans to address those needs through current and proposed case management activities and the availability and accessibility of supportive services. The narrative should also describe: (1) how the project will identify appropriate units; (2) the project's established arrangements with homeless service providers; and (3) how the project will engage landlords. Tailor the description to include how the target population will be assisted to obtain and remain in permanent housing that addresses their particular needs.
4. **Describe specifically how participants will be assisted to increase their employment and/or income and to maximize their ability to live independently, including:**
 - a. how the project will help program participants to obtain income;
 - b. whether / how your agency prioritizes employing and/or providing professional development experience for YYA with lived experience of homelessness (e.g., stipends for youth outreach, internships, peer support positions), and how your agency will ensure that it starts or continues to do so;
 - c. how provided supportive services will lead directly to program participants gaining employment and accessing mainstream income streams; and
 - d. how requested CoC funds will contribute to program participants becoming more independent.

5. For all supportive services available to participants, indicate who will provide them and how often they will be provided:

Service	Provider	Frequency
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance and Job Training		
Food		
Housing Search and Counseling Services		
Legal Services		
Life Skills Training		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		

6. Please identify whether the project includes the following activities:
- a. Transportation assistance to clients to attend mainstream benefit appointments, employment training or jobs
 - b. Follow up with participants to ensure mainstream benefits are received and renewed

7. Do project participants have access to SSI/SSDI technical assistance? If yes, identify the agency and indicate the date of the last SOAR training for the relevant staff person.

PROJECT PARTICIPANTS

1. Indicate the maximum number of households and persons of each type to be served on a single night when the project is at full operational capacity.

HOUSEHOLD TYPE	# OF HOUSEHOLDS	# OF PEOPLE	# PEOPLE AGE 25+	# PEOPLE AGE 18-24
At least One Adult and One Child				
Adult only				
Children Only				

2. What is the average length of time participants will be enrolled in the program?
3. How many households are estimated to be served annually?

4. Complete the subpopulation columns based on the number of households proposed to be served on a single night when the project is at full operational capacity.

MUTUALLY EXCLUSIVE	
Chronically Homeless Non-Veterans	
Chronically Homeless Veterans	
Non-Chronically Homeless Veterans	
MAY CONTAIN DUPLICATE ENTRIES	
Chronic Substance Abuse	
Persons with HIV/AIDS	
Severely Mentally Ill	
Victims of Domestic Violence	
Developmental Disability	
Physical Disability	
MUTUALLY EXCLUSIVE TO ALL OTHER ROWS	
Persons not represented by an identified subpopulation	

PROJECT OUTREACH

- Enter the percentage of persons experiencing homelessness who will be served by the proposed project for each of the following locations:
 Unsheltered:
 Emergency Shelter:
- Describe the outreach plan to bring these homeless participants into the project. Describe the specific coordination and referral process between coordinated entry and this project.

FUNDING REQUEST

1. Does this project propose to allocate funds according to an indirect cost rate? If yes, answer questions a-c.

a. Complete the indirect cost rate schedule below: Complete at least one row using information from either your approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	
	%	
	%	

b. Has this rate been approved by your cognizant agency? Answer “Yes” if the indirect cost rate has already been approved by your cognizant agency. Answer “No” if it has either not been submitted to or has not yet been approved by your cognizant agency.

c. Do you plan to use the 10% de minimis rate? Answer “Yes” only if you plan to use the 10% de minimis rate as described in 2 CFR 200.203(c)2).

2. Select the costs for which funding is being requested:

Tenant-Based Rental Assistance. _____

Supportive Services: _____

COMPLETE THE FOLLOWING BUDGET TABLES.

RENTAL ASSISTANCE

LEASING/RENTAL ASSISTANCE BUDGET					
Size of Units	# of Units	FMR/Actual Rent	# of Months	Total Budget	
0 Bedroom		\$517	12	\$0	
1 Bedroom		\$583	12	\$0	
2 Bedrooms		\$765	12	\$0	
3 Bedrooms		\$1,024	12	\$0	
4 Bedrooms		\$1,183	12	\$0	
Total	0			\$0	

SUPPORTIVE SERVICES

* A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description	CoC Funds Requested
1. Assessment of Services Needed		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/ Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
Total Annual Assistance Requested		

SUMMARY BUDGET

Eligible Costs	CoC Funds Requested	Match	Total Budget
1a. Acquisition			
1b. Rehabilitation			
1c. New Construction			
2a. Leased Units			
2b. Leased Structures			
3. Rental Assistance			
4. Supportive Services			
5. Operating			
6. HMIS			
7. Sub-total Costs Requested			
8. Admin (up to 7%)			
9. Total Plus Admin			

MATCH

- Does this project generate program income that will be used at match for this grant? If yes, describe the source of the program income and provide an estimate of the amount of program income that will be used as match.
- Identify all match for the proposed project, answering the following questions for each commitment.
 - Type of Commitment: (Cash or In-kind)
 - Type of source: (Private or Government)
 - Name the Source of the Commitment: (Be as specific as possible)
- Date of written commitment.
 - Value of written commitment:

8. APPLICATION: RAPID REHOUSING

Instructions: Please complete all parts of this application.

