Missouri Balance of State
Continuum of Care

Request for Proposals

Youth Homelessness Demonstration Program

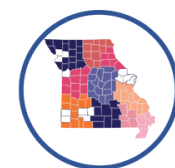

Funding Available: $2,905,496 annually/$5,810,991 2 year total

Grant Term: 2 years/24-month contract
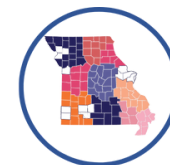
Application Due Date: October 25, 2023, at 11:59pm cst

Questions Contact: YouthPlan@moboscoc.org

"The YHDP process is a collective effort to end youth homelessness throughout the Missouri Balance of State CoC. "

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RFP QUESTIONS & COMMUNICATIONS

To support all applicants in preparing their proposals, the Missouri Balance of State (MOBoSCoC), Lead Agency will host a Youth Homeless Demonstration Program (YHDP) request for proposal (RFP) informational session on **October 11th 11am-12:30pm cst**.

Informational Session Connection Details

Video call link: https://meet.google.com/nqu-kfby-xeh

Or dial: (US) +1 724-374-8889 PIN: 713 513 310#

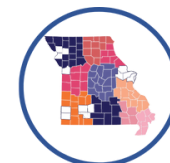*The session will be recorded and posted on the MO BoS CoC website.*

RFP QUESTIONS

Outside of this session, all questions must be submitted, by email only, to the point of contact by the RFP questions deadline. All questions must be submitted by **October 20, 2023, at 11:59pm cst**.

POINT OF CONTACT

All competition questions should be directed to:

YouthPlan@moboscoc.org

Part 1 - OVERVIEW

The MO BoS CoC is the name for our local Continuum of Care (CoC), also referred to as MO-606 by the [US Department of Housing and Urban Development](#) (HUD). The Continuum of Care (CoC) Program is authorized by subtitle C of title IV of the [McKinney-Vento Homeless Assistance Act](#) (42 U.S.C. §§ 11381-11389). The CoC is designed to address the [critical problem of youth homelessness](#) through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs.

The [CoC Governance Board](#) (Board) designates a [Lead Agency](#) and [Collaborative Applicant](#) to manage the required HUD processes on its behalf to ensure the maximum amount of funds are received by the CoC planning area and that the CoC is in compliance with all applicable HUD [rules and regulations](#). The Collaborative Applicant serves as the CoC staff and performs all tasks at the direction of the Board.
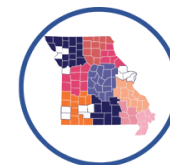
The [Missouri Balance of State Continuum of Care](#) (MO BoS CoC) was formerly housed under the Missouri Governor's Committee to End Homelessness (GCEH). In 2017, this body left the GCEH to form its own Continuum of Care, known as MO BoS CoC (MO-606).

The MO BoS CoC is a [membership body](#) made up of multiple agencies and individuals with a focus on ending homelessness. Membership includes governmental departments, for-profit organizations, not-for-profit organizations, community action agencies, community partners, and individuals. For more information, please visit http://www.moboscoc.org.

ABOUT YOUTH HOMELESSNESS DEMONSTRATION PROGRAM AWARDS

What is YHDP?

The [Youth Homelessness Demonstration Program](#) (YHDP) is an initiative designed to reduce the number of youth and young adults (YYAs) 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 grant will also support a robust continuous quality improvement (CQI) plan to **inform the federal effort** to **prevent** and **end youth homelessness**.

RFP Description

The MO BoS CoC is seeking applications from agencies interested in providing critical services to YYAs that support movement toward, and access to, housing for youth experiencing homelessness. Applicants will be considered for awards as subrecipients of YHDP project funds with the CoC Collaborative Applicant [CPSEMO] as the recipient of all YHDP project funds, with the exception of HMIS funds. The subrecipient structure will be evaluated by the CoC at the end of the 2-year demonstration period.

YHDP will be administered in accordance with all applicable requirements issued by the U.S. Department of Housing and Urban Development. This Request for Proposal (RFP) is open to any legally constituted Missouri-based non-profit or governmental entity that meets the minimum eligibility requirements. For-profit entities are not eligible to apply for this RFP.

Mission, Vision, & Statement

Mission: The mission of the Youth Action Board (YAB) for the YHDP process is for the work to center the expertise of youth who have experienced or are experiencing homelessness in the Missouri Balance of State Continuum of Care.

Vision: This is carried out by our vision to meet currently or formerly unhoused youth in the Balance of State Continuum of Care where they are, valuing their differences, educating ourselves to embrace that diversity, and supporting unhoused youth in creating or working with systems to serve their basic needs, including through local and state policy. This will be realized through the YHDP process by creating and establishing individual responses system-wide through the provision of immediate-response services,
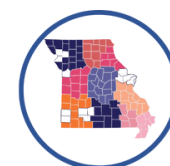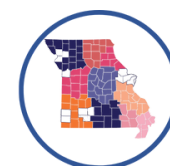
including emergency housing, creating permanent housing, and aftercare, with the help of YYAs with lived experience driving the design, implementation, and ongoing evaluation.

CCP Statement: The MO BoS CoC YAB has led the development of the content, ideas, and strategies of the [Coordinated Community Plan to Prevent and End Youth Homelessness](#), and will continue to upgrade the CCP as a living document for years to come!
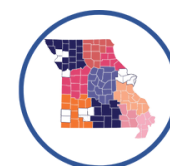
Shared Values and Guiding Principles

The entire YHDP process is based on a set of shared values and guiding principles. The planning process has centered around these values and it is important to continue to do that as we move into implementation. We hope that all applicants are either already working with these in mind or that they are open to connecting their existing values and principles with these YHDP shared values and principles. Understanding these concepts is vital for a successful YHDP subgrantee application and a successful YHDP project.

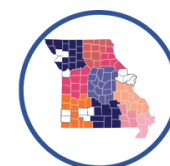|	
U.S. Interagency Council on Homelessness (USICH) Framework to End Youth Homelessness and the Four Core Outcomes	USICH coordinates the federal response to homelessness and creates a national partnership at every level of government and the private sector to reduce and end homelessness. The USICH four core outcomes are: 1. **Stable housing:** a safe and reliable place to call home; 2. **Permanent connections:** ongoing attachments to families, communities, schools, and other positive social networks; 3. **Education/employment:** high performance in, and completion of, educational and training activities, especially for younger youth; starting and maintaining adequate and stable employment, particularly for older youth; and 4. **Social-emotional well-being:** 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.
Special Populations	USICH, in partnership with its member agencies, has identified several special populations of youth experiencing homelessness that are particularly vulnerable in how they experience

	homelessness, as well as their pathways in and out of homelessness. These ways are distinct from the general population of youth. For these particularly vulnerable and often overrepresented young people, there is a need for identification and engagement strategies, infrastructure considerations, and housing and service-delivery approaches that are responsive to their specific needs. The CCP identifies and addresses the local impact of homelessness on these special populations and **how the community will meet the needs of:** • youth who identify as lesbian, gay, bisexual, transgender, and questioning/queer (**LGBTQ**); • youth who are gender-non-conforming [or non-binary]; • minors (under the age of 18); • youth involved with juvenile justice and child welfare systems; and • victims of intimate partner violence, trafficking, and exploitation.
Equity	Research has found significant racial and ethnic disparities in rates of homelessness. **Specifically, Black, Indigenous, and Hispanic (non-white) youth experience homelessness at disproportionately higher rates.** Community efforts to prevent and end homelessness should consider and address racial inequities to successfully achieve positive outcomes for all persons experiencing homelessness. The CCP identifies and addresses how the community is measuring and considering racial inequities and other disparities in the risks for, and experiences of, homelessness in the community, consistent with fair housing and civil rights requirements.
Positive Youth Development (PYD) & Trauma- Informed Care (TIC)	Both PYD and TIC are accepted best practices in housing and service delivery for YYAs. Each includes principles and service frameworks. The CCP addresses how PYD and TIC will be incorporated into all aspects of the youth crisis response system, including at the system and project levels.

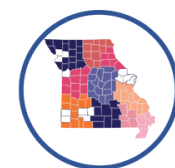|	
Family Engagement	HUD believes that the best diversion and intervention strategy is to engage families, whenever appropriate, through community partnerships with organizations such as child welfare agencies, schools, youth providers, and other community human services and homeless services providers. The CCP addresses family engagement strategies and services designed to strengthen, stabilize, and reunify families. Services include family counseling, conflict resolution, parenting support, relative or kinship caregiver resources, targeted substance use treatment, and mental health treatment.
Housing First	Housing is a cornerstone for meeting a multitude of basic needs necessary for success. YYAs should be provided with rapid access to safe, secure, and stable housing that meets their needs as quickly as possible, without the condition that they are *'ready'* for housing. The CCP addresses how all YYAs will be offered **immediate access to safe, secure, and stable housing with no preconditions.**
Unsheltered Homelessness	HUD estimates that 50% of YYAs experiencing homelessness are unsheltered. The CCP includes how the projects will address this and decrease unsheltered youth homelessness in the community.
Youth Choice	The capacity for self-determination may be a critical factor in obtaining many positive outcomes for Transition Age Youth and it is closely related to the principles of PYD. Consistent with federal youth policy, allowing YYAs to exercise self-determination is a youth-centered approach that values youths' expressed needs, self-awareness, and community knowledge. **This youth-centered approach emphasizes youth choice in terms of the kind of housing youth need, the extent and nature of supports and services they access, and presents alternative options for youth who avoid programs with barriers like sobriety or abstinence.** The CCP addresses how youth choice will be integrated into all aspects of the youth housing crisis response system.
Individualized and	The CCP recognizes that the needs of the young people who will be

Client-Driven Supports	served will be unique. **Housing and support packages that help prevent and end homelessness among youth must recognize and respond to individual differences to serve YYAs appropriately and efficiently.** We must design the system flexibly to accommodate individuals with both high and low service needs, as well as the need for short-term or long-term support. The CCP addresses how the youth housing crisis response system will provide individualized and client-driven supports.
Social and Community Integration	The goal of youth homelessness services should be a successful transition to adulthood, including successful integration into a community as a positive, contributing community member. Accomplishing this requires the community to provide socially supportive engagement and opportunities for youth to participate in meaningful community activities.
Coordinated Entry	Coordinated Entry processes are necessary components of a high-functioning housing crisis response system and must be developed intentionally to incorporate youth. The Coordinated Community Plan addresses how the CoC will ensure that the coordinated entry process is youth-appropriate.

Community Goals

YYAs experience homelessness because of many interconnected challenges, which require a holistic solution that addresses both **system-level** **and** **individual-level** needs. The MO BoS CoC YHDP planning process highlighted significant system inefficiencies and barriers faced by YYAs experiencing homelessness. Through a deliberate planning process, the YAB CCP Writing Team developed the following community goals as we work to end and prevent youth homelessness. Identified goals, objectives, and action steps were created to align with the USICH 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
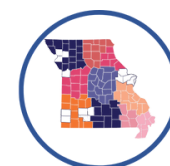
system evaluation will be youth-driven at inception and continually.

The MO BoS CoC YHDP CCP is the guiding document for youth services across the CoC. **All RFP applicants are required to review the CCP, paying special attention to the Action Plan and Project List, prior to submission. All funded projects must be operated in alignment with the CCP. YHDP subrecipients are expected to champion the goals of the CCP alongside the CoC and the YAB. While some goals require significantly more funding, such as 24-hour access to services, many goals are rooted in dignity and are expected to be actionized immediately.** The overarching goals of the CCP are as follows:

CCP Goals:

Goal 1	All YHDP-funded projects will be affirming of and value marginalized people.
Goal 2	All YHDP-funded projects will connect YYAs to skill-building services that are tailored to their needs.
Goal 3	YYAs will have access to a menu of crisis and permanent housing solutions with 24/7 support.
Goal 4	A system for YYAs designed with the intent of giving them quality access to providers who have the capacity to do their best work.
Goal 5	All YYAs involved in YHDP-funded projects feel heard and affirmed.
Goal 6	Supportive Services will be accessible across all regions of the Balance of State.
Goal 7	The CoC will help create environments for youth to be housed through educating the community, landlords, and all those who interact with youth that are system-involved, and through creating meaningful feedback loops for system change.
Goal 8	The CoC will build connections with other systems that youth are involved in so that youth are better supported.
Goal 9	The CoC will develop new resources and data tools to understand the needs of YYAs experiencing or at risk of experiencing homelessness and develop better systems of care and response.

Part 2 - RFP Timeline

This table represents the key milestones in the funding timeline for the YHDP subrecipient procurement process.

