The Young Adult Action Board (YAAB)
of Chattanooga/ Southeast TN CoC (TN-500)

CR·HC
Chattanooga Regional
Homeless Coalition

Request for Proposals

Released May 3rd, 2022

The Young Adult Action Board (YAAB) and Chattanooga Regional Homeless Coalition of Chattanooga/ Southeast TN CoC (TN-500) are **accepting** applications for the Chattanooga/Southeast TN CoC (TN-500) Youth Homelessness Demonstration Program (YHDP).

Applications will be accepted for four different project types:

1. Transitional Housing to Rapid Re-Housing Program
2. Centralized Diversion Fund
3. Youth and Young Adult Coordinated Entry Program
4. Youth and Young Adult Navigation

Funding for this effort comes from the U.S. Department of Housing and Urban Development (HUD); renewal funding for selected projects will be available through the Chattanooga/ Southeast TN CoC (TN-500) application renewal, ranking and review process.

Application Deadline and Submittal Instructions:

Please submit your completed application *via* email to both:
April Wilson, Mike Smith, and the Young Adult Action Board (YAAB) at
admw13@yahoo.com
msmith@homelesscoalition.org
YAABChattanooga@homelesscoalition.org

- *Please include "YHDP Project Application" in the title of your email*
- *If you have questions regarding this process, please email Mike Smith and YAAB Chair using the emails provided above.*
- *Completed applications should be emailed to both Mike Smith and the YAAB utilizing one email as the CoC and YAAB will need to approve all project applications at the time of submission to HUD.*
- *****NOTE: The CoC, in accordance with the conflict of interest policy, **will not** be involved in the Rank and Review Process*

For additional YHDP information, https://www.homelesscoalition.org/resources/
Responses are due on May 27th, 2022 at 5:00 PM EST.
Late submissions will not be accepted.

Introduction

Vision Statement

Our vision in the Southeast TN-500 region is that every youth and young adult has access to safe and stable housing. We understand that housing is essential but never enough. With this, we envision a human-centered system where every youth and young adult feels acknowledged. A response system where resources and services are appropriate to each person's unique identity and needs and are available in a timely manner. We will honor the expertise of those with lived expertise as we create conditions where youth and young adults can thrive and build a stable foundation for their future.

Background

On May 24, 2021 HUD released the Notice of Funding Opportunity for rounds 4 and 5 of YHDP funding. The YAAB, CoC Lead agency, and a core group of YYA Committee members began convening regularly to work on the local application. The YAAB worked tirelessly to address each question thoroughly and thoughtfully. As a result, the application was completed well in advance of the deadline and submitted for funding. This was the first time the local community had applied for YHDP selection.

In September of 2021, TN-500 was notified we had been selected as a Youth Homelessness Demonstration Program community on our first attempt and the award amount was $2,300,000! The YAAB and a core planning group began meeting with HUD designated Technical Assistance coaches to begin the development of a Coordinated Community Plan (CCP).

This document guides the implementation of the YHDP funding for the Southeast TN CoC (TN-500) Region. The four project types in this RFP were identified as community needs during the planning process.
1. Transitional Housing to Rapid Re-Housing Program
2. Centralized Diversion Fund
3. Youth and Young Adult Coordinated Entry Program
4. Youth and Young Adult Navigation

Eligibility

Eligible applicants for YHDP project funding are nonprofit organizations, individuals residing within the TN-500 regions or surrounding areas, and State and Local governments. For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds.

If an applicant is applying for multiple project types, each application must be submitted separately.

Project Types

Project Name	Project Type	1 Year amount Amount	2 year amount
Youth Navigation	SSO	$297,000	$594,000
Youth Coordinated Entry	SSO	$33,000	$66,000
Centralized Diversion Fund	SSO (RRH if including RA)	$90,200	$180,400
Transitional Housing/Rapid Rehousing	TH/RRH	$647,550	$1,295,100
	Total	**$1,067,750**	**$2,135,501.59**

The Coordinated Community Plan proposes the following four project types for funding using HUD's YHDP funds. For more details about each category, refer to Section 8 "Southeast TN's YHDP Projects" (page 64-75) in the CCP.