APPLICANT INFORMATION

APPLICANT NAME:

CONTACT PERSON AND EMAIL/PHONE:

SUBRECIPIENTS OR PROJECT PARTNERS:

PROJECT TITLE:

APPLICANT EXPERIENCE

1. Describe your organization's (and subrecipient(s) if applicable) experience in effectively utilizing federal funds and performing the activities proposed in the application.
2. Describe your organization's (and subrecipient(s) if applicable) experience in leveraging Federal, State, local and private sector funds.
3. Describe your organization's (and subrecipient(s) if applicable) financial management structure.
4. Are there any unresolved HUD monitoring or OIG audit findings for any HUD grants (including ESG) under your organization? If yes, describe the unresolved monitoring or audit findings.
5. Describe the experience of the applicant and potential subrecipients (if any) in providing housing and services to Black, Indigenous, People of Color (BIPOC) and LGBTQ+ people experiencing homelessness.

6. Describe the experience of the applicant and any potential subrecipients in implementing effective housing or service programs targeted to youth, single adults 18-25 and families led by young adults. If not, the experience of the applicant and any potential subrecipients in implementing effective housing.

Provide concrete examples illustrating experience and expertise in the following: 1) working with and addressing the target population's identified housing and service needs; 2) developing and implementing rapid rehousing and diversion; 3) identifying and securing matching funds from a variety of sources; 4) managing basic organization operations, including financial accounting systems.

- 5) Experience providing system navigation services for youth and young adults (if none, say "none"):
 - 6) Experience providing housing problem-solving or diversion services to youth and young adults (if none, say "none"):
 - 7) Experience implementing RRH for youth and young adults (if none, say "none"):
 - 8) Experience providing other types of housing or services to youth and young adults experiencing homelessness (if none, say "none"):
7. What percentage of households served by your organization in 2021 were single adults 18-24? Families with children headed by an adult younger than 25?

PROJECT DESCRIPTION

1. **Provide a clear and concise description that addresses the entire scope of the proposed project:** including target population, project plan for addressing the identified housing and service needs, anticipated project outcomes, coordination with other organizations, and the reason CoC support is needed. Please also answer the following questions in your description:
 - a. How will this project embed Positive Youth Development?
 - b. How will this project embed Trauma-Informed Care?
 - c. How will this project embed principles of Racial and LGBTQ+ Equity?
 - d. How will this project include and ensure it is accessible and available to people who are undocumented?
 - e. How does this project help the community meet the shared vision, goals, and objectives of the CCP?
 - f. Will this project engage with the rest of the community to make sure this project is successful? If so, how?
 - g. What is your vision for the outcomes this project will help participants achieve in the first two years? In the first five years?

2. Enter the number of days from the execution of the grant agreement that each of the following milestones will occur as related to CoC project funds requested in this project application. Enter “NA” in non-applicable fields.

Project Milestone	DAYS from Execution of Grant Agreement
New project staff hired	
Participant enrollment in project begins	
Participants begin occupying leased or rental assistance units and supportive services begin	
Leased or rental assistance units and supportive services near 100% capacity	

3. Housing First

- a. How will your project quickly move participants into permanent housing?
- b. How will your project serve a participant when they are referred to you, especially if they have any of the following barriers: little or no income, active or history of substance abuse, mental health needs, criminal record (with exception for state-mandated restrictions), history of victimization (including domestic violence and trafficking), disability, documentation / citizenship status?
 - Are there specific people you would not be able to serve at your project’s location (e.g., people with specific criminal records)? If yes, please explain.
- c. How will your project ensure that the participants’ housing referral is secure, even if participants’ goals and objectives change or progress slowly, their income changes or doesn’t increase, and any other activity not covered in a lease agreement typically found in the project’s geographic area?

4. Principles in Practice

- a. How will the locations where participants live be determined?
- b. Describe how your project staff will embed diversity and understand the situations of people coming into the project have experienced.
- c. How will your project continuously get information from participants and use it to improve the project?
- d. How will your project foster community for participants?
- e. What does it mean to you to be a safe space?
- f. How is equity work happening currently at your organization? How will you embed equity in your project?
- g. How do you define adultism? What is your organization doing to dismantle adultism right now? How will your project embed anti-adultist practices?