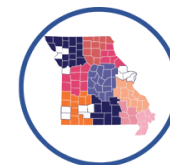| Milestone	Date
YHDP RFP published publicly	10.03.2023
YHDP RFP public virtual informational session	10.11.2023
YHDP RFP applications deadline	10.25.2023
YHDP RFP applicant interviews	10.26.2023 - 10.31.2023
YHDP awarded applicants announced CoC-wide	11.15.2023
YHDP applicants and YHDP recipient establish and execute subrecipient contracts/agreements	11.16.2023 - 11.30.2023
YHDP Project Start Date	12.01.2023
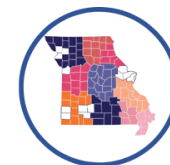
Part 3 - Minimum Requirements

Below are the requirements applicants must meet on or before December 1, 2023, to be able to administer any of the YHDP projects contained in this RFP.

Geographical Requirements

- Be located and/or able to provide services within the MO BoS CoC

HUD and CoC Laws and Regulations

- Meet application deadline: **10.25.2023**.
- Comply with all CoC, HUD, and YHDP NOFO program reporting and evaluation requirements. Adhere to CoC Policies and Procedures (subject to revision) and Utilize the Coordinated Entry system (CE) and Prioritization Tool. Participate in the MO annual Point in Time (PIT) Count, Housing Inventory Count (HIC), and Youth REACH Count.
- Applicants must be a non-profit organization(s) or eligible government entities.
  - More information on eligible applicants is available in the YHDP NOFO here.
- Adhere to applicable Fair Housing and Equal Access Rule requirements.
- Not be suspended or debarred from receiving federal funds, and in good standing with all government and funding contracts.
- Adhere to all expectations stipulated in the MO BoS CoC Youth Homeless Demonstration Program Coordinated Community Plan (and annual updates).
- Must accept and send referrals exclusively through the Coordinated Entry system.
- 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.
- Applicants 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.
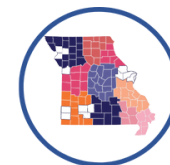- Project(s) must be cost-effective.
- Maintain active membership and regular participation in the CoC and participate in YHDP Workgroups as requested by the YHDP Team.
- Participate in YHDP continuous quality improvement (CQI) processes as outlined in Youth Homeless Demonstration Program Coordinated Community Plan and as may be further clarified and revised by the YHDP Team, including the CoC's Performance Improvement Plans (PIPs). Utilize recommendations of the YAB and The Lead Agency to improve the project and overall YHDP impact.
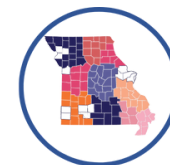
Policy and Practice Requirements

- Adhere to Housing First practices, participate in required Housing First for Youth training(s) and have a 2nd chance housing approach for justice-involved youth, including felony offenders and sex offenders (where applicable).
- Involve youth/young adults in the design, implementation, and evaluation of project services, including adding youth into leadership roles within the agency or project.
- Experience, capacity, or demonstrated willingness serving diverse populations including, but not limited to, LGBTQ youth, youth of color, non-citizen youth, pregnant and parenting youth, youth survivors of violence including trafficking, and youth with disabilities.

Other Requirements

- Applicants must participate in all start-up training and all YHDP staff must participate in quarterly YHDP convenings (which include training) held by the CoC.
- Applicants must submit YHDP program policies and procedures to the CoC for review, feedback, edits, and final approval. Policies and procedures must outline how the program will meet the minimums listed below and all policy and procedure requirements listed in the HUD CoC Interim rule:
    - Quick response times and quality services in response to service inquiries.

- Applicants must offer and demonstrate, in practice, low- or no-barrier services and support for clients.
- All YHDP projects require written job descriptions for all YHDP staff which include the details of the benefits package and salary for the position. Additionally, all projects must have a written policy outlining staff recruitment, retention, and wellness.
- Applicants must offer language/translation services and prioritize hiring staff that are fluent in more than one language. Evidence of this is present in job descriptions and policies.
- All YHDP projects require that staff are paid **at least** the MIT living wage for Missouri for a single person without children [$15.77].
  - Applicants may calculate wages based on service areas. Applicants must use the state average where the regional average is lower. Take home wage calculator available here. Please use this tool if you need support figuring out how benefit costs fit in with your salaries. Applicants are strongly encouraged to pay more than the living wage for a single person without children and refer to the salary budgeted for the project type for which you apply, found in Appendix G.
- Applicants must appoint one staff person (at minimum) to serve as a CoC Diversity Equity and Inclusion (DEI) liaison who participates in the IDEA committee and the Equity Hub.

Part 4 - Available Funding

A total of $2,905,496 in YHDP funding is available annually for this competition through a non-competitive subrecipient agreement renewal process. As outlined in The MO BoS CoC CCP, funding is available in three (3) project areas. The table below indicates the total amount of funding available in each project area for the initial project period (two years). At the end of the initial project period, project funding will be eligible for renewal through the annual CoC program funding competition.

Eligible Supportive Services

Annual assessment of service needs
The costs of the assessment required by CFR 578.53(a)(2).
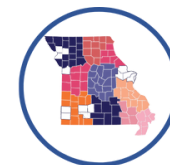
Assistance with moving costs
Reasonable one-time moving costs are eligible and include truck rental and hiring a moving company.

Case management
The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s). Component services and activities consists of: counseling; developing, securing, and coordinating services; using the centralized or coordinated assessment system as required under CFR 578.23(c)(9); obtaining federal, state, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual violence, and stalking; and developing an individualized housing and service plan, including planning a path to permanent housing stability.

Childcare
The costs of establishing and operating childcare, and providing child-care vouchers, for children from families experiencing homelessness, including providing meals and snacks, and comprehensive and comprehensive and coordinated developmental activities. The children must be under the age of

13 unless they are disabled children. Disabled children must be under the age of 18. The child-care center must be licensed by the jurisdiction in which it operates for its costs to be eligible.

Education services
The costs of improving knowledge and basic educational skills. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment, and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources.

Employment assistance and job training
The costs of establishing and operating employment assistance and job training programs are eligible, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The costs of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.

Food
The costs of providing meals or groceries to program participants.

Housing search and counseling services
Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible. Component services or activities are tenant counseling; assisting individuals and families to understand leases; securing utilities; and making moving arrangements. Other eligible costs are: mediation with property owners and landlords on behalf of eligible program participants; credit counseling, accessing a free personal credit report, and resolving personal credit issues; and the payment of rental application fees.

Legal services
Eligible costs are the fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with the homeless individual or family's ability to obtain or maintain housing. Eligible subject matters are child support;
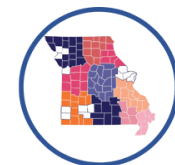
guardianship; paternity; emancipation; legal separation; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; appeal of veterans and public benefit claim denials; landlord tenant disputes; and the
resolution of outstanding criminal warrants.

Life skills training
The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance abuse, and homelessness. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are the budgeting of resources and money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.

Mental health services
Eligible costs are the direct outpatient treatment of mental health conditions that are provided by licensed professionals. Component services are crisis interventions; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

Outpatient health services
Eligible costs are the direct outpatient treatment of medical conditions when provided by licensed medical professionals including: providing an analysis or assessment of an individual's
health problems and the development of a treatment plan; assisting individuals to understand their health needs; providing directly or assisting individuals to obtain and utilize appropriate medical treatment; preventative medical care and health maintenance services, including in-home health services and emergency medical services; provision of appropriate medication; providing follow-up services; and preventive and non cosmetic dental care.

Outreach services
The costs of activities to engage persons for the purpose of providing immediate support and intervention, as well as identifying potential program participants. Eligible costs include outreach worker's transportation costs and
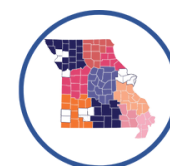
a cell phone to be used by the individual performing the outreach. Component activities and services consists of: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless and mainstream programs; and publicizing the availability of the housing and/or services provided within the geographic area covered by the Continuum of Care.

Substance abuse treatment services
The costs of program participant intake and assessment, outpatient treatment, group and individual counseling, and drug testing are eligible. Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.

Transportation
The costs of program participant's travel on public transportation or in a vehicle provided by the recipient or subrecipient to and from medical care, employment, childcare, or other services eligible under this section. Mileage allowance for service workers to visit program participants and to carry out housing quality inspections; the cost of purchasing or leasing a vehicle in which staff transports program participants and/or staff serving program participants; the costs of gas, insurance, taxes, and maintenance for the vehicle; the costs of recipient or subrecipient staff to accompany or assist program participants to utilize public transportation; and car repairs under special conditions (please see the interim rule).
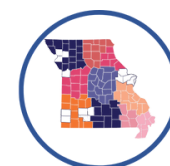
Utility deposits
Utility deposits must be a one-time fee, paid to utility companies.

YHDP Allocations

This table represents allocations of the total YHDP funding.

Funding Allocation	Percentage Breakdown
Planning	3% of total funds

[RFP] Subrecipient Projects	88.8% of total funds
HMIS *[required]*	8.1% of total funds

YHDP Projects

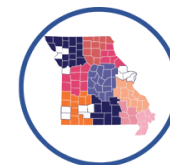This table represents a high-level overview of all HUD-approved projects in the YHDP Coordinated Community Plan (CCP) available to eligible applicants. Awarded projects are operated through a subrecipient agreement with the recipient. Review *Appendix B - YHDP Project Descriptions* for details about YHDP projects, requirements, outcomes, and funding considerations.

YHDP Projects

HUD Project Type	# of YYA HHs served annually	# of YYA HHs served concurrently	YHDP Allocation
Coordinated Entry	250 HH	31 HH	$247,200 - 2 year budget
Crisis Response Outreach Team	250 HH	75 HH	$721,000 - 2 year budget
Navigation	93 HH	70 HH	$707,095 - 2 year budget
Crisis Peer Host Homes	22 HH	6 HH	$84,460 - 2 year budget
Transitional Housing Rapid Re-Housing Joint Component(s)	—	—	—
Component: Housing Problem Solving	24 HH	12 HH	$197,760 - 2 year

- Targeted Rapid Resolution			budget
Component: Crisis Hotel/Motel TH	24 HH	6 HH	$194,504 - 2 year budget
Component: Site-Based TH	50 HH	50 HH	$1,462,360 - 2 year budget
Component: Rapid Re-Housing	75 HH	75 HH	$2,196,612 - 2 year budget
Total Funding			**$5,810,991**

Part 5 - Application Submission Requirements

- Applicants must submit (1) application and all required supporting documents in PDF format per project. Applications must be submitted by **10.25.2023** at 11:59 PM central standard time. Please see the checklist in Appendix D.
  - All applications will be time stamped. **No late applications will be accepted.**
- Applications must be complete and meet all requirements outlined in this RFP, the YHDP NOFO and all applicable HUD rules and regulations.
- Applicants will submit one (1) electronic copy of the application, and all required supporting documents to YouthPlan@moboscoc.org.
  - No paper or faxed applications will be accepted.
  - All project applications must be received by **10.25.2023** at 11:59 PM central standard time [no late applications will be accepted, all applications will be timestamped].
  - Parameters for YHDP applications can be found in Appendix D.
- Applicants must participate in a 30 minute interview with Application Recommendation and Review Panel members.
  - Interview questions and scheduling information is available in Appendix E.
- Applicants may apply to operate 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 TH-RRH project only.
- If selected for funding, projects will be **required to begin operating on December 1, 2023.**
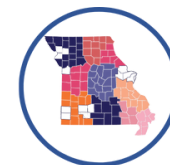
Part 6 - Selection Process

The application selection will be conducted by a small panel of non-conflicted individuals such as YAB members, cross-system partners, and individuals from entities with expertise in youth homelessness, with support from HUD Technical Assistance (TA). The panel is referred to as the Application Recommendation and Review Panel (ARRP). The ARRP will review applications and evaluate each project using a scoring tool and interview process [available in Appendix F and Appendix E]. Final scores will be reviewed and certified by the ARRP. Final scoring from the ARRP will be used to determine applicant recommendations. The ARRP will be comparing agencies in the same application categories and proposed geography. Applicants may be asked to expand or limit their proposed coverage areas depending on other applications coverage. The recommendations will be reviewed by the Youth Action Board and the CoC Board for final approval. After final CoC Board approval, awarded applicants will be announced.

Final selections of YHDP subrecipients will be announced to the CoC on or around 11.15.2023.

Evaluation Methods

The scoring of narrative answers will be based on a rubric scoring tool [available in Appendix F]. The YHDP ARRP will be responsible for evaluating the narratives and CoC staff will be responsible for verifying any technical items and providing that verification to the Panel. There will be a combined rating of all YHDP ARRP members. The application ratings will be compared only within the same project types. The Youth Action Board will have final approval of the selections the YHDP ARRP recommends.

Applications not selected to operate YHDP projects through this RFP are encouraged to pursue funding through the Missouri Balance of State Continuum of Care annual CoC Competition.

Grievance and Appeals Process

Purpose
The purpose of the grievance procedure is to settle any grievance between an Applicant Agency and the Missouri Balance of State Continuum of Care (MO BoS CoC) as quickly as possible to assure an efficient and fair competition.