Joint Transitional/Rapid Re-Housing (TH-RRH)

Project 1: Joint Transitional Housing - Rapid Re-Housing (YHDP Funded)	
Program Summary	One project that offers both transitional housing and rapid re-housing for up to 24 months, providing short term emergency housing with a transition to permanent housing. Additional Context/Narrative: ● Preserves PSH for those with the most intensive service needs ● Reinforces that YYA are capable of independence, just need the right level of housing and support ● Opportunity to develop both crisis response and housing interventions in rural areas ● Supports a more streamlined approach to services (rather than jumping from agency to agency, program to program) ● Tailored, flexible and consistent support in crisis transitional housing, promotes success in RRH ● Crisis housing (TH) component may be congregate or scattered site model (could use a master lease)
Target population	Young Adults ages 18-24.
HUD Homeless Definition	Category 1,2 and 4

HUD CoC Project Type	Joint TH-RRH
Timeframe	12-24 months assistance, but up to 36 months (using flexibilities) total between both the TH and RRH components. Assistance would be receptive to individual needs, using a progressive engagement approach.
Use of YHDP Flexibilities? *See Appendix A for options*	● C.1.b.1 - 'May provide up to 36 months of RRH rental assistance'
Services	Service Components: ● Peer Specialists ● Case management – Caseload maximum 15; on call case management ● Crisis emergency housing ● Permanent housing assistance (RRH) ● Housing search and placement; positive landlord outreach and engagement ● Financial assistance: Rental, utility, move in fees/deposits ● Connections to health, mental health, transportation, education and employment. ● Access to and information about mainstream resources. ● Access to services to meet basic needs. ● Family reconciliation services. Service Approach: ● Progressive engagement; tailored, flexible, and consistent ● All staff trained in crisis response ● Positive youth development with trauma informed employees. ● Youth involvement and leadership opportunities. ● No preconditions to enrollment. ● Strengthen positive connections with family, friends, and community support. ● Youth centered, youth choice ● Expectation for transitional housing to also handle and address crisis situations like mental health or domestic violence (not necessarily within transitional housing but by supporting access to trained community partners)

Outputs/Outcome Measures	- Increase # of youth obtaining stable housing; successful housing retention - Education and employment - Increased income (cash or non cash) - Social-emotional well being: Empowerment and healing, permanent connections - Increase # of youth in stable housing for 12 months or more - Decrease # of youth returning to homelessness after 12 months - Prevents chronic homelessness
Innovation Opportunities	- Progressive engagement focus and approach - Strengthening connections with a youth's support network (i.e. family and friends), providing new support with peer navigator and case manager. - Increasing awareness and access to community resources.
Requirements	- HMIS participation - Coordinated Entry participation - Case Conferencing Participation - Minimum salary cost per full time employee is $60,000, this amount includes fringe benefits.
2-year YHDP Budget	**$1,295,100**

Project 2: Centralized Diversion Fund (YHDP Funded)

Project Summary	Creative problem-solving conversations paired with flexible financial assistance to support connections to safe and stable housing outside of the homeless system when possible.
	Additional context/narrative:
	● The YHDP project will:
	    ○ Establish a centralized pool of funds for supporting the financial costs that may be associated with housing solutions through Diversion conversations
	    ○ Provide administrative funding to support an organization selected to administer the centralized funding pool (local RFP process will identify the organization to administer the funds)
	    ○ Support system-wide training on Diversion and Housing Problem Solving techniques, including housing first (naming that financial assistance is not always needed)
	    ○ Develop a system for monitoring, tracking, and providing payment for YHDP program participants
	    ○ Actively participates in weekly case conferencing with other YHDP programs
	    ○ Works in collaboration with other YHDP funded programs and YYA serving organizations
	● The centralized fund will be available to all partners engaging with young adults experiencing a housing crisis (outreach teams, youth navigators, coordinated entry assessors/access points, school liaisons, drop-in centers, etc)
	● Preserves more intensive resources (PSH, RRH, Joint TH-RRH) for those with no other options.

Target population	Young Adults ages 18-24.
HUD Homeless Definition	Categories 1, 2, and 4
HUD CoC Project Type	Support Service Only (SSO) or PH- Rapid Re-Housing (PH-RRH)
Timeframe	Less than 30 days, average $ assistance of $1,500
Use of YHDP Flexibilities?	None are being requested

See Appendix A for options	
Services	Service Components: ● Flexible financial support (including transportation to other cities/states when a stable options exists outside of the geography of the CoC) ● Landlord mitigation funding ● Training (housing first, housing problem solving, and access to diversion fund) ● Administrative funds for Lead Diversion Fund organization Service Approach: ● Creative housing problem-solving and active listening ● Diverse staffing, representing the population served. ● Bi-lingual staff ● Equity-focused ● Progressive engagement ● Youth-centered ● Mediator training skills ● Trauma-informed ● First point of engagement, and ongoing as needed ● targeted universalism - opportunity to add capacity in locations serving YYA who experience highest rates of homelessness (LGBTQ2+/BIPOC) ● Relationship-centered/Customer service approach ● Light touch ● No barrier ● Housing Problem solving approach
Outputs/Outcome Measures	● Increase # of youth obtaining stable housing; successful housing retention ● Reduce the length of time homeless (from first point of engagement to stable housing) ● Reduce the number of YYA who become homeless (first time homeless, decrease inflow) ● Education and employment ● Increased income (cash or non-cash) ● Social-emotional wellbeing: Empowerment and healing, permanent connections ● Increase # of youth in stable housing for 12 months or more