SUPPORTIVE SERVICES FOR PARTICIPANTS

1. Applicants requesting funds to provide housing or services to children and youth, with or without families, must establish policies and practices that are consistent with and do not restrict the exercise of rights provided by subtitle B of title VII of the McKinney-Vento Act (42 U.S.C. 11431, et seq.), and other laws (e.g. Head Start, part C of the Individuals with Disabilities Education Act) relating to the provision of educational and related services to individuals and families experiencing homelessness. Projects serving households with children or youth must have a staff person that is designated to ensure children or youth are enrolled in school and connected to the appropriate services within the community. Reminder: failure to comply with federal education assurances may result in Federal sanctions and significantly reduce the likelihood of receiving funding through the CoC Program Competition.
 - Please state that you acknowledge you will be required to meet the above requirements if you have any qualifying participants.
2. Please describe how you will ensure that staff use trauma-informed approaches to working with schools, truancy officers, child welfare system officials, and others.
3. Describe how participants will be assisted to obtain and remain in permanent housing in 30 days or less. An acceptable response will acknowledge the needs of the target population and include plans to address those needs through current and proposed case management activities and the availability and accessibility of supportive services. The narrative should also describe: (1) how the project will identify appropriate units; (2) the project's established arrangements with homeless service providers; and (3) how the project will engage landlords. Tailor the description to include how the target population will be assisted to obtain and remain in permanent housing that addresses their particular needs.
4. **Describe specifically how participants will be assisted to increase their employment and/or income and to maximize their ability to live independently, including:**
 - a. how the project will help program participants to obtain income;
 - b. whether / how your agency prioritizes employing and/or providing professional development experience for YYA with lived experience of homelessness (e.g., stipends for youth outreach, internships, peer support positions), and how your agency will ensure that it starts or continues to do so;
 - c. how provided supportive services will lead directly to program participants gaining employment and accessing mainstream income streams; and
 - d. how requested CoC funds will contribute to program participants becoming more independent.

5. For all supportive services available to participants, indicate who will provide them and how often they will be provided:

Service	Provider	Frequency
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Child Care		
Education Services		
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Housing Search and Counseling Services		
Legal Services		
Life Skills Training		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		

6. Please identify whether the project includes the following activities:
 - a. Transportation assistance to clients to attend mainstream benefit appointments, employment training or jobs
 - b. Follow up with participants to ensure mainstream benefits are received and renewed

7. Do project participants have access to SSI/SSDI technical assistance? If yes, identify the agency and indicate the date of the last SOAR training for the relevant staff person.

PROJECT PARTICIPANTS

1. Indicate the maximum number of households and persons of each type to be served on a single night when the project is at full operational capacity.

HOUSEHOLD TYPE	# OF HOUSEHOLDS	# OF PEOPLE	# PEOPLE AGE 25+	# PEOPLE AGE 18-24
At least One Adult and One Child				
Adult only				
Children Only				

2. What is the average length of time participants will be enrolled in the program?

3. How many households are estimated to be served annually?

4. Complete the subpopulation columns based on the number of households proposed to be served on a single night when the project is at full operational capacity.

MUTUALLY EXCLUSIVE	
Chronically Homeless Non-Veterans	
Chronically Homeless Veterans	
Non-Chronically Homeless Veterans	
MAY CONTAIN DUPLICATE ENTRIES	
Chronic Substance Abuse	
Persons with HIV/AIDS	
Severely Mentally Ill	
Victims of Domestic Violence	
Developmental Disability	
Physical Disability	
MUTUALLY EXCLUSIVE TO ALL OTHER ROWS	
Persons not represented by an identified subpopulation	

PROJECT OUTREACH

- Enter the percentage of persons experiencing homelessness who will be served by the proposed project for each of the following locations:
 Unsheltered:
 Emergency Shelter
- Describe the outreach plan to bring these homeless participants into the project. Describe the specific coordination and referral process between coordinated entry and this project.

FUNDING REQUEST

1. Does this project propose to allocate funds according to an indirect cost rate? If yes, answer questions a-c.

a. Complete the indirect cost rate schedule below: Complete at least one row using information from either your approved plan or your proposal.

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	
	%	
	%	
	%	
	%	

b. Has this rate been approved by your cognizant agency? Answer “Yes” if the indirect cost rate has already been approved by your cognizant agency. Answer “No” if it has either not been submitted to or has not yet been approved by your cognizant agency.

c. Do you plan to use the 10% de minimis rate? Answer “Yes” only if you plan to use the 10% de minimis rate as described in 2 CFR 200.203(c)2).