Eligibility
A grievance may be filed by any Applicant Agency that claims it has been adversely affected by:
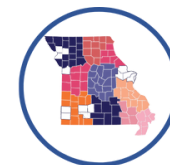1. Improper application of scoring, reallocation, or prioritization rules, regulations, and procedures concerning participation in the CoC Grant application process;
2. Violation of rules, regulations, or procedures concerning the applicants rights to participate in the CoC Grant application process;
3. The prioritization score assigned by the ARRP given that the reasoning that the score is inaccurate is not due to issues with data entry quality by the applicant.

Procedure for Filing Applicant Organization Grievances
The following steps must be followed in the order provided. Time limits shall begin on the first working day after the applicable occurrence, filing, appeal, response or recommendation is publicly posted. Working days shall not include weekends or city, county, and/or state holidays. Timelines may be adjusted to accommodate review prior to the submission of the collaborative application dependent on timelines adopted by the CoC and required by HUD.

Step 1
In order to be considered, a grievance must be filed in writing with the CoC Lead Agency and the Mo BoS CoC Board Chair within twenty four (24) hours. This written grievance should be sent to ca@moboscoc.org

and the Board Chair's email address marthas@themosshouse.org. The Applicant Agency should include any documentation to support its claims. The grievance will be disseminated to the ARRP by the Lead Agency for comment and response. The CoC Lead Agency will have twenty four (24) hours from receipt of the grievance form to provide the ARRP's response & resolution to the grievance.

Step 2
If the applicant organization is not satisfied with the proposed resolution provided by the Lead Agency and ARRP, the Applicant Agency will have twenty four (24) hours to file an appeal with The Mo BoS CoC Executive Committee by sending an email to the Board Chair. In an effort to remain free of conflicts of interest and to ensure transparency, Members of the MO BoS Board who are (1) not CoC funded in the competition being reviewed & ranked, and (2) did not participate in ARRP will meet and review the grievances. In the event three to five members cannot be appointed due to conflict, the CoC Executive Committee should make up the remaining slots with objective volunteers from the CoC. The Grievance Workgroup will have twenty four (24) hours to investigate, talk with the grievant and ARRP and respond in writing using the official form.
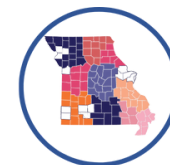
Step 3
The members of the Board who meet the qualifications in Step 2 will then issue a final decision thereby concluding the Mo BoS CoC Grievance procedure, and approving the review process. If there are no grievances that have been submitted, then the Mo BoS CoC Board as a whole will vote to finalize the ARRP selections.

General Provisions
1. The Grievance Forms provided by the Mo BoS CoC shall be used in pursuing a resolution of the grievance.
2. The Applicant Agency may represent itself or be represented by a chosen representative when presenting the agency's grievance.
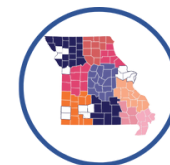*Note: Grievance Forms are located in *Appendix H*.

Part 7 - Narrative Responses

Narrative Response Requirements

Applicants must provide written responses to each narrative question. The narrative must address the following in no more than **10-13.5** pages. Two (2) additional pages are allowed for applicable projects as described below, for a maximum of 13.5 pages.

- All narrative responses must be formatted as follows
    - **Single-spaced**
    - **Times New Roman 12 pt. Font**
    - **1" margins, aligned left, with page numbers**
    - Must include a **cover Page** with the following:
        - Agency name, date of submission, type of project, and point of contact (Not included in the page limit)
        - Table of Contents (Not included in the page limit)
    - Narrative (10-13.5 pages)
    - Answers must be labeled with the question number and sub-question letter (ex. 1.a., 2.c., 1a.i, 2b.ii, etc)
    - Final applications must be submitted in PDF format

- Page maximum per narrative section
    1. Interest - 1 page maximum
    2. Special Populations - 1 page maximum
    3. Equity - 1 page maximum
    4. Supportive Services - 2 page maximum
    5. Agency Experience and Capacity - 5 1/2 page maximum
    6. Collaboration - 1 page maximum
    7. Project Specific - TH-RRH - 1 page maximum, as applicable
    8. Project Specific - Crisis Response Outreach Team - 1 page maximum, as applicable

Narrative Response Questions

1. *Interest [1 page max]*
    a. Please provide a short paragraph that describes your agency and its history, including when your agency started and your agency mission and vision [if applicable].
    b. Summarize why your agency is interested in operating YHDP
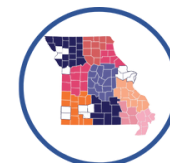
project(s) and interested in working with YYAs.

    c. Describe any innovative or unique characteristics your agency is excited to explore in the YHDP project(s).

2. *Special Populations [1 page max]*

    a. Using a strength-based framework, summarize the unique barriers faced by, and special needs of, YYAs experiencing homelessness.

    b. Describe how you will convey, in language, practice, and policy, the assets of young people, and avoid framing their experiences based on individual deficits.

    c. Explain how your efforts will engage vulnerable YYAs, such as minors, pregnant and parenting youth, people fleeing interpersonal violence, people fleeing sex trafficking/exploitation, youth involved in the juvenile justice system, and youth transitioning out of foster care.

    d. Describe your experience serving youth with both physical and mental disabilities.

3. *Equity [1 page max]*

    a. *Data shows that Black YYA experience homelessness at disproportionate rates compared to their non-black peers. In the MO BoS CoC, although Black youth make up 5% of the entire population in the CoC, they represent 26% of youth experiencing homelessness.* With this context in mind, describe the agency's specific efforts and experience providing housing for Black people, Indigenous folks, and Youth of Color (BIPOC Youth). Describe how the agency is currently, or plans to, bridge this gap between BIPOC youth and their white peers.

    b. *Data show that LGBTQ+ youth are at an increased risk of experiencing homelessness compared to their non-LGBTQ+ peers. With this context in mind,* describe your experience serving YYAs who are members of the LGBTQ+ community. Describe the dynamic approaches your agency takes, or plans to
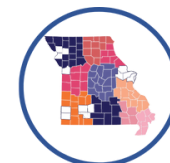
implement, to ensure the environment cultivated by the agency is a safe space, particularly for trans and gender non-conforming youth.

c. Describe the ways your agency exemplifies cultural competence while walking alongside YYAs. Specifically YYA of minority religious faiths [jewish, muslim, pagan faith(s), etc], non-English speaking YYA, and YYA from backgrounds of extreme poverty.
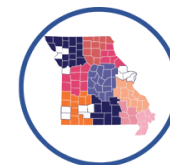
4. *Supportive Services [2 pages max]*
   a. Describe the housing focused supportive services framework/model of supportive services provision the agency provides or plans to provide, when carrying-out service delivery of the YHDP project(s), to meet the unique needs of YYAs experiencing homelessness. Supportive services continuity of care [consistency in supportive services staffing and supports] is a critical component of effective service delivery. Describe how your framework/model ensures continuity of care.
   b. Describe the current or planned agency framework/model for supervising staff providing supportive services to YYAs.
   c. Explain how the agency will design the project(s) to operate creatively and flexibly in addressing YYA homelessness, including how the project will incorporate youth choice rather than being one size fits all.
   d. Describe the outreach framework/model the agency uses, or plans to use, to identify, connect, engage, and enroll YYAs in the YHDP project(s).
   e. All projects must adhere to a Housing First approach. Describe how Housing First will be embedded in the project(s).
   f. All projects must embed Positive Youth Development (PYD). Describe how PYD will be embedded.
   g. All projects must embed Trauma Informed Care (TIC). Describe how project(s) implement TIC.
   h. Describe the plan to link YYAs to critical services such as behavioral health, physical health, mainstream benefits, child

welfare independent living programs, housing authority programs (such as FYI, violence prevention/support programs, substance use support programs, education, justice programs, employment programs), and other programs for which YYAs may be eligible.
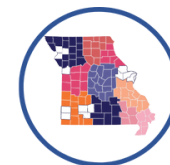
5. *Agency Experience and Capacity [5 1/2 pages max]*
   Experience
   a. Does your agency currently operate a CoC coordinated entry access point? If yes, please describe the agency's current CE work.
   b. Does your agency currently operate **HHS RHY homelessness** programs? If so, name and describe what program(s) the agency currently operates, start date of the project(s), the size, scale, and geography of those project(s) [HHs served annually, number of beds/units and outcomes [% of exits to permanent housing]. If this question does not apply to your agency, answer "No" and move to the next question.
      i. If your agency does not currently operate HHS RHY homelessness programs but has operated them in the past please name and describe previous programs the agency operated, start and end date of the project(s), the size, scale, and geography of those projects [HHs served annually, number of beds/units and outcomes [% of exits to permanent housing]].
   c. Does your agency currently operate **HUD CoC homelessness programs**? If so, name and describe what programs the agency currently operates, start date of the project(s), the size, scale, and geography of those projects [HHs served annually, number of beds/units and outcomes [% of exits to permanent housing]]. If this question does not apply to your agency, answer "No" and move to the next question.
      i. If your agency does not currently operate HUD CoC homelessness programs but has operated them in the past please name and describe previous programs the agency

operated, start and end date of the project(s), the size, scale, and geography of those projects [HHs served annually, number of beds/units and outcomes [% of exits to permanent housing]].
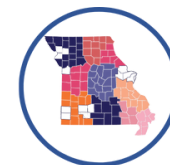
d. Does your agency currently operate **HUD ESG homelessness programs**? If so, name and describe what programs the agency currently operates, start date of the project(s),the size, scale, and geography of those projects [HHs served annually, number of beds/units and outcomes [% of exits to permanent housing]]. If this question does not apply to your agency, answer "No" and move to the next question.

    i. If your agency does not currently operate HUD ESG homelessness programs but has operated them in the past please name and describe previous programs the agency operated, start and end date of the project(s), the size, scale, and geography of those projects [HHs served annually, number of beds/units and outcomes [% of exits to permanent housing]].

e. Does your agency currently operate other programs **dedicated to youth homelessness**? If so, name and describe those projects, start date of the project(s), the size, scale, and geography of those projects [HHs served annually, purpose/mission of the project(s), number of beds/units and outcomes [% of exits to permanent housing]. If this question does not apply to your agency, answer "No" and move to the next question.

    i. *[Examples of other programs. Applicants are not limited to these but may reference this resource]*

f. Does your agency currently operate other programs **dedicated to youth** that youth experiencing homelessness **currently** access? If so, name and describe what programs the agency currently operates, start date of the project(s), the size, scale, and geography of those projects [HHs served annually, purpose/mission of the project(s), number of beds/units and outcomes [% of exits to permanent housing]]. If this question

does not apply to your agency, answer "No" and move to the next question.

Capacity & Implementation

g. Please describe the agency's current leadership and staffing. Describe the following:
    i.   List the total number of board members, term limits, and diversity of board of directors/trustees
    ii. List the total number of staff, number of staff dedicated to homelessness services full-time, the length of employment of staff dedicated to homelessness services full time

h. Describe in detail the training(s) and/or learning opportunities provided to staff, including but not limited to cultural competency training.
    i.   *Please be specific, describe the frequency of staff training(s), topics covered and who facilitates training(s), describe conferences and other learning opportunities offered to staff.*

i. Describe the process the agency uses to evaluate, reward and/or hold accountable staff for their performance. Describe the staff evaluation process including a high-level explanation of the process, evaluation measures, frequency of evaluation(s), and outcomes that result in staff evaluations.
    i.   Will this process be used when implementing YHDP project(s) [yes or no]?

j. YHDP programs must expend and draw down funds for federal reimbursement every **30 days**. YHDP subrecipients must submit an invoice to the lead agency every **30 days** to meet YHDP compliance requirements. Describe your agency capacity to meet this requirement. Describe how your agency will ensure this practice will meet compliance requirements. Include the proposed process and staffing model for meeting financial requirements.

k. YHDP programs must be serving YYA within the first **90 days** of

receiving YHDP funds. Describe how your agency will ensure YYA are being served within this time frame. Applicants may include past experiences of working under a similar timeframe.
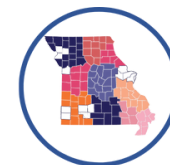
l. All YHDP programs require that YYA transportation is a key priority area and a required supportive service. Describe the agency's capacity to deliver transportation support to YYA accessing your YHDP project(s).

    i. *Describe the operational hours of transportation services. For example, transportation services are offered 24-hours a day 365 days a year.*

m. What is your timeline for program implementation? Knowing the timeline requirements, for YHDP implementation, describe in detail, month by month, a high level timeline the agency will follow to **fully** start-up the projects within six months. Timelines must include a plan for staffing up, identifying partners, and establishing program space/units.

n. Ideally YHDP programs offer 24-hour support to YYA in their program(s) either through direct service provision or through an after-hours hotline. Will your agency offer 24-hour supportive services to YYA [yes or no]?

    i. If yes, please describe the method for providing 24-hour access to services.

    ii. If not, please explain the capacity limitation your agency has preventing you from meeting this goal.

o. Describe the agency's current process for Continuous Quality Improvement (CQI), including measurable outcomes for projects. Describe the CQI plan for YHDP project(s).