	● Decrease # of youth returning to homelessness after 12 months
Innovation Opportunities	None being requested
Requirements	● HMIS ● Coordinated Entry participation ● Case Conferencing Participation ● Minimum salary cost per full time employee is $60,000, this amount includes fringe benefits.
2-year YHDP Budget	● Assume average amount of assistance per HH ~$1,500 **$180,400**

Project 3: YYA Specific Coordinated Entry (YHDP Funded)

Project Summary	Youth-dedicated staff within the Coordinated Entry Management/ Operations team. Additional Context/Narrative: • Responsible for ensuring coordinated entry (the entry point to housing and services in the region) is accessible to young adults experiencing a housing crisis. Will work with community partners to adapt access points to improve access for LGBTQIA2+ young adults • Coordinates with providers of youth and young adult housing and services, including all YHDP-funded projects to support streamlined access to resources and consistency in approach regardless of where individuals first engage in services. • Participates in Young Adult Case Conferencing and leads the development of a young adult By Name List
Target population	Young Adults ages 18-24.
HUD Homeless Definition	Categories 1, 2, and 4
HUD CoC Project Type	Support Service Only- Coordinated Entry (SSO-CE)
Timeframe	Until move in date is recorded in HMIS or Comparable database, project will be in operation for entirety of YHDP efforts
Use of YHDP Flexibilities? *See Appendix A for options*	None are being requested

Services	Service Components: ● Youth-dedicated Coordinated Entry staff person (.5 FTE) ● Explicit coordination with Youth Navigation and centralized Diversion fund (both YHDP-funded projects) ● Train community partners in use of Coordinated Entry and assessment Service Approach: ● Person-centered and trauma-informed ● Trained in crisis response, housing first, and housing problem solving ● Centers youth choice in all aspects of Coordinated Entry policy and procedure ● Adopt explicit strategies to ensure access to housing and services for LGBTQIA2+ and Pregnant and Parenting young adults (among which Black mothers have been significantly overrepresented). ● Lead the effort to replace the TAY-SPDAT for a more equitable assessment tool/process
Outputs/Outcome Measures	● Creation of a YYA specific By Name List ● Prioritization of most vulnerable YYA for housing offers
Innovation Opportunities	None are being requested
Requirements	● HMIS Participation ● Case Conferencing Participation ● Minimum salary cost per full time employee is $60,000, this amount includes fringe benefits.
2-year YHDP Budget	**$66,000**

Project 4: YYA Navigation (YHDP Funded)

Project Summary	Youth Navigators provide direct support to youth in crisis as they navigate and engage with the coordinated entry system. Additional Context/Narrative: ● Young adults have reported feeling lost and frustrated when trying to connect to needed housing and services. Youth Navigators will work to provide consistency and clarity in service delivery and one clear point of contact to support them along the way, regardless of what other service options they are connected to. ● Navigators will work in coordination with the Youth Coordinated Entry Staff and will have access to flexible financial assistance through the centralized Diversion fund (also a YHDP project) ● Navigators will be an advocate for each individual ● Establish long-term connections to minimize harm/trauma ● Will connect to Young Adults through case conferencing and coordination with outreach and CE access points ● Acts as liaison to any/all other service providers that YA may be connected w/ (CE staff, diversion, outreach, housing programs, etc)
Target population	Young Adults ages 18-24.
HUD Homeless Definition	Categories 1,2,and 4
HUD CoC Project Type	Support Service Only (SSO)
Timeframe	Ongoing
Use of YHDP Flexibilities? See *Appendix A* for *options*	None are being applied.

Services	Service Components:
	   • Peer Navigators
	   • Conducts Coordinated Entry Assessments
	   • Access to flexible funding through the centralized Diversion fund
	Service Approach:
	   • CYAPSS Training for Navigators
	   • Person-centered and trauma-informed
	   • Trained in Housing First and Housing Problem-solving techniques
	   • Manageable caseloads
	   • Diverse, bilingual staff

Outputs/Outcome Measures	Increase # of youth obtaining stable housing; successful housing retention Reduce the length of time homeless (from first point of engagement to stable housing) Education and employment Increased income (cash or non-cash) Social-emotional well being: Empowerment and healing, permanent connections Increase # of youth in stable housing for 12 months or more Decrease # of youth returning to homelessness after 12 months
Innovation Opportunities	None are being applied.
Requirements	• HMIS participation • Coordinated Entry participation • Case Conferencing Participation • Minimum salary cost per full time employee is $60,000, this amount includes fringe benefits.
2-year YHDP Budget	$594,000