2. Select the costs for which funding is being requested:

Tenant-Based Rental Assistance. _____

Supportive Services: _____

COMPLETE THE FOLLOWING BUDGET TABLES.

RENTAL ASSISTANCE

LEASING/RENTAL ASSISTANCE BUDGET					
Size of Units	# of Units	FMR/Actual Rent	# of Months	Total Budget	
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3 Bedrooms		\$1,024	12	\$0	
4 Bedrooms		\$1,183	12	\$0	
Total	0			\$0	

SUPPORTIVE SERVICES

* A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description	CoC Funds Requested
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2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/ Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
Total Annual Assistance Requested		

SUMMARY BUDGET

Eligible Costs	CoC Funds Requested	Match	Total Budget
1a. Acquisition			
1b. Rehabilitation			
1c. New Construction			
2a. Leased Units			
2b. Leased Structures			
3. Rental Assistance			
4. Supportive Services			
5. Operating			
6. HMIS			
7. Sub-total Costs Requested			
8. Admin (up to 7%)			
9. Total Plus Admin			

MATCH

- Does this project generate program income that will be used at match for this grant? If yes, describe the source of the program income and provide an estimate of the amount of program income that will be used as match.
- Identify all match for the proposed project, answering the following questions for each commitment.
 - Type of Commitment: (Cash or In-kind)
 - Type of source: (Private or Government)
 - Name the Source of the Commitment: (Be as specific as possible)
- Date of written commitment.
 - Value of written commitment:

9. APPLICATION: YOUTH ACTION BOARD COORDINATION AND SUPPORT

Instructions: Please complete all parts of this application.

APPLICANT INFORMATION

APPLICANT NAME:

CONTACT PERSON AND EMAIL/PHONE:

SUBRECIPIENTS OR PROJECT PARTNERS:

PROJECT TITLE:

APPLICANT EXPERIENCE

1. Describe your organization's (and subrecipient(s) if applicable) experience in effectively utilizing federal funds and performing the activities proposed in the application.
2. Describe your organization's (and subrecipient(s) if applicable) experience in leveraging Federal, State, local and private sector funds.
3. Describe your organization's (and subrecipient(s) if applicable) financial management structure.
4. Are there any unresolved HUD monitoring or OIG audit findings for any HUD grants (including ESG) under your organization? If yes, describe the unresolved monitoring or audit findings.
5. Describe the experience of the applicant and potential subrecipients (if any) in providing housing and services to Black, Indigenous, People of Color (BIPOC) and LGBTQ+ people experiencing homelessness.

6. Describe the experience of the applicant and any potential subrecipients in implementing effective housing or service programs targeted to youth, single adults 18-25 and families led by young adults. If not, the experience of the applicant and any potential subrecipients in implementing effective housing. Provide concrete examples illustrating experience and expertise in the following: 1) working with and addressing the target population’s identified housing and service needs; 2) developing and implementing system navigation services; 3) identifying and securing matching funds from a variety of sources; 4) managing basic organization operations, including financial accounting systems.
 - 5) Experience providing system navigation services for youth and young adults (if none, say “none”):
7. What percentage of households served by your organization in 2021 were single adults 18-24? Families with children headed by an adult younger than 25?

PROJECT DESCRIPTION

1. **Provide a clear and concise description that addresses the entire scope of the proposed project:** including target population, anticipated project outcomes, and coordination with other organizations. Please also answer the following questions in your description:
 - a. How will this project embed Positive Youth Development?
 - b. How will this project embed Trauma-Informed Care?
 - c. How will this project embed principles of Racial and LGBTQ+ Equity?
 - d. How does this project help the community meet the shared vision, goals, and objectives of the CCP?
 - e. How does this project fit with your organization? How will you staff a Youth Action Board Coordinator?
 - f. How will this project recruit YAB members and provide support to the YAB, such as providing opportunities for training, connection, and capacity building?
 - g. How will this project engage with the rest of the community to make sure this project is successful?
2. **Enter the number of days from the execution of the grant agreement that each of the following milestones will occur as related to CoC project funds requested in this project application.** Enter “NA” in non-applicable fields.

Project Milestone	DAYS from Execution of Grant Agreement
New project staff hired	
Participant enrollment in project begins	

3. Principles in Practice

- a. Describe how your project staff will embed diversity and understand the situations of people coming into the project have experienced.
- b. How will your project continuously get information from participants and use it to improve the project?
- c. How will your project foster community for participants?
- d. What does it mean to you to be a safe space?
- e. How is equity work happening currently at your organization? How will you embed equity in your project?
- f. How do you define adultism? What is your organization doing to dismantle adultism right now? How will your project embed anti-adultist practices?