6. *Collaboration [1 page max]*

Project Partnerships

a. Does your agency plan to establish and/or formalize partnerships in the operationalizing of YHDP project(s) [Yes or No]? Describe in detail how your agency plans to establish and/or leverage

partnerships to operationalize YHDP project(s). [*Partnerships are strongly encouraged and prioritized through the RFP scoring tool.*]

Authentic Youth Collaboration

b. Describe how the agency <u>authentically collaborates with youth</u> with <u>lived experience</u> or how the agency plans to do so. Include in the description how the agency incorporates meaningful authentic collaboration with YYAs in visioning, project planning, project design, project implementation, and project evaluation.
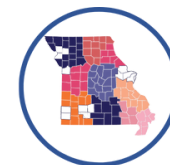
Cross-System Collaboration

c. Describe the plan to <u>partner across systems</u> when implementing project(s). Define the plan to specifically: coordinate, integrate and formalize partnerships at a project and or/systems level with required and key partners, specifically describe the following: child-welfare partners*, social-emotional wellbeing partners*, educational partners (preK-higher education)*, employment/ employment training partners*, juvenile-justice partners*, health partners, transportation partners, LGBTQ+ focused partners, and other partners. **Indicates HUD required partners.*

7. *Project-Specific Questions: Transitional Housing Rapid Re-Housing [1 page max]*

   a. TH-RRH Only

      i. What is the agency's plan for establishing <u>TH</u> units [including hotel/motel]? Will you be utilizing any existing structures/units? If so, please describe including addresses(s) and all funding sources securing the location.

      ii. What is the agency's plan for establishing <u>RRH</u> units? Will you be utilizing any existing structures/units? Will you be utilizing any existing <u>landlord/property management networks</u>. If so, please describe.

         1. How will your agency work toward removing barriers to housing, such as landlord unwillingness to accept CoC assistance?
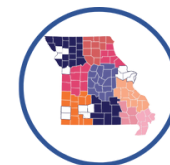
iii. If you are applying for **one component** of the TH-RRH [i.e. only TH component or only RRH component] how will you formally partner with the RRH and/or TH component agency(s) to ensure the project will operate as required [i.e. any YYA that wants to go directly to RRH may do so, any YYA that wants to utilize both components may do so]?
  1. Applicants who attach a signed written agreement that demonstrates a well thought-out formal agreement to operate in partnership may receive up to 5 bonus points. [does not affect page limit]
    a. Written agreement is not required and is eligible for bonus points specifically. See Appendix F.
iv. If operating a TH project, how will your agency respond to occupancy rule violations?
v. If operating a RRH project, how will your agency support YYAs through lease violation(s)?

8. *Project-Specific Questions: Crisis Response Outreach Team [1 page max]*
    a. Describe the geographic area and communitie(s) that will be the focus of YYA-dedicated homelessness crisis response outreach and how the outreach strategy will effectively meet the need in that community and geographical focus area.
    b. Describe how the agency will track and evaluate outreach effectiveness [i.e. dedicated outreach routes, outreach events, etc.], including how the outreach team will identify and serve YYA experiencing unsheltered homelessness.
    c. Describe how the agency will ensure the crisis response outreach team is set-up to respond to crises. For example, after-hours response, transportation services, linkages and partnerships.

Appendix A - Terms, Definitions, and Acronyms

Applicant: An eligible applicant (organization) seeking funding under the Continuum of Care annual NOFO competition or as a sub-recipient of an internal MO BoS CoC NOFO for a previously funded CoC project.

ARRP: Application Review and Recommendation Panel

BIPOC: Black, Indigenous, and People of Color

BoS: Balance of State

MO BoS CoC: Missouri Balance of State Continuum of Care

Collaborative Applicant: The eligible applicant that has been designated by the Continuum of Care to apply for a grant for Continuum of Care planning funds under this part on behalf of the Continuum.
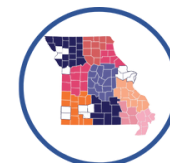
CoC Lead Agency: Agency that is designated to carry out the activities of the CoC or grant including the fiscal and compliance activities. The Lead Agency is tasked by HUD with developing a systemic response to homelessness, and to increase capacity and improve RRH practices and performance

CCP: Coordinated Community Plan; A plan written by a CoC YHDP awardee that focuses on the needs of youth, service providers, and housing interventions that will be funded by the YHDP to address youth housing instability in their region

CE: Coordinated Entry; A process developed to ensure that all people experiencing a housing crisis have fair and equal access to housing services and assistance. Through Coordinated Entry, households in need of assistance are quickly identified, assessed for, and referred and connected to housing and assistance based on their strengths and needs.

CD: Children's Division

Diversion: A strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternative housing arrangements and, if

necessary, connecting them with services and financial assistance to help them return to stable and permanent housing; National Alliance to End Homelessness

FYI: Foster Youth to Independence voucher program

HUD: Department of Housing and Urban Development; The federal agency dedicated to American housing needs and policy.

HH: Household

HHS RHY: Health and Human Services Runaway and Homeless Youth funding

HIC: Housing Inventory Count

HMIS: Homeless Management Information System; An electronic data collection system that stores information about the individuals who seek homeless services

Homeless category 1- *Literally homeless*: youth who are in shelters, transitional housing, hotels or motels paid for by the government or charitable organizations(sheltered); are sleeping on the streets, in parks, or other places not meant for human habitation(unsheltered); OR exiting an institution where they have stayed for 90 days or less and resided in a sheltered or unsheltered situation before entering the institution.
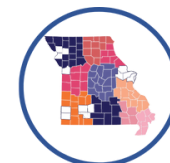   Department of Housing and Urban Development [Resource]

Homeless category 2- *Imminently at risk of homelessness: Youth who will imminently lose their primary nighttime residence provided that:*
    -residence will be lost within 14 days of date of application for homelessness assistance
    -no subsequent residence has been identified; and
    -the youth lacks the resources or support networks needed to obtain other permanent housing
    Department of Housing and Urban Development [Resource]

Homeless category 4- *Fleeing or attempting to flee domestic violence, sexual assault, dating violence, stalking, or human trafficking:* Youth who are fleeing or attempting to flee their house or place they are staying because of domestic violence, dating violence, sexual assault, stalking, or human

trafficking. Additionally, the youth must have no safe alternative housing or support networks to maintain or obtain permanent housing

Housing First: A model of assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions(such as sobriety or a minimum income threshold)

Joint TH-RRH: Joint Transitional Housing- Rapid Rehousing; The Joint TH and RRH component project combines two existing project components- transitional housing and rapid rehousing- in a single project. Agencies must be able to provide both components to all program participants
        Department of Housing and Urban Development

LGBTQ+: Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and any other identities that fall under the same umbrella

NOFA: Notice of Funding Availability

NOFO: Notice of Funding Opportunity
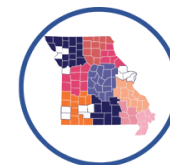
PIT: Point in Time Count

PLE: Person(s) with Lived Experience (of Homelessness)

Rank & Review Committee: This is the umbrella that the ARRP falls under. HUD requires the establishment of Rank and Review Committees with well-defined processes. Mo BoS CoC Rank & Review Committee is a sub-committee under the Grants Committee of the Mo BoS CoC and is composed of members that have been solicited from the board and general at-large membership of the CoC. Members are (1) Free of conflict of interest (2) Non recipients of CoC Funding in the competition being reviewed and ranked (3) trained ahead of the competition on procedures (4) understand and commit to the process of completing rank and review.

RRH: Rapid Re-Housing

SS: Supportive Services

TH: Transitional Housing

TIC: Trauma Informed Care; 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 involved with the system, responds by fully integrating knowledge about trauma into policies, procedures, and practices and seeks to actively resist re-traumatization. TIC models generally focus on the following: safety, trustworthiness and transparency, peer support, collaboration and mutuality, empowerment, voice and choice, and cultural historical and gender issues
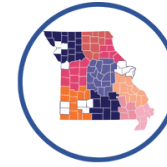
YHDP: Youth Homelessness Demonstration Project; A HUD initiative created to support specific communities across the nation in developing and implementing a coordinated community approach to preventing and ending youth homelessness

YYA: Youth and Young Adults; Folks aged 24 and under. Youth are minors under the age of 18, and young adults or transition-age youth are ages 18-24. This also includes YYA who are pregnant and/or caring for one or more children, including the care of minor siblings

YEH: Youth Experiencing Homelessness

YAB: Youth Action Board; The YAB is composed of youth and young adults aged 24 and younger who are currently or formerly experiencing homelessness. They are integral to development and integration and implementation of programming serving youth and young adults.
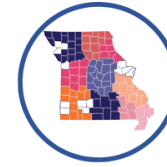
Unaccompanied Youth: persons who are age 24 or younger who are not part of a family with children

Appendix B - YHDP Project Descriptions

This table represents all HUD-approved projects in the YHDP Coordinated Community Plan (CCP) available to eligible applicants.

Project # Label	YHDP PROJECTS	1 YEAR BUDGETS	2 YEAR BUDGETS
1	Coordinated Entry	$123,600	$247,200
2	Crisis Response Outreach Team	$360,500	$721,000
3	Housing Navigation	$353,548	$707,095
4	Transitional Housing - Rapid Re-Housing Joint Component	–	–
4(A)	Site-based TH	$731,180	$1,462,360
4(B)	Pilot Hotel/Motel TH	$97,252	$194,504
4(C)	RRH	$1,098,306	$2,196,612
4(D)	Housing Problem Solving - Targeted Rapid Resolution	$98,880	$197,760

5	Pilot Crisis Peer Host Homes	$42,230	$84,460
	TOTAL	**$2,905,495**	**$5,810,991**

Project Name	Description
1 - Youth Coordinated Entry	
	Project Description The SSO-CE project will create and establish 2 new full-time staff (FTEs): 2 Regional YYA CE Specialist positions will be made available to interested regional applicants. YHDP CE staff will establish a culture of low-barrier, affirming, YYA-dedicated CE services. CE staff are responsible for a combination of assessment and facilitating case conferencing. CE staff will not be responsible for a YYA caseload. These staff are envisioned to be near and connected to the TH-RRH joint component, particularly supporting the referral and prioritization between TH and RRH and working with co-enrolled YYA that choose to go directly to RRH. **Established partners seeking to coordinate across YHDP projects who intended to operate them as envisioned are strongly encouraged to apply and scale each project to address the community need.** Staffing - 2 FTEs
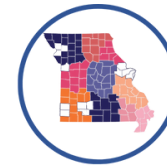
Utilization - 250 households annually

Number of Concurrent Clients projected - 31 households | 37 persons
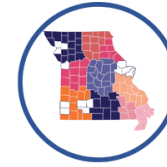
Amount available for admin per year - $3,600

Project Outcomes
- This project seeks to ensure all YYAs know where and how to access the homelessness system and are supported in doing so.
- The desired outcome is increased and improved access to YYA-dedicated CE and enhanced CE operations.
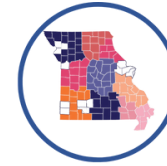- Increased systemwide YYA CE best practices and training.

Funding Structure
- Competitive
  - Operated by subrecipient(s)
  - 1 year renewable agreement
- Operated by subrecipient(s)
  - All regions are eligible to apply
  - Subrecipient must serve the entire region(s) for which they apply
  - Applicants may apply for 1 FTE position and the appropriate amount (amount budgeted in planning) to accompany that position.
  - Applicants may apply for 2 FTE positions and the appropriate amount (amount budgeted in planning) to accompany that position.

	• Project budgets should scale based on capacity as estimated by the number of FTE positions. Total project budgets should be approximately $61,800 for 1 FTE or $123,600 for 2 FTE
2 - Crisis Response Outreach Team	
	## Project Description This project creates a more accessible YYA homelessness system by providing YYA-specific outreach, establishing a physical presence and transportation in regions of the BoS through the creation of 5 new full-time employees. These 5 FTE-Outreach Workers and Peer-Outreach Workers (when possible) will have a caseload of 15-20 YYA with more intensive service needs and may come in touch with other YYAs for light touch basic need support. Outreach workers connect with YYAs by meeting them where they are with a special focus on YYA experiencing unsheltered homelessness and/or fleeing unsafe situations with no safe place to go. Outreach workers are responsible for conducting street outreach, advertising system resources, collaborating with partners to identify YYAs, building trust and support with YYAs, and connecting them with other system resources. Outreach workers provide basic needs supplies like food, hygiene, clothing, and other emergency supplies. Outreach workers meet YYAs in-person and remotely, always striving to meet YYAs in-person when they request it. Outreach workers strive to serve as a crisis response to YYAs experiencing homelessness especially unsheltered YYAs and YYAs fleeing unsafe situations with no safe place to go, assessing their needs, and connecting them to housing. Crisis Response Outreach workers partner with CE specialists, referring YYAs to CoC permanent housing when YYAs want and need it. Crisis Response Outreach workers conduct outreach during afternoon and evening hours and provide transportation. Outreach workers strive to create community "routes" and develop consistency and trust in communities.