The Rank and Review Process

The Young Adult Action Board (YAAB) of Chattanooga/ Southeast TN CoC (TN-500) wants to ensure a fair, transparent and equitable selection process for YHDP funding. Points will be assigned to proposed projects in accordance with scoring created by the YHDP Rank and Review Committee. The YHDP Rank and Review Committee is composed of YAAB members, selected members from the YHDP Core Planning Team, and YAAB requested members of the community. *No person with a real or perceived personal or organizational conflict of interest shall participate in the interviewing or scoring of YHDP project applications from their own region. CoC program Interim rule §578.95 (Conflicts of interest) applies to this competitive procurement process for housing and services.*

Information provided by applicants in response to this RFP will be used for scoring. The YHDP Rank and Review Committee identified all 11 counties served by the Chattanooga/ Southeast TN CoC (TN-500) as areas with high youth and young adult housing and service needs. Those counties are: Bledsoe, Bradley , Franklin, Grundy, Hamilton, Marion, McMinn, Meigs, Polk, Rhea and Sequatchie. The YHDP Core Team has dedicated **$2,135,501.59** over the course of 2 years to projects serving YYA in those counties. All applicants must be able to document the project has secured the minimum 25% HUD-required match (except for leasing budget line items).

Each application will be given a preliminary score based on the criteria identified in this RFP. Within two weeks of the submission deadline, the YHDP Rank and Review Committee will schedule hybrid interviews (in-person and/or virtual) with all applicants. Following the submission of the RFP, agencies should plan to be available to meet with the YHDP Rank and Review Committee on Saturday, June 4th, 2022 between the hours of 9:00am and 5:00pm for individual interviews. *Note: this process is driven by the Young Adult Action Board; therefore, Saturday interviews are the only options to meet with the YHDP Rank and Review Committee. Reasonable considerations may be offered for agencies requesting virtual interviews.*

Interviews will consist of questions with the goal of learning more about each of the proposed projects with an emphasis on the questions in this RFP which will impact the overall project score. The YHDP Rank and Review Committee will then meet to discuss, review and finalize project rankings based on the project applications and interview responses. The YHDP Rank and Review Committee will then submit their recommendation for award to the Young Adult Action Board (YAAB). The YAAB will review the YHDP Rank and Review Committee Team's recommendations and vote to either adopt as presented or adjust the funding recommendations based on their discussion. Funding decisions will be made using the process outlined in the governance section of the CCP. The YAAB reserves the right to request that any agency increase or decrease partial or total budgets in the application to meet the needs of youth and young adults within TN-500. When considering this, the YAAB will take into consideration the applicant's capacity and ability. Requests of this nature will be communicated to the applicant.

Providers selected for YHDP funding will then work with the Chattanooga/ Southeast TN CoC (TN-500) Lead Agency, Chattanooga Regional Homeless Coalition (CRHC), to enter their project information into the HUD e-snaps online system. Mike Smith with CRHC will be available by appointment to assist the selected applicants during this time frame. All selected applications must be entered into e-snaps by 6/24/2022 by 5:00 Pm EST.

Projects not selected for funding will be notified in email the same day as the selection decision is made. Due to time constraints in funding the applicant will have **24 hours** to appeal the process in writing to admw13@yahoo.com, msmith@homelesscoalition.org, and YAAB@homelesscoalition.org. All applicants will be notified within **72 hours** of receipt of an appeal if it is granted and any direct impact that is made on overall funding decisions. In the event that reduction in award amounts results from an appeal, the CoC Lead and the YAAB will work directly with the affected applicants to adjust their applications accordingly.

***NOTE**: The CoC, in accordance with the conflict of interest policy, **will not** be involved in the Rank and Review Process*

Helpful Terminology

Abbreviation	Term	Definition
APR	Annual Performance Report	The project or project type report recipients of CoC homeless assistance grants submit through SAGE (HUD Exchange).
BIPOC	Black, Indigenous, and Persons of Color	Black can refer to dark-skinned peoples of Africa, Oceania, and Australia or their descendants without regard for the lightness or darkness of skin tone, and who were enslaved by white people. Indigenous, here, refers to ethnic groups native to the Americas, and who were killed en masse by white people. People of color is an umbrella term for non-white people, especially as they face racism and discrimination in a white dominant culture.
CE	Coordinated Entry	A project that administers the continuum's centralized or coordinated process to coordinate assessment and referral of individuals and families seeking housing or services, including use of a comprehensive and standardized assessment tool.
CCP	Coordinated Community Plan	A central requirement of the Youth Homelessness Demonstration Program (YHDP) is that each