SUPPORTIVE SERVICES FOR PARTICIPANTS

1. Applicants requesting funds to provide housing or services to children and youth, with or without families, must establish policies and practices that are consistent with and do not restrict the exercise of rights provided by subtitle B of title VII of the McKinney-Vento Act (42 U.S.C. 11431, et seq.), and other laws (e.g. Head Start, part C of the Individuals with Disabilities Education Act) relating to the provision of educational and related services to individuals and families experiencing homelessness. Projects serving households with children or youth must have a staff person that is designated to ensure children or youth are enrolled in school and connected to the appropriate services within the community. Reminder: failure to comply with federal education assurances may result in Federal sanctions and significantly reduce the likelihood of receiving funding through the CoC Program Competition.
 - Please state that you acknowledge you will be required to meet the above requirements if you have any qualifying participants.
2. Please describe how you will ensure that staff use trauma-informed approaches to working with schools, truancy officers, child welfare system officials, and others.

MATCH

- 1. Does this project generate program income that will be used at match for this grant? If yes, describe the source of the program income and provide an estimate of the amount of program income that will be used as match.**

- 2. Identify all match for the proposed project, answering the following questions for each commitment.**
 - Type of Commitment: (Cash or In-kind)
 - Type of source: (Private or Government)
 - Name the Source of the Commitment: (Be as specific as possible)

- 3. Date of written commitment.**
 - Value of written commitment:

10. REQUIRED DOCUMENTS

Applicants seeking funding are required to submit the following documents via e-CImpact by **5:00 p.m. September 23rd, 2022**. Please use this list as a checklist.

Audit - Most recent audited Financial Statements. Service Providers are expected to obtain an audit of their Financial Statements within six months of the end of their fiscal year. The audit is expected to be done within Generally Accepted Accounting Principles. The Audit must have a year-end **no older than 12/31/2020**. If your agency does not complete an audit, please provide a written explanation.

Management Letter – If the most recent audit had a management letter (also known as internal control deficiency letter) with it, please submit a copy of that management letter and organization’s formal response. (A management letter is a detailed letter from the auditor that is usually addressed to the board of directors or the audit committee. It presents weaknesses identified during the audit and offers recommendations to address them.)

Tax Return - Most recent IRS Form 990 or 990EZ. The tax return must have a year-end **no older than 12/31/2020**).

NOTE: You MUST SUBMIT an IRS Form 990/990EZ unless your organization is a church or other house of worship, and thus not required by the IRS to file a return. This exemption DOES NOT apply to general faith-based nonprofit service organizations.

Current Budget - Most current Board-approved budget with comparison of previous year and current year-to-date actual revenues and expenditures.

Board Roster – Most current roster of your Board of Directors indicating those who are officers, members of the Executive Committee.

Most Recent Financial Statements – Most recent financial statements, no earlier than December 2021, should include a Statement of Financial Position (Balance Sheet) and Statement of Activities (Income Statement).

Disclosures – Please list any major changes and/or circumstances, fraud, litigation, investigation, or other related occurrences since your most recent audit that would affect the financial health of your organization. If there are not any disclosures, please indicate such when completing the form online.

Patriot Act Compliance – If the Service Provider receives United Way funds and donations, in compliance with the USA PATRIOT (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) Act and other counterterrorism laws, the United Way requires that each Service Provider certify that United Way funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

Diversity, Equity and Inclusion Statement – Please upload your organization’s diversity statement and EEO statement/policy.

IRS Determination Letter - Most recent IRS determination letter. **This document is required only if an applicant agency is not currently receiving funding from Montgomery County.**

11. INFORMATION SESSION

Information sessions will be held virtually and in person to discuss the application and answer questions. Questions and answers will also be documented and made available online (www.mcoho.org/hspd) as well as materials utilized during the information sessions.

Wednesday, September 7, 2022, from 9:00 am – 10:30 am

Held via Zoom

Register at: <http://tiny.cc/YHDPInfoZoom>

Thursday, September 8, 2022, from 3:00 pm – 4:30 pm

Montgomery County Reibold Building

117 S. Main Street, 5th Floor – Conference Rooms 5404-5405

Dayton, Ohio 45422

12. QUESTIONS

Questions will be accepted via email to copelandl@mcoho.org until September 19, 2022, at 5:00pm. Please include YHDP RFP Question in the subject line. All questions and responses will be posted on the YHDP website at [Youth Homelessness Demonstration Program \(mcoho.org\)](http://www.mcoho.org).