These staff are envisioned to be near and connected to the TH-RRH joint component particularly supporting the outreach and identification of eligible YYAs, connecting them to TH and RRH, and working with co-enrolled YYAs that choose to go directly to RRH. **Established partners seeking to coordinate across YHDP projects who intended to operate them as envisioned are strongly encouraged to apply and scale each project to address the community need.**

Staffing - 5 FTEs with caseloads of 1:15 ratio with an average length of stay of 105 days

Utilization - 250 households annually

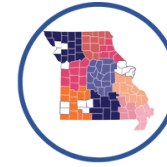Number of Concurrent Clients projected - 75

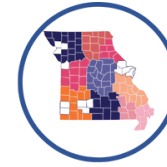Amount available for admin per year - $10,500

Project Outcomes
- YYAs understand where and how to access resources and are supported and affirmed in doing so.
- Vulnerable YYAs and YYAs fleeing unsafe situations with no safe place to go for crisis response receive support that they can trust.
- YYA receive immediate access to emergency basic need supplies. YYAs seeking crisis and permanent housing are supported on their journey to independent housing.
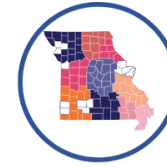
Funding Structure
- Competitive
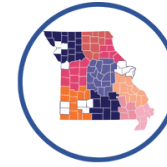 - Operated by subrecipient(s)
  - 1 year renewable agreement
- Geography

|	
	- All regions are eligible to apply - Subrecipient must serve the entire region(s) for which they apply - Max Award - Maximum amount awarded is all 5 positions / 100% of funding ($360,500) - Minimum Award - Minimum amount awarded is 0.5 position and an appropriate amount (amount budgeted in planning) to accompany that position - Project budgets should scale based on capacity as estimated by the number of .5 FTE positions. Total project budgets should be approximately $36,050 per .5 FTE or $72,100 per 1 FTE - Applicants can apply for any amount in increments of at least .5 FTE - Other expectations - Remote staff positions required with availability to travel throughout the region(s) and bordering region(s), when applicable. - Satellite offices are strongly encouraged, where possible, to maximize reach. - Strongly encouraged to leverage existing staff and resources to operationalize the project and YHDP vision. Please explain any leveraging in the application.
3 - Housing Navigation	
	Project Description This project will create and establish 5 FTE(s) Regional Housing Navigators at the regional level dedicated to youth homelessness**.** Subrecipient(s) must partner closely with the CoC, lead agency, and YAB who will work with the subrecipient(s), and other regional navigators working with YYAs in the CoC to ensure wrap-around services are available to all YYAs accessing the system. The staff will be available throughout their coverage area to all CoC providers to trouble-shoot youth homelessness challenges.

This project will create and establish 5 FTE Regional Navigators with caseloads of 1:15 ratio with an average length of stay of 270 days (9 months). These staff are envisioned to be near and connected to the TH-RRH joint component project(s), particularly supporting the transition and stabilization between TH and RRH and working with co-enrolled YYAs that choose to go directly to RRH. **Established partners seeking to coordinate across YHDP projects who intended to operate them as envisioned are strongly encouraged to apply and scale each project to address the community need.**

All navigators will be trained experts on system resources and provide housing-focused supportive services system-wide, especially working as a liaison between YYAs, existing providers, and new YHDP projects – ensuring access to affirming care. Navigators provide transportation as needed. Navigators work with YYAs from the point of project entry until safe and/or permanent housing is secured, and beyond in an after-care capacity when a YYA needs and wants after-care. This project has a pending special activity approval from HUD to provide supportive services for up to 24 months when needed and requested by the YYA.

Staffing - 5 FTE

Utilization - 93 households annually

Number of Concurrent Clients projected - 70

Amount available for admin over per year - $10,298

Project Outcomes
- YYAs receive supportive services tailored to their needs while enrolled which leads to independence

and permanent housing.
- YYAs have a trained professional to connect with in times of crisis and to celebrate and build upon achieved milestones.

Funding Structure

- Competitive
  - Operated by subrecipient(s)
  - 1 year renewable agreement
- Geography
  - All regions are eligible to apply
  - Subrecipient(s) must serve the entire region(s) for which they apply
- Max Award
  - Maximum amount awarded is all 5 FTE/ 100% of funding ($353,548)
- Minimum Award
  - Minimum amount awarded is 1 FTE and an appropriate amount (amount budgeted in planning) to accompany that position
  - Project budgets should scale based on capacity as estimated by the number of FTE positions. Total project budgets should be approximately $70,709 for 1 FTE
  - Applicants can apply for any amount in increments of at least 1 FTE
- Other expectations
  - Remote staff positions are required. Staff availability to travel throughout the region(s) and bordering region(s) required when applicable - 24 hour on-call services strongly preferred.
  - Satellite offices strongly encouraged where possible to maximize reach.
  - Strongly encouraged to leverage existing staff and resources to operationalize the project and YHDP vision. Please explain any leveraging in the application.

4 - Joint	● 4(A) - Site-based Transitional Housing

Component Transitional Housing Rapid Re-Housing	• 4(B) - Hotel/Motel Crisis Transitional Housing • 4(C) - Scatter-site Rapid Rehousing • 4(D) - Housing Problem Solving Targeted Rapid Resolution
4(A) - Site-Based Transitional Housing	### Project Description This is a site-based Transitional Housing project comprised of 50 units. The TH project includes 6 FTEs [one per "site"], thus sites must serve approximately 8 households. Projects must ensure that site-based TH offers private space for individuals, YYA families, and pregnant YYAs. They must make non-gender-based options available. Projects must strive to serve YYAs under 18.This project must be implemented with the TH portion serving as an alternative to emergency shelter, with the guaranteed linkage to the RRH component for YYAs that want it. The project may serve YYAs for up to 24 months however projects are encouraged to support YYAs in a transition to permanent housing, as appropriate, as quickly as possible. YYAs must be provided with optional life skills training and community integration support. Each project must include 1 YHDP-funded FTE with a caseload of at least 8 YYA households dedicated to each TH site. Applicants must provide 24-hour support which may be delivered via on-call/remote when on-site staffing or services are not possible. Applicants are strongly encouraged to demonstrate leveraged funding for on-site staffing for a minimum of approximately 16 hours per day. Projects that serve YYAs under 18 must provide 24-hour staffing to site-based TH. TH staff are envisioned to be near and connected to the RRH component, particularly supporting the transition and stabilization between TH and RRH and working with co-enrolled YYAs. **Established partners seeking to coordinate across YHDP projects who intended to operate them as envisioned are strongly encouraged to apply and scale each project to address the community need.** This project has pending special activity approval from HUD designed to provide supportive services to program participants for up to 24 months after the program participant exits homelessness, exits transitional housing, or after the end of housing assistance. Staffing - 6 FTEs
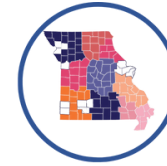
Utilization - 50 households annually
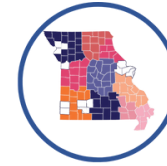
Number of Concurrent Clients projected - 50

Amount available for admin per year - $29,286

Project Outcomes
- YYA-dedicated emergency and permanent housing is more widely available.
- Increased identification of YYAs experiencing housing crisis.
- Increase in YYAs obtaining permanent housing and independence.
- Increased YYA voice, choice, and options in the strategy to address crisis and permanent housing.
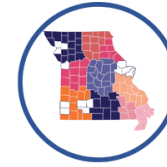
Funding Structure
- Competitive
  - Operated by subrecipient(s)
  - 1 year renewable agreement
- Geography
  - All regions are eligible to apply
  - Subrecipient(s) must serve at least one county (no less)
  - Subrecipient(s) may serve entire region(s)
  - Applicants who will serve more than one region may receive bonus points for willingness to stretch
- Max Award
  - Maximum award amount is 50 units and 6 FTE / 100% of funding ($731,180)
- Minimum Award
  - Minimum award amount is 8 units and 1 FTE / 16% of funding ($121,863)
- Award Structure

	- Minimum 1 site 1 FTE - Maximum 6 sites 6 FTEs ■ May configure the units any way they want (not to configure smaller than a 3 bedroom site or equivalent) however applicants must demonstrate each site has a minimum of one FTE and demonstrate efforts to ensure the required amount of YYAs are served. - Other expectations - Subrecipient(s) must provide 24-hour supportive services. Services may be delivered via on-call/remote when on-site supportive services are not possible. - Bonus points for applicants that demonstrate they can effectively serve an entire region. - Bonus point for applicants that will stretch to provide services in service deserts. - TH projects are strongly encouraged to leverage other resources to increase staffing, with a goal of a minimum of 16 hours per day of on-site staffing. - TH projects are strongly encouraged to serve YYA under 18, however when serving YYA under 18 projects must have 24-hour on-site staffing.
4(B) - Hotel/Motel Crisis Transitional Housing	## Project Description With an approved special activity from HUD, a hotel-motel program will be created where rooms will be used as short-term (approx. 90 days) TH as an emergency shelter alternative, especially in communities where site-based TH is not available and for YYAs that need and want an alternative to site-based housing and crisis peer host homes. Subrecipient(s) must partner closely with the CoC, CoC Lead Agency, and YAB in the execution of hotel/motel agreements and on-going operations. Hotel rooms are designated for YYA, and an agreement is in place between the subrecipient and hotel to ensure low-barrier, immediate access to crisis housing. Hotel rooms are established through hotel agreements in regions where hotels are willing to execute agreements to provide emergency housing for YYA. This project has requested a YHDP special activity to use Habitability Standards in place of HQS inspections. YYAs that enter hotel/motel TH will have the choice of transitioning to the RRH component, however there is no requirement to use both TH and RRH. Similarly, some YYA may choose not to enter TH and go directly to RRH. Navigators and coordinated entry staff coordinate to ensure quick transition from crisis hotel/motel housing to permanent housing through joint component RRH when chosen by a YYA. **Established partners seeking to coordinate**

across YHDP projects who intended to operate them as envisioned are strongly encouraged to apply and scale each project to address the community need.

Staffing - 0.5 FTE staff person with a caseload of 0.5 staff to 6 YYA will manage these agreements, project enrollments, and services, including transportation.

Utilization - 24 households annually

Number of concurrent households projected - 6

Anticipated Length of stay - 90 days on average
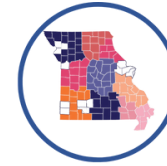
Total award available - $97,252 annually

Amount available for admin per year - $2,924

Project Outcomes
- YYA-dedicated emergency and permanent housing is more widely available throughout the entire geography of the CoC.
- Increased identification of YYAs in housing crises.
- Increase YYAs obtaining permanent housing and independence.
- Increased YYA voice, choice, and options in the strategy to address crisis and permanent housing.

Funding Structure
- Competitive
  - Operated by subrecipient(s)
  - 1 year renewable agreement
- Geography

	- All regions are eligible to apply
	- Subrecipient must serve the entire CoC geography [all 10 regions] making hotel/motel available in any region [with respect to locations that hotel/motels will partner]
	- Award Structure
	  - An expected project budget would be approximately
	    - $35,000 for PT staff
	    - $59,328 for hotels
	    - $2,924 for admin

4(C) - **Scattered-Site** **Rapid Re-Housing**	**Project Description** This RRH project provides scattered-site rental assistance. The project is designed to be implemented in tandem with TH. RRH must also be offered as a direct option to YYAs who want RRH, are eligible for it, and wish to bypass TH. Projects must ensure that shared housing options are available for YYA HHs that are interested in housing with roommates and that shared housing is operationalized in compliance with rules and regulations. The project creates 2 new FTEs with a caseload ratio of 1 staff to 34 YYAs. RRH supportive services staff are responsible for connecting YYAs to landlords, landlord engagement, and PHA relations to support YYA transitions to permanent housing. This project has pending special activity approval from HUD designed to ensure RRH provides an individualized approach. Pending special activities include the option to have a one month lease, using habitability standards in place of HQS inspections, the option to receive rental assistance for up to 36 months, payment of double deposits, rental arrears, utility arrears, fees/fines, after care supportive services for up to 24 months, the option to provide up to $300 worth of move-in items to YYAs in the form of "move-in kits," and the option to provide moving assistance more than one time. **Established partners seeking to coordinate across YHDP projects who intended to operate them as envisioned are strongly encouraged to apply and scale each project to address the community need.** Staffing - 2 FTEs
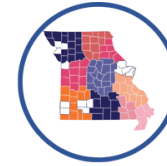
Utilization - 75 households annually
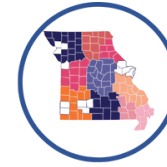
Number of Concurrent Clients projected - 75

Amount available for admin per year - $24,000
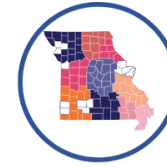
Project Outcomes
- YYA-dedicated emergency and permanent housing is more widely available.
- Increased identification of YYA experiencing housing crisis.
- Increase in YYAs obtaining permanent housing and independence.
- Increased YYA voice, choice, and options in the strategy to address crisis and permanent housing.