		selected community develops a coordinated community plan (CCP) to prevent and end youth homelessness.
CoC	Continuum of Care	1. A program designed to promote community-wide commitment to the goal of ending homelessness; 2.Group organized to carry out the responsibilities required under 24 CFR 578; 3. A geographic region (CoC Interim Rule).
CQI	Continuous Quality Improvement	The systematic process of identifying, describing, and analyzing strengths and problems and then testing, implementing, learning from, and revising solutions. More simply, CQI can be described as an ongoing cycle of collecting data and using it to make decisions to gradually improve program processes.
DDC	Data Driven Culture	Making decisions based on numbers crunched and insights generated using data
DEI	Diversity, Equity, & Inclusion	Diversity has come to refer to the various characteristics that comprise a community, nation, or other grouping. These psychological, physical, and social characteristics, include but are not limited to race, ethnicity, nationality, religion, socioeconomic status, education, marital status, language, age, gender, sexual orientation, health, mental or physical ability, physical size, personality traits, learning differences, job, and function. It also includes different ideas, perspectives, and values. Equity is the guarantee of fair treatment, access, opportunity, and advancement while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. Equity takes into consideration the fact that the social identifiers (race, gender, socioeconomic status, etc.) do, in fact, affect

		equality. Inclusion is the practice of authentically bringing the many people and communities of various identities, races, ethnicities, backgrounds, abilities, cultures, and beliefs into processes, activities, and decision/policy making in a way that shares power. Inclusive environments are those in which any individual or group can be and feel welcomed, respected, supported, and valued as a fully participating member. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people.
DIC	Data Informed Culture	Using both feedback and expertise (both local and lived expertise) alongside data to inform decision-making
ES	Emergency Shelter	A project that offers temporary shelter (lodging) for the homeless in general or for specific populations of the homeless. Requirements and limitations may vary by program, and will be specified by the funder(HMISData Standards).
ESG	Emergency Solutions Grant	Funding source to assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness (HUDExchange).
e-snaps	The "e" stands for electronic	Electronic CoC Program Application and Grants Management System used by HUD's Office of Special Needs Assistance Programs (HUD Exchange).
HDX	HUD Data Exchange	Online tool designed to allow Continuums of Care to submit data to HUD. HIC, PIT and SPMs are reported through HDX 1.0. LSA data are reported through HDX 2.0 (HUD Exchange).
HIC	Housing Inventory Chart	Reports provide a snapshot of a CoC's inventory of housing conducted annually during the last ten days in January (HUD Exchange).
HMIS	Homeless Management Information System	A local information technology system used to collect client-level data and data on the provision

		of housing and services to homeless individuals and families and persons at risk of homelessness (HUD Exchange)
HP	Homeless Prevention	A project that offers services and/or financial assistance necessary to prevent a person from moving into an emergency shelter or place not meant for human habitation (HMIS Data Standards).
HUD	(U.S. Department of) Housing & Urban Development	The Federal agency responsible for national policy and programs that address America's housing needs, that improve and develop the Nation's communities, and enforce fair housing laws (HUD.gov).
IRB	Institutional Review Board	An institutional review board, also known as an independent ethics committee, ethical review board, or research ethics board, is a type of committee that applies research ethics by reviewing the methods proposed for research to ensure that they are ethical.
Latinx	Latinx	A person of Latin American origin or descent to support personal identity as gender-neutral or nonbinary.
LGBTQIA2+	Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual, Two-Spirit +	LGBTQIA+ is an acronym standing for lesbian, gay, bisexual, transgender, questioning/queer, intersex, and agender/asexual/ally. The plus is widely taken as a symbol to represent self-identifying members of the community who are not included in the LGBTQIA acronym. These terms are used to describe a person's sexual orientation or gender identity. LGBTQIA+ is seen as an inclusive and accepting way to refer to the queer community and those people who don't identify as heterosexual or cisgender.
LSA	Longitudinal Systems Analysis	Report, produced from a CoC's HMIS to provide HUD and CoCs with critical information about how people experiencing homelessness use their system of care (HUD Exchange).
OPH	Other Permanent Housing	Consists of HMIS project types: PH- Housing with

		Services (no disability required for entry) and PH-Housing Only, defined per the (HMISData Standards).
PIT	Point in Time	A count of sheltered and unsheltered people experiencing homelessness that HUD requires each Continuum of Care (CoC) nationwide to conduct in the last 10 days of January at least every other year (HUD Exchange).
PSH	Permanent Supportive Housing	A project that offers permanent housing and supportive services to assist homeless persons with a disability (individuals with disabilities or families in which one adult or child has a disability) to live independently (HMIS Data Standards).
PYD	Positive Youth Development	Positive youth development engages youth along with their families, communities, and/or governments so that youth are empowered to reach their full potential. PYD approaches build skills, assets, and competencies; foster healthy relationships; strengthen the environment; and transform systems
SAGE	SAGE (not an acronym)	HMIS Reporting Repository for APR and CAPER (HUD Exchange).
SO	Street Outreach	A project that offers services necessary to reach out to unsheltered homeless people, connect them with emergency shelter, housing, or critical services, and provide urgent, non- facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Only persons who are "street homeless" should be entered into a street outreach project. Projects that also serve persons other than "street homeless" must have two separate projects to be set up in HMIS, one 'Street Outreach' and the other 'Services Only' (HMIS Data Standards).
SPM	System Performance Measures	The operationalization of the selection criteria for HUD to use in awarding funding under the CoC.