Funding Structure
- Competitive
    - Operated by subrecipient(s)
    - 1 year renewable agreement
- Geography
    - All regions are eligible to apply
    - Subrecipient(s) must serve at least one county (no less)
    - Subrecipient(s) may serve entire region(s)
        - Bonus points for applicants that demonstrate they can effectively serve the entire region.
        - Applicants who will serve more than one region may receive bonus points for willingness to stretch.
        - Bonus points to applicants who partner and offer TH and RRH with a partnership plan to ensure the project will operate as required [i.e. any YYA that wants to go directly to RRH may do so, any YYA that wants to utilize both components may do so].

- Applicants must prioritize referrals from YHDP TH (in all its forms hotel/motel, site-based TH, and peer host homes), as required by HUD. Applicants who demonstrate partnership with TH providers may receive bonus points.
- Max Award
  - Maximum award is 75 units and 2 FTE / 100% of funding ($1,098,306).
- Minimum Award
  - Minimum award is 19 units and an appropriate amount (amount budgeted in planning) to accompany that many units and .5 FTE / 25% of funding ($274,577).
- Award Structure
  - Project budgets should scale based on capacity as estimated by the number of FTE positions. Total project budgets should be approximately $274,577 for 19 units or $549,153 for 38 units.
  - Applicants can apply for any amount in increments of approximately 19 units.
- Other expectations
  - Subrecipient(s) must serve at least one county (no less).
  - Subrecipient(s) must provide 24-hour supportive services; after-hours services may be delivered via on-call/remote when on-site supportive services are not possible.
  - Bonus points for applicants that demonstrate they can effectively serve the entire region.
  - Bonus point for applicants that will stretch to service deserts.
  - TH projects are strongly encouraged to leverage other resources to increase staffing, striving toward a minimum of 16 hours per day on-site staffing.
  - TH projects are strongly encouraged to serve YYA under 18, however when serving YYA under 18 projects must have onsite 24-hour staffing.

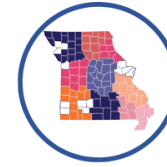| 4(D) - Housing Problem Solving Targeted Rapid Resolution - Rapid Rehousing | **Project Description**

This is a Rapid Re-Housing project that delivers targeted prevention [financial assistance and supportive services]. The Housing Problem Solving - Targeted Rapid Resolution project creates quick, nimble, short-term financial assistance, and [with approved special activities] will provide rental assistance, rental arrears, deposits, utility costs, utility arrears, eligible fees, and fines for YYA households where deeper homelessness can be prevented, such as YYAs with external supports.The purpose of the project is to increase the likelihood of preventing unsheltered or chronic homelessness by providing time-limited financial assistance using a targeted prevention method. The project creates 1 FTE Rapid Resolution Specialist with a caseload of 1 to 12 to assess the YYAs for eligibility and deliver prompt responses to YYAs needs. The CoC will establish YYA system standards, including assessment and prioritization tools for assessing and prioritizing YYA households for Rapid Resolution to ensure the project is effective and consistent in ensuring short-term financial assistance acts as a bridge to independent, permanent housing. This project has a pending special activity approval from HUD to use Habitability Standards in place of HQS inspections during the assessment period, and approval to authorize one-month leases to deliver a more flexible Rapid Resolution program. **Established partners seeking to coordinate across YHDP projects who intended to operate them as envisioned are strongly encouraged to apply and scale each project to address the community need.**

Staffing - 1 FTE

Utilization - 24 YYA HHs

Number of Concurrent Clients projected - 12 |
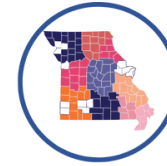
Amount available for admin per year - $2,880

Project Outcomes
- Eligible YYA will receive targeted prevention from the CoC that prevents unsheltered, chronic homelessness.

Funding Structure
- Competitive
  - Operated by subrecipient(s)
  - 1 year renewable agreement
- Geography
  - All regions are eligible to apply
  - Subrecipient(s) must serve the entire region(s) for which they apply
  - Applicants who will serve more than one region may receive bonus points for willingness to stretch
- Award
  - Maximum and minimum amount awarded is 1 FTE/ 100% of funding ($98,880)
- Award Structure
  - Applicants may only apply for 1 staff position and the appropriate amount (amount budgeted in planning) to accompany that position
- Other expectations
  - Remote staff positions required with availability to travel throughout the region(s) and bordering region(s) when applicable - 24 hour on-call services strongly preferred.
  - Satellite offices strongly encouraged where possible to maximize reach.

	■ Strongly encouraged to leverage existing staff and resources and resources to operationalize the project and YHDP vision. Please explain any leveraging in the application.
5 - Crisis Peer Host Homes	
	## Project Description YHDP-funded Pilot Crisis Peer Host Homes project provides an emergency shelter alternative, especially in regions where site-based TH and hotel/motel are not feasible, appropriate, or chosen by the YYA. Crisis Peer Host Homes are operated by subrecipients. The subrecipients will work with the community and YAB to develop and evolve the host home model. When a YYA connects with an access point, diversion is not possible, and crisis housing is needed, YYAs are presented with a menu of crisis housing options in their region such as site-based TH and hotel/motel TH. YYAs are also given the choice to identify a host that can provide safe, short-term, appropriate housing accommodations, while the YYA works with the navigation team to operationalize permanent housing such as RRH and/or FYI. All hosts will be verified as safe and stable quickly (within 72 hours). All hosts must participate in a safety screening, sex offender registry check, and habitability inspection. Hosts who meet the threshold to provide crisis housing will receive a stipend of up to $500 every 30 days. Hosts must be identified by the YYA. There are no provider-identified hosts or host-matching processes, only YYA-identified hosts are eligible. **Established partners seeking to coordinate across YHDP projects who intended to operate them as envisioned are strongly encouraged to apply and scale each project to address the community need.** Staffing - 0.5 FTE Utilization - 22 households served annually Number of Concurrent households projected - 6
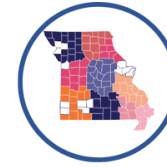
Length of stay - 105 days on average

Amount available for admin per year - $1,230

Project Outcomes

- YYAs chosen permanent connections are realized as viable crisis housing options and leveraged as a bridge to permanent housing.
- More YYAs have access to permanent housing in alignment with YHDP principles.

Funding Structure

- Competitive
  - Operated by subrecipient(s)
  - 1 year renewable agreement
- Geography
  - All regions are eligible to apply
  - Subrecipient must serve the entire CoC geography [10 regions] making host homes available in any region
- Award Structure
  - An expected project budget would be approximately
    - $30,000 for PT staff
    - $11,000 for hosts/supportive services
    - $1,230 for admin

Appendix C - YHDP Special Activities

YHDP projects are authorized by HUD to operate with the following special activities in place. All applicable projects must utilize the special activities listed below.

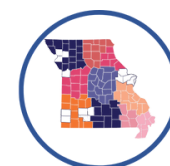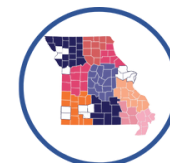| Special Activities - HUD Flexibilities |
|---|
| **1.C1.a** |
| **C.1.a(1)** Leases under 12 months (minimum 1 month) |
| **C.1.a(2)** Use of leasing, Sponsored Based Rental Assistance (SRA) and Project Based Rental Assistance (PRA) in Rapid Rehousing |
| **1.C.1.a(3)** Use 10% of total YHDP funding for Planning grants |
| **1.C.1.a(4)** In addition to the eligible costs listed in 24 CFR 578.59(a), YHDP recipients may use project administrative funds to support costs associated with involving youth with lived experience in project implementation, execution, and improvement. |
| **1.C.1a(5)** Project administrative funds to attend conferences and training that are not HUD-sponsored or HUD-approved, provided that the subject matter is relevant to youth homelessness. |
| **1.C.1a(6)** Recipients may employ youth who are receiving services, including housing, from the recipient organization. Recipients that utilize this special YHDP activity must maintain documentation that discloses the nature of work that the youth does, and that the youth is not in a position that creates a conflict of interest. |
| **1.C.1a(7)** Recipients may use habitability standards in 24 CFR 576.403(c) rather than Housing Quality Standards in 24 CFR 578.75 for short or medium-term (up to 24 months) housing assistance. Recipients implementing this special YHDP activity must keep documentation of which standards are applied to the units and proof that the units complied with the standards before assistance is provided for every unit funded by YHDP. |
| **1.C.1a(8)** Recipients may provide moving expenses more than one -time to a program participant. |
| **1.C.1a(9)** Recipients may provide payments of up to $500 per month for families that provide housing under a host home and kinship care model in order to offset the increased costs associated with having youth housed in the unit. |
| *YHDP grant funds may be used for the following if they are necessary to assist program participants to obtain and maintain housing. Recipients and subrecipients must maintain records establishing how it was determined paying the costs was necessary for the program participant to obtain and retain housing and must also conduct an annual assessment of the needs of the program participants and adjust costs accordingly* |

1.C.1a(10)(a) Security deposits for units (not to exceed 2 months of rent)
1.C.1a(10)(b) Pay for damage to units (not to exceed 2 months of rent) *The costs to pay for any damage to housing due to the action of a program participant, which may be paid while the youth continues to reside in the unit. The total costs paid for damage per program participant may not exceed the cost of two months' rent.*
1.C.1a(10)(c) The costs of providing household cleaning supplies to clients.
1.C.1a(10)(d) Housing start-up expenses for program participants (not to exceed $300 in value per program participant). *Housing start-up expenses for program participants including furniture, pots and pans, linens, toiletries, and other household goods, not to exceed $300 in value per program participant.*
1.C.1a(10)(e) Purchase a cell phone and service (cost must be reasonable and housing related) *The one-time cost of purchasing a cellular phone and service for program participant use, provided that access to a cellular phone is necessary to obtain or maintain housing and the costs of the phone and services are reasonable per 2 CFR 200.404.*
1.C.1a(10)(f) The cost of internet in a program participant's unit (costs of the service is reasonable per 2 CFR 200.404.)
1.C.1a(10)(g) Payment of rental arrears (for up to 6 months of rent in arrears) *Payment of rental arrears consisting of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.*
1.C.1a(10)(h) Payment of utility arrears (up to 6 months per service)
1.C.1a(10)(i) Payment of utilities (up to three months) of utilities for a program participant, based on the utility costs schedule for the unit size and location. *Payment of utilities up to three months of utilities for a program participant, based on the utility costs schedule for the unit size and location.*
1.C.1a(10) pay gas and mileage costs for a program participant's personal vehicle for trips to eligible activities. *In addition to transportation costs eligible in 24 CFR 578.53(e)(15), a recipient may pay gas and mileage costs for a program participant's personal vehicle for trips to and from medical care, employment, childcare, or other services eligible under this section.*
1.C.1a(10)(k) Payment of legal fees *Legal fees, including court fees, bail bonds, and required courses and equipment.*

1.C.1a(10)(I) Payment of insurance, registration and past driving fines

Program participant's past driving fines and fees that are blocking a young person from being able to obtain or renew a driver's license and impacting their ability to obtain or maintain housing. Additionally, recipients may pay for program participants costs for insurance and registration for personal vehicles, if the personal vehicle is necessary to reach medical care, employment, childcare, or other services eligible under this section.

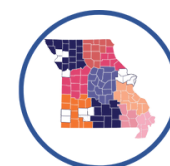| Innovative Activities Approved by HUD |
|---|
| **C.1.b.** |
| **I.C.1b(1)** A recipient may provide up to 36 months of Rapid Rehousing rental assistance to a program participant if the recipient demonstrates
 (1) the method it will use to determine which youth need rental assistance beyond 24 months and
 (2) the services and resources that will be offered to ensure youth are able to sustain their housing at the end of the 36 months of assistance. |
| **I.C.1b(2)** YHDP recipients may continue providing supportive services to program participants for up to 24 months after the program <br> participant exits homelessness, transitional housing or after the end of housing assistance if the recipient demonstrates:
     1) the proposed length of extended services to be provided;
     2) the method it will use to determine whether services are still necessary; and 3) how those services will result in self-sufficiency and ensure stable housing for the YHDP program participant

 *YHDP recipients may continue providing supportive services to program participants for up to 36 months after the program <br> participant exits homelessness, if the services are in connection with housing assistance, such as the Foster Youth to Independence initiative, or if the recipient can demonstrate that extended supportive services ensure continuity of case workers for program participants. |
| **I.C.1b(3)** Recipients will not be required to meet the 25% match requirement if the applicant is able to show it has taken reasonable steps to maximize resources available for youth experiencing homelessness in the community. |
| **I.C.1b(4)** Rental assistance may be combined with leasing or operating funds in the same building, provided that the recipient submits a project plan that includes safeguards to ensure that no part of the project would receive a double |

subsidy.

Other Innovative Activities

I.C.1b(4)(6) In addition to the specific activities authorized above or in 24 CFR part 578, other innovative activities to reduce youth homelessness may be carried out using YHDP funds, provided that the recipient can demonstrate that the activity meets the following criteria:
　　a) The activity is approved by both the Youth Action Board
　　and the Continuum of Care, as evidenced by letters of
　　support from each organization;
　　b) That activity will be testing or likely to achieve a positive
　　outcome in at least one of the four core outcomes for youth
　　experiencing homelessness (stable housing, permanent
　　connections, education/employment, and well-being);1
　　c) The activity is cost effective; and
　　d) The activity is not in conflict with fair housing, civil rights,
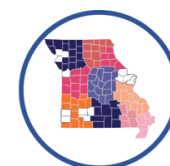　　or environmental regulations.

1.) CTH-RRH Hotel/Motel
The CoC requested approval to utilize hotel/motel rooms as a crisis TH part of the joint component project. YYA are expected to utilize crisis hotel/motel TH for an average of 30 days. All units/rooms must pass a safety inspection designed for units/rooms of this type. All hotel/motels must enter into a formal agreement with YHDP providers and/or the CoC which outlines responsibilities in alignment with YHDP principles and eligible activities. All units/rooms must be cost effective and be at or below the local market rate. This project helps to begin to address the shortage of emergency housing options for YYA in the BoS CoC.
　　a) Provided YAB & CoC letters of support
　　b) Stable housing - immediate access to safe and secure emergency housing with a direct connection to RRH when YYA want and need it.
　　c) All units/rooms must be at market rate for the community or county FMR for total occupancy per month.
　　d) All projects will operate in accordance with fair housing, civil rights,or environmental regulations.These operations will be detailed in required formal written agreements with hotel/motels.

2.) Rent Reasonable instead of Fair Market Rent
The CoC requested approval for the use of rent reasonable standards in place of Fair Market Rent (FMR) for the RRH component of the YHDP TH-PH:RRH project. The rural and isolated communities in the BoS have severely limited and aging housing stock. In order to maximize RRH and truly rapidly re-house YYA the CoC must creatively overcome the lack of affordable housing across communities. With the combination of co-location and rent reasonable standards in tandem with landlord recruitment, retention and education the CoC strives to permanently house YYA in safe/stable units that are eligible and appropriate. This waiver was made available during the CARES Act HUD waivers package and presents a viable option for scaling up RRH in the difficult housing market.
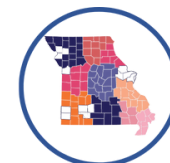　　a) Provided YAB & CoC letters of support
　　b) Stable housing – increased access to limited housing stock with rental assistance
　　c) All units will meet the rent reasonable standards, the same eligibility as some other CoC and HUD projects
　　d) All projects will operate in accordance with fair housing, civil rights, or environmental regulations.

Appendix D - Subrecipient Application

Section 1: Project Applicant Information

Name of Organization:	
Physical Address:	
Address 2:	
City, State, Zip code:	
MO BoS CoC Region:	
Organization Type:	☐Nonprofit 501(c)(3) ☐Government Entity
UEI Number (SAM.gov):	
Employer or Tax Identification Number:	
Region(s) or Count(ies) for which you are applying to cover:	☐ Region 1 ☐ Region 2 ☐ Region 3 ☐ Region 4 ☐ Region 5 ☐ Region 6 ☐ Region 7 ☐ Region 8 ☐ Region 9 ☐ Region 10 Counties (if applying for less than a whole region): _____

Project(s) for which you are applying
 	
You must submit a separate application for each project for which you are applying except for TH-RRH projects 4a-4d
	1. Coordinated Entry ☐
	2. Crisis Response Outreach Team ☐
	3. Housing Navigation ☐
	4. (A) Site-based THTH-RRH ☐
	   (B) Pilot Hotel/Motel TH ☐
	   (C) Rapid Re Housing ☐
	   (D) Housing Problem Solving - Targeted Rapid Resolution ☐
	5. Crisis Peer Host Homes ☐

Has the subrecipient ever received a federal grant, either directly from an agency or through a State/local agency?	☐ YES ☐ NO
Applicant Interview [see Appendix E for more information] Please list the preferred dates and times that your agency is available for its interview. The date options are October 26, 27, 30, and 31 during regular business hours. Efforts will be made to schedule your interview at a time that works best for you during the interview window.	
Interview date | time preference 1	
Interview date | time preference 2	
Contact Information for Executive Officer:	
Name:	

Title:	
Phone:	
Email:	
Contact Information for person completing this application, if different:	
Name:	
Title:	
Phone:	
Email:	
Contact Information for person responsible for managing project, if different:	
Name:	
Title:	
Phone:	
Email:	

I hereby certify that all information that I have completed and submitted as a part of this application is true and correct and accurately reflects the agency's proposed project. Additionally, I certify that I am legally authorized to sign and submit this information to the MO BoS CoC on behalf of said agency. I understand that any misrepresentation of information or failure to disclose information requested as a part of this application process and may be grounds for recapture of grant funds awarded or received by the agency based on fraud or omission.

_____   _____
Signature of Authorized Official   Date

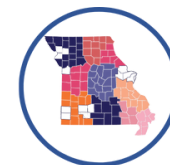_____   _____
Name (Typed or printed)   Title (Typed or printed)

Section 2: Eligibility, Requirements, and Threshold Questions
Your project must meet all the following criteria in order to be considered for funding.

Federal Requirements

- o Does the agency maintain a drug-free workplace per HUD regulations (24 CFR Subpart F)?

    ☐YES   ☐NO

- Does the agency participate in any federal lobbying as prohibited by HUD regulations (24 CFR part 87)?

  ☐YES   ☐NO

- Does the agency comply with Title VI of the Civil Rights Act with respect to Fair Housing and Equal Opportunity?

  ☐YES   ☐NO

*Agency Eligibility**

- Is the agency registration current in SAM?   ☐YES ☐NO

- Is the agency registration current with Missouri's Secretary of State?

  ☐YES   ☐NO

- Does the agency have outstanding federal delinquent debt? ☐YES ☐NO

    - If yes, is there a negotiated repayment schedule?   ☐YES ☐NO

    - If yes, is the repayment schedule not delinquent?   ☐YES ☐NO

    - If yes, have you made other satisfactory arrangements?   ☐YES ☐NO

- Is the agency a federally debarred contractor?

  ☐YES ☐NO

- Does the agency have a person with lived experience of homelessness (PLE) on decision or policy making entities?

  ☐YES   ☐NO

- Does the agency have any outstanding findings on its annual financial audit?

  ☐YES   ☐NO

  If you have HUD funding, has your agency been monitored by HUD in the last 12 months?

  ☐YES   ☐NO

    - If yes, were there any findings from the monitoring? ☐YES ☐NO
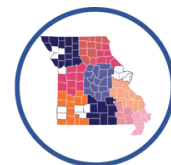
- o   If there were findings, please describe the findings and your agency's corrective actions to satisfy the findings and attach a copy of the corrective action plan that you submitted to HUD

Section 3 : Certification of Applicant

Please sign noting your agreement with the following:

I understand that the agency is required to participate in an interview with Application Recommendation and Review Panel members to be eligible for this funding.

_____

I understand that funding will be made available to reimburse the agency for all allowable project- related costs. Funding will not be paid in advance. By signing below, I understand my agency will have to carry the expenses for a 30-60 day time period.

_____

The agency is incorporated as a 501c3 or government agency and serves low-income individuals, families, and communities in Missouri.
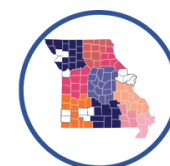
_____

If awarded funding, the organization's board of directors will sign off on the project.

_____

The agency is prepared to actively work with MO BoS CoC to measure the project's outcomes and document lessons learned while implementing the project.
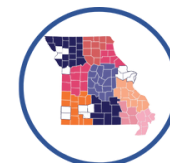
Section 4: Submission Checklist

Please review this check list and submit the following documents as a package as outlined in Part Seven and elsewhere of the YHDP RFP to fulfill the submission requirements.
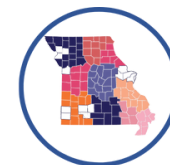
Check List	
☐ Application Cover Page	Outlined in RFP Part 7
☐ Table of Contents	Outlined in RFP Part 7
☐ Completed Application for each project for which you are applying*	Outlined in RFP Part 7

☐   Narrative Responses for all projects for which you are applying appropriately labeled*
 	
     ☐ Check your answers against the Scoring Tool to make sure all answers are complete
 	
     ☐ Attachment: TH-RRH Partner Agreement
 	
         ☐ If you are applying for only TH or only RRH and have a formal written partnership agreement to operate this project with a joint component partner attach the agreement with your application for up to 5 bonus points. See Appendix F.
	Outlined in RFP Part 7
	
	Appendix F

☐ Completed a Budget Worksheet for each project for which you are applying*	Appendix G
☐ Submit ALL of your materials to YouthPlan@moboscoc.org before 11:59 pm on October 25, 2023	RFP Part 5
TH-RRH projects may submit one application for multiple components.	

Section 5: Preparing to Apply Checklist

Please review this checklist before beginning the RFP application process. This checklist is intended to set applications up for success in their RFP review process.

	[Review the YHDP CCP](#)
	Review HUD and CoC Rules and Regulations
	Review RFP Minimum Requirements and ensure agency eligibility
	Review RFP and Appendix in its entirety
	Plan to attend the YHDP RFP Informational Session
	Draft any questions you have about the RFP & bring them to the info session or email them to the RFP Point of Contact prior to the questions deadline

Appendix E - Applicant Interview Questions

Purpose

The purpose of the YHDP RFP interview is to carry-out the leadership and vision of the CoC YAB as required by HUD. Additionally, the interview is intended to deepen ARRP members' understanding of applications and how applicants plan and demonstrate a readiness to uphold the mission and vision of the CCP and the overall YHDP values.

Overview

Eligible applicants are required to participate in a thirty-minute interview [not including technical difficulty troubleshooting time] with ARRP members in order to consider RFP submission complete. Applications that do not meet minimum requirements, are incomplete, or are late will have their interview canceled.

Who should participate?

Interviews are limited to 2 individuals from the applying entity. Interviewees should represent (1) Organizational Leadership (2) Organizational direct care staff [with minimum one-year experience]

How will the interview impact the overall application score?

The interview is calculated at a total of 10 points of the overall application score. The interview is scored exclusively on the following criteria:
- Attending the interview at the scheduled time and date
- Required attendees present for the interview
- Demonstrating a preparedness for the interview [evident through thoughtful responses to the questions]
- Demonstrating a completeness and well-rounded response to each interview question
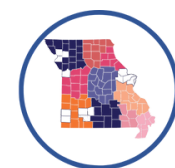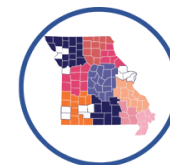
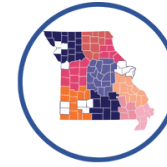| Criteria	Points
Attending the interview at the scheduled time and date	2
Required attendees present for the interview	2
Demonstrating a preparedness for the interview	2
Demonstrating a completeness and well-rounded response to each interview question	4

Scheduling

Interviews will occur remotely using google meet. Interviews will occur on October 27th, 28th, 30th, and 31st with morning and afternoon times available. **Applications that do not meet minimum requirements, are incomplete, or are late will not have an interview.**

RFP Interview Questions

1. Why do you think young people experience homelessness in MO BoS CoC?

2. As is evident in the RFP, there are many differences in the way YHDP is funded, operated, and regulated. It requires deep partnership and adherence to CoC requirements. How will your agency adapt, demonstrate flexibility, and demonstrate a commitment to the Coordinated Community Plan? Please describe any concerns or excitements you have. Describe any past experiences with adapting in similar ways.

3. When reviewing your application we noticed _____. Please tell us more about your vision and experience with this.

4. How does your agency handle grievances? Please describe how you have handled past grievances and the tools/strategies you use.
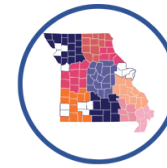
5. Are you willing to shake things up and do things differently? Tell us about a time when your agency got creative to meet the needs of YYAs and/or tell us about a time you wish you would/could have gotten more creative.

6. Tell us about your key partners in ending youth homelessness. Describe how you have cultivated authentic buy-in with those partners and what their role in your proposed project is.

7. How will your project work to establish a sense of normalcy for YYA in the project?

8. Tell us about a time your agency has supported marginalized groups.

9. Say you have a client and they feel unsafe in an emergency housing setting, but that is the easiest solution to house them safely, what do you do?