		Communities use these measures to report their system level performance to HUD. (HUD Exchange)
Stella	Stella (not an acronym)	Believed to be a name chosen to represent the group of women responsible for the first iteration of the LSA data visualization system (HUD Exchange)
RRH	Rapid Rehousing	A permanent housing project that provides housing relocation and stabilization services and short- and/or medium term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing (HMIS Data Standards).
TH	Transitional Housing	A project that provides temporary lodging and is designed to facilitate the movement of homeless individuals and families into permanent housing within a specified period of time, but no longer than 24 months. Requirements and limitations may vary by program, and will be specified by the funder (HMIS Data Standards).
TH-RRH	Transitional Housing to Rapid Rehousing	A project type that combines the elements of both TH and RRH into one program. Participants may be enrolled in the project for up to 24 months.
UA	Unaccompanied Youth	Youth under 18 without a guardian or parent
YAAB	Young Adult Action Board	A group of at least 3 young adults with voting power on policy decisions of the CoC, particularly on policies that relate to preventing and ending youth homelessness.
YHDP	Youth Homelessness Demonstration Program	The Youth Homelessness Demonstration Program (YHDP) is an exciting new initiative designed to reduce the number of youth experiencing homelessness. The goal of the YHDP is to support selected communities, including rural, suburban, and urban areas across the United States, in the development and implementation of a coordinated community approach to preventing

		and ending youth homelessness.
YYA	Youth and Young Adults	Youth are defined as persons 17 years of age and under. Young Adults are defined as persons 18 to 25 years of age for YHDP purposes.

SE TN-500 YHDP Application Components

Please complete the following sections as outlined below.

Agency Information

Organization's legal name		
Primary Contact	**Name & Title**	
	Email	
	Phone	
Briefly provide an overview of your agency, including organizational mission and history.		
Project Type (select one)	☐	Diversion *(categorized as SSO)*
	☐	YYA Coordinated Entry *(categorized as SSO)*
	☐	YYA Transitional Housing to Rapid Re-Housing *(categorized as TH-RRH)*
	☐	YYA Navigation *(categorized as RRH)*
Proposed Project Operation Dates	Start	
	End	
Total amount requested:		

RFP Scoring Questions

All YHDP projects funded through this RFP are required to align project design and implementation with the guiding principles, goals, and objectives outlined in Southeast TN CCP. For more detailed information on the Guiding Principles, please refer to the Coordinated Community Plan.

Section	Question	Where does it come from?
Experience of applicant, sub-recipient(s) and other partners	Describe the experience of the applicant and potential sub-recipients (if any), has in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations. a. Describe why the applicant (& if applicable, sub-recipients) are the appropriate entities to receive funding.	HUD e-SNAPS application
Experience of applicant, sub-recipient(s) and other partners	Describe the experience of the applicant and potential sub-recipients (if any) in leveraging other Federal, State, local and private sector funds. Include experience with all Federal, State, local and private sector funds. If the applicant and sub-recipient have no experience leveraging other funds, include the phrase "no experience leveraging other Federal, State, local or private sector funds."	HUD e-SNAPS application
Experience of applicant, sub-recipient(s) and other partners	Describe your organization's financial management structure. Include how your organization has a functioning accounting system that is operated in accordance with generally accepted accounting principles or has designated a fiscal agent that will maintain a functioning account system. Include fiscal control and accounting procedures to assure proper dispersal of and accounting for federal funds in accordance with the requirements of 2 CFR part 200.	HUD e-SNAPS application
Experience of applicant, sub-recipient(s) and other partners	Are there any unresolved monitoring or audit findings for any HUD grants (including ESG operated by the applicant or potential sub-recipients (if any): ☐ YES ☐ NO	HUD e-SNAPS application
Experience of applicant, sub-recipient(s) and other partners	Describe your experience and potential subrecipients (if any) in providing housing and services to Black, Indigenous, People of Color (BIPOC) experiencing homelessness.	HUD e-SNAPS application
Experience of applicant, sub-recipient(s)	Provide concrete examples that illustrate your experience and expertise in each of the following: A. working with and addressing the Youth & Young Adults identified housing and/or supportive service needs; and	HUD e-SNAPS application

and other partners	B. developing and implementing relevant program systems and/or services; and C. identifying and securing matching funds from a variety of sources; and D. managing basic organization operations including financial accounting systems.	
Project Description	Provide a description that addresses the entire scope of the proposed project. **If applying for the project type of Joint TH/RRH,** the following questions should be answered separately to ensure equitable experience across all project types. The entire scope of the project(s), including: A. a clear picture of how Youth & Young Adults will be served, B. the plan for addressing the identified housing and supportive service needs, C. anticipated project outcome(s) D. coordination with other organizations (e.g. federal, state, nonprofit) E. how will the YHDP Program funding be used?	HUD e-SNAPS application
Project Description	Provide a description that addresses how this project will follow Positive Youth Development. Describe how YYA were used in the development of this project description specifically?	HUD e-SNAPS application
Project Description	Discuss how your agency currently uses trauma informed care strategies with clients? Provide a description that addresses how this project will follow Trauma Informed Care. This example should include the use of person-first language. How do you plan to align your TIC strategies with the USICH Guiding Principles as outlined in the TN-500 CCP, pg. 69.	HUD e-SNAPS application
Project Description	How does this project help the community meet the shared vision, goals and objectives of the coordinated community plan? TN-500 CCP	HUD e-SNAPS application
Project Description /Equity	Discuss your agency's understanding of equity? How does your agency currently uphold the value of equity in practice specific to clients, constituencies, and employees? How do you plan to address unconscious bias? How will you ensure that project outcomes are not race specific in targeting, and lead to inclusivity in the provision of services to the larger populace? What sub-populations, as outlined in the CCP, does your agency need better engagement with?	HUD e-SNAPS application

Project Description	All YHDP projects are required to be connected to the Coordinated Entry System. If you are not currently connected, do you understand that this is a requirement for all newly funded YHDP projects. ☐ YES ☐ NO	HUD e-SNAPS application
Housing First	Housing First is required for all CoC-funded projects. Will the project follow a "Housing First" model: ☐ YES ☐ NO	HUD e-SNAPS application
Housing First	Please describe how the project will follow Housing First with clients at entry and while enrolled.	HUD e-SNAPS application
Housing First	Will the project quickly move participants into permanent housing? ☐ YES ☐ NO	HUD e-SNAPS application
Housing First	Will the project enroll participants who have the following barriers? (*check all that apply: checking the box next to an item listed confirms that your project does not have the following barriers to entering the project*) ☐ having too little or little income ☐ active or history of substance use ☐ having a criminal record with exceptions for state-mandated restrictions ☐ history of victimization (e.g. DV, sexual assault, childhood abuse)	HUD e-SNAPS application
Housing First	Will the project prevent participants termination for the following reasons? (*check all that apply: checking the box next to an item listed confirms that your project does not terminate participants for the following reasons*) ☐ failure to participate in supportive services ☐ failure to make progress on a service plan ☐ loss of income or failure to improve income ☐ any other activity not covered in a lease agreement	HUD e-SNAPS application
Housing First	How will you ensure that services are directed and informed by the participant and not the program/staff?	YAAB/Local
Housing First	Please describe your grievance policy/procedures?	YAAB/Local
Housing First	Describe how you will address issues around mental health, addiction, resistance to services, lease violations, and other things that could jeopardize a participant's housing.	HUD e-SNAPS application
Housing First	Describe how you will cultivate landlord relationships, will help participants find housing, and will ensure participants can access available housing options within the community. This includes removing barriers.	HUD e-SNAPS application

Project Description	Will participants be required to live in a particular structure, unit or locality at some point during the period of participation: ☐ YES ☐ NO If yes, explain how and why the project will implement this requirement, the reason for the program design, and why this is necessary for providing supportive services:	HUD e-SNAPS application
Project Description	How will you ensure the project design reflects the needs and interests of youth and young adults? How have you in the past, and how will you in the future, gather feedback from program participants and improve program design/service delivery based on that feedback?	YAAB/Local
Project Description	What housing types are currently being used by your agency? If applying for the TH-RRH Project type please describe how the TH portion of the project will be implemented, i.e. Scattered site, Single Site?	YAAB/Local
Project Description	Will more than 16 persons live in one structure: ☐ YES ☐ NO If yes, describe the local market conditions that necessitate a project of this size. If yes, describe how the project participants will be integrated into the neighborhood.	HUD e-SNAPS application
Project Description	YHDP projects may choose to take advantage of the special YHDP activities and other options listed at I.C.1 of the YHDP NOFO Appendix A. Please review these flexibilities and use this template to describe which (if any) you would plan to utilize in implementing this project: https://docs.google.com/document/d/15SGUbiMMPTkJp0XwBRH3X0T9izOry8yZ/edit *Note: Be sure to account for any financial resources needed to implement the selected flexibilities when applicable and include in the budget template.* **Please make a separate copy or download the template for use.**	HUD e-SNAPS application
YHDP	Does this project carry out housing problem solving activities to divert or rapidly exit households from homelessness? ☐ YES ☐ NO *All projects should include this as a component. If no, please explain:	HUD e-SNAPS application

YHDP	Describe the intervention strategy to engage families and how community partnerships such as child welfare agencies, juvenile justice, schools, youth providers, and other community service and homeless providers are incorporated into the intervention strategy?	HUD e-SNAPS application
YHDP	Describe your agency's cross-sector relationships. What existing relationships with Juvenile Justice, local school systems, DCS and/or child welfare agencies, current homeless providers, child sex trafficking organizations does your agency current have? Briefly describe how your organization currently collaborates with those agencies? If your agency does not currently have these cross-sector relationships, describe how your agency will build those relationships.	YAAB/Local
YHDP	With YHDP funds, what services are provided to engage the family and YYA in housing problem solving, diversion, or rapid exit? ☐ Family counseling ☐ Conflict resolution ☐ Parenting supports ☐ Relative or kinship caregiver resources ☐ Targeted substance abuse and mental health treatment ☐ Housing Search Assistance ☐ Landlord-Tenant mediation ☐ Legal Services ☐ Utility or Security Deposits ☐ One time moving assistance ☐ Rental Application fees ☐ Utility or Rental Arrears ☐ Other* *If "other" was selected above, please explain the potential service:	HUD e-SNAPS application

YHDP	Identify the specific populations addressed in this project
	       ☐ Minors
	       ☐ Foster care/justice involved youth
	       ☐ LGBTQ+
	       ☐ Gender Non-Conforming
	       ☐ Victims of Sexual Trafficking
	       ☐ Other*
		HUD e-SNAPS application

	*If "other" was selected above, please explain:	
YAAB Involvement	How will the project continue to involve the Young Adult Action Board (YAAB) in the development and implementation of the YHDP project?	HUD e-SNAPS application
YAAB Involvement	Are you able to commit to ongoing YAAB Collaboration and YHDP-related committees and training? ☐ YES ☐ NO Discuss what steps you plan to take, beyond YHDP, to develop working relationships with the Young Adult Action Board (YAAB) locally?	YAAB/Local
Hiring/Staff	Defining professionalism and experience: How will you partner with YAAB on hiring/staffing this project? Describe intentions to recruit and/or hire certified peer support specialists when applicable for vacancies in these projects.	YAAB/Local
HIV/AIDS	Will your project offer any specialized services for youth living with HIV/AIDS? ☐ YES ☐ NO If yes, provide details of those services	HUD e-SNAPS application
Supportive Services	Describe how program participants will be assisted to obtain and remain in permanent housing?	HUD e-SNAPS application
Supportive Services	If YHDP funds were unavailable, what strategies would your agency *normally* employ to assist YYA in obtaining and/or remaining in permanent housing?	YAAB/Local
Supportive Services/Equity	Describe specific efforts to ensure targeted sub-populations like BIPOC, LGBTQIA+ and Youth with systems involvement, i.e child welfare or juvenile justice experiencing homelessness, will be connected to housing of their choice and supported in housing after the assistance has expired.	HUD e-SNAPS application
Supportive Services/Equity	Describe your agency's experience serving the sub-populations as outlined in the CCP and describe your agency's willingness and readiness to serve these populations. Is there a target sub-population that your agency would not be comfortable serving? ☐ YES ☐ NO If yes, please describe:	YAAB/Local
Supportive Services	Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.	HUD e-SNAPS application

Supportive Services	Briefly describe how your organization plans to implement cross -sector collaboration meetings?	YAAB/Local
Supportive Services	Describe the existing partners that your organization currently has an MOU agreement with? Please attach copies of those identified MOUs.	YAAB/Local
Supportive Services	How will the project allow young adults the ability to choose the providers and interventions that fit their needs?	HUD e-SNAPS application
Supportive Services	How will your agency work to engage with youth and young adults not ready to enter into YHDP programming?	YAAB/Local
Supportive Services	Identify whether the project will include the following activities: Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs ☐ YES ☐ NO *select "yes" if the project provides regular, or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, and jobs. Assistance may include bus passes, vehicles owned by the agency, etc.* At least annual follow-ups with participants to ensure mainstream benefits are received and renewed? ☐ YES ☐ NO *select "yes" if the project follows-up with participants annually to ensure they applied for mainstream benefits (e.g. TANF, food stamps, SSI) for which they are eligible, receiving the benefits, and renew benefits as required.* Do project participants have access to SSI/SSDI technical assistance provided by the applicant or partner agency? ☐ YES ☐ NO *select "yes" if participants have access to SSI/SSDI technical assistance. The assistance can be provided by the project applicant, a partner-agency (through a formal or