10. What is your agency currently doing to assist clients in the loss of coping strategies and changes in safety/support systems? Will any of your current practices change if awarded YHDP funding?

11. How many staff have moved on from your agency this year? Tell us broadly [no identifying information] about their previous roles and reasons they are no longer with you. Describe your current staff retention strategies.
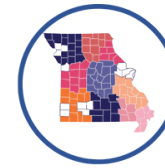
Appendix F - Scoring Tool

The following tool will be used to score all sections of the YHDP RFP. For more information about the YHDP applicant selection process review *RFP Part 6 - Selection Process*.

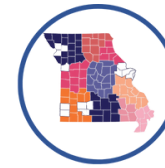| Criteria	1 point (Poor)	2 points (Fair)	3 points (Average)	4 points (Good)	5 points (Excellent)	Reviewer Comments
Narrative Responses						
1. Interest	The proposal demonstrates a limited understanding of YHDP principles and lacks a compelling reason for working with YYA. The plan is vague and lacks innovative strategies.	The proposal demonstrates a moderate understanding of YHDP principles and provides a decent level of detail. There are some innovative strategies but room for improvement.	The proposal demonstrates a comprehensive understanding of YHDP principles and convincingly aligns values with the desire to work with YYA. The plan is highly descriptive, and innovative strategies are well-thought- out and groundbreaking.			
2. Special Populations	The proposal lacks understanding of strength-based frameworks and systemic barriers faced by the youth population. There is little emphasis on youth needs and comfort.	The proposal shows some understanding of strength-based frameworks and systemic barriers but lacks depth. It provides limited attention to youth needs and comfort.	The proposal demonstrates a moderate understanding of strength-based frameworks and systemic barriers. It acknowledges the importance of youth needs and comfort but	The proposal showcases a strong understanding of strength-based frameworks and systemic barriers. It prioritizes youth needs and comfort, showing a well-rounded approach.	The proposal demonstrates an exceptional understanding of strength-based frameworks and systemic barriers. It excels in prioritizing youth needs and comfort, taking a	

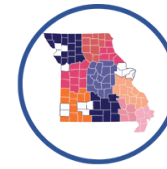|			lacks a well-rounded approach.		highly well-rounded approach.	
3. Equity	The proposal lacks understanding of specific issues faced by marginalized communities and does not address disparities adequately.	The proposal shows some understanding of specific issues faced by marginalized communities but lacks depth. It acknowledges disparities but does not offer comprehensive solutions.	The proposal demonstrates a moderate understanding of specific issues faced by marginalized communities. It acknowledges disparities and offers some targeted solutions.	The proposal showcases a strong understanding of specific issues faced by marginalized communities. It addresses disparities effectively with targeted and comprehensive solutions.	The proposal demonstrates an exceptional understanding of specific issues faced by marginalized communities. It offers groundbreaking solutions that effectively address disparities and promote equity.	
4. Supportive Services	The framework for supportive services is weak and lacks continuity of care. It does not meet the unique needs of YYA facing homelessness.	The proposal outlines a framework for supportive services, but it lacks depth and continuity of care. It provides limited solutions for unique needs.	The proposal presents a moderate framework for supportive services with some continuity of care. It partially meets the unique needs of YYA.	The proposal showcases a strong framework for supportive services with clear continuity of care. It effectively meets the unique needs of YYA.	The proposal presents an exceptional framework for supportive services with robust continuity of care. It goes above and beyond in meeting the unique needs of YYA, setting a high standard.	
5. Agency Experience and Capacity	The organization lacks a successful track record and innovation in starting projects. There is no evidence of youth voice amplification, and	The organization has limited success and innovation in starting projects. There are some efforts to amplify youth voice,	The organization demonstrates moderate success and innovation in starting projects. It shows some commitment to amplifying youth voice,	The organization has a strong track record of success and innovation in starting projects. It effectively amplifies youth voice, and	The organization excels in success, innovation, and amplification of youth voice. It has exemplary capacity management and sets high standards for	

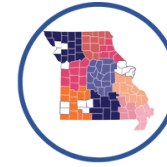|						
	capacity for handling young people is inadequate.	but capacity issues exist.	and capacity is adequate.	capacity is well-managed.	dynamic youth-focused work.	
6. Collaboration	The proposal lacks a clear understanding of YAB principles and fails to implement them effectively. Collaboration with community agencies is minimal.	The proposal shows some understanding of YAB principles but lacks depth in implementation. Collaboration with community agencies is limited.	The proposal demonstrates a moderate understanding of YAB principles and implements them adequately. Collaboration with community agencies is present but needs improvement.	The proposal effectively understands and implements YAB principles. Collaboration with community agencies is strong, with clear access to external services.	The proposal excels in understanding and implementing YAB principles. Collaboration with community agencies is exemplary, facilitating access to a wide range of external services.	
7. Project-Specific Narrative Response: TH-RRH	The agency does not provide a plan for removing barriers to housing or addressing landlord unwillingness to accept CoC assistance. The agency does not mention any formal partnership plans with RRH or TH component agencies or lacks clarity in its approach. The agency lacks a clear plan for responding to TH occupancy rule violations or ensuring	The agency mentions a plan but lacks depth or specificity in addressing barriers to housing or landlord unwillingness. The agency briefly mentions a partnership plan but lacks depth or clarity in ensuring project operation as required. The agency has a limited plan for responding to TH occupancy rule violations, but it lacks	The agency presents a moderate plan for removing barriers to housing, but it lacks a comprehensive approach to address landlord unwillingness. The agency presents a moderate plan for formal partnership but lacks clear details on how it will ensure project operation and collaboration between components. The agency presents a moderate plan for	The agency's plan for removing barriers to housing is strong, with a comprehensive approach to address landlord unwillingness and other barriers. The agency's plan for formal partnership is strong, with clear details on ensuring project operation, allowing YYA to access both components seamlessly. The agency's plan for responding to TH	The agency's plan for removing barriers to housing is exceptional, providing innovative strategies and comprehensive solutions for addressing landlord unwillingness and other barriers. The agency's plan for formal partnership is exceptional, providing a comprehensive approach to ensure project operation and flexibility for YYA to access both components.	

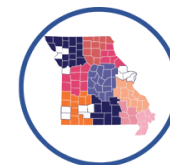|						
	compliance.	specificity or clear procedures.	responding to TH occupancy rule violations with some details on procedures.	occupancy rule violations is strong, with clear procedures and a focus on compliance.	The agency's plan for responding to TH occupancy rule violations is exceptional, providing comprehensive procedures and innovative strategies to ensure compliance.	
8. Project-Specific Narrative Response: Outreach	The agency lacks a clear description of the geographic area and communities of focus. The outreach strategy is absent or poorly articulated. The agency does not describe how it will track and evaluate outreach effectiveness or how the outreach team will identify and serve unsheltered YYA. The agency lacks a clear plan for ensuring the crisis response outreach team is set up to respond to crises. After-hours response,	The agency provides a limited description of the geographic area and communities of focus. The outreach strategy lacks depth or effectiveness. The agency briefly mentions tracking but lacks depth or specificity in describing the process. Identification of unsheltered YYA is unclear or incomplete. The agency briefly mentions crisis response but lacks depth or clarity in describing the setup. After-hours response, transportation	The agency presents a moderate description of the geographic area and communities of focus. The outreach strategy is somewhat effective but could be improved. The agency presents a moderate plan for tracking and evaluating outreach effectiveness with some details. Identification of unsheltered YYA is addressed but needs improvement. The agency presents a moderate plan for crisis response, with some details on setup. After-hours response,	The agency's description of the geographic area and communities of focus is strong, and the outreach strategy is effective in meeting the needs of the community. The agency's plan for tracking and evaluating outreach effectiveness is strong, with clear details and an effective approach to identifying unsheltered YYA. The agency's plan for crisis response is strong, with clear details on setup and	The agency's description of the geographic area and communities of focus is comprehensive and insightful, and the outreach strategy is highly effective and innovative. The agency's plan for tracking and evaluating outreach effectiveness is exceptional, providing innovative strategies and comprehensive methods for identifying and serving unsheltered YYA. The agency's plan for crisis response is	

	transportation services, and linkages/partnerships are not mentioned.	services, and linkages/partnerships are not addressed adequately.	transportation services, and linkages/partnerships are mentioned but need further development.	after-hours response. Transportation services and linkages/partnerships are addressed effectively.	exceptional, providing comprehensive details on setup, after-hours response, transportation services, and strong linkages/partnerships for crisis intervention.	
Interview Questions	**1 point (Met partial criteria)**	**2 points (fully met criteria)**	*3 - Not applicable*	**4 points (demonstrated excellence)**	
9. Interview Threshold 1 Attending the interview at the scheduled time and date		Attended the interview at the scheduled time and date.			
10. Interview Threshold 2 Required attendees present for the interview	One of the required attendees was present for the interview.	Required attendees were present for the interview.			
11. Interview Threshold 3 Demonstrating a preparedness for the interview	Demonstrated some preparedness for the interview.	Well-prepared for the interview.			

		1 point	2 points	3 points	4 points	5 points
12. Interview Threshold 4 Completeness and well-rounded responses					4 Gave complete, well-rounded responses to each interview question	
Bonus Points		**1 point**	**2 points**	**3 points**	**4 points**	**5 points**
Geography	**Source Information**					
Applicants who will serve more than one region; willingness to stretch	**RFP Application**	**2 regions**	**4 regions**	**6 regions**	**8 regions**	**Full BoS Coverage**
Agencies that demonstrate they can effectively serve an entire region	**Narrative responses question(s) in section 5**		**Demonstrated they can effectively serve an entire region**			
Agencies that will stretch to provide services in service deserts	**RFP Application and CCP service desert map (page 15)**		**Willing to stretch to provide services in service deserts**			
Project-Specific	**Source Information**					
TH-RRH. TH or RRH being offered with a formalized partnership plan to ensure the project will operate as	**Narrative responses question 7.iii**	Have a partnership plan.	Have established partners and an agreed upon plan.			Attached a formal agreement during submission
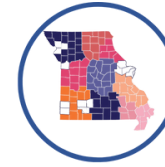
|					
required *[i.e. any YYA that wants to go directly to RRH may do so, any YYA that wants to utilize both components may do so]* OR **TH and RRH** being offered by the same agency					
Total Narrative Responses Points Possible					**38 points**
Total Interview Points Possible					**10 points**
Total Bonus Points Possible					**12 points**
Max Total Points Possible					**60 points**

Appendix G - Budget Worksheet

The budget worksheet is available here.

This is a space for you to provide **expected costs**. If you are selected as a subrecipient, you can move things around within categories later. You could move funds within supportive services or rental assistance, but not between those categories. For example, you can move rental assistance funds from a 2 bedroom in Cape Girardeau to a 1 bedroom in Scott, if that is where the need is. Another example, would be moving supportive services funds from child care to life skills, if that is where there is need. All changes should be requested and reported for transparency.

An example of what a completed budget worksheet could look like is provided here.
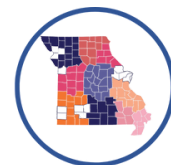
Appendix H - Grievance Forms
Applicant Grievance Form

Applicant Organization:_____

Applicant Representative:_____Job Title:_____

Organization Address:_____

Organization Phone Number:_____

_____

The agency has discussed this complaint with the Lead Agency and received the written response on (date)_____.
Because this response is unacceptable to the agency, the agency wishes to file a formal complaint.

Nature of grievance. Explain how the organization's complaint including names and dates. (Use additional pages and include any supporting documentation if needed.)

An acceptable solution to our agency's grievance is:

I understand that if the agency wishes to further appeal its complaint, the agency will have twenty four (24) hours from time of response to submit a grievance form to the next level of appeal.

_____   _____

Date   Signature
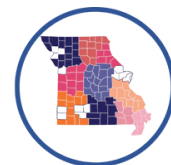
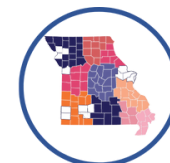# Grievance Workgroup Response

Applicant Organization:_____

Applicant Representative:_____

The Mo BoS CoC Grievance Workgroup Response to Applicant Organization's Complaint:

Grievances not appealed in a timely manner will be considered settled at the previous level.

_____   _____
Date   Signature

Appendix I - Change Log

The YHDP RFP change log tracks all changes to the RFP after the RFP is published. No changes to the RFP are anticipated however the YHDP is new to the CoC and the CoC recognizes the need for flexibility. Any adjustments needed to the RFP after being published publicly require considerable time and effort. All changes to the RFP will be carefully considered and cannot occur without approval from both the CoC Youth Action Board (YAB) and CoC Board of Directors approval. Any changes to the RFP will be communicated CoC-wide and documented in the YHDP RF Change Log and appropriate record keeping documents.

- RFP Published CoC wide on 10.09.2023 no changes to the RFP as of this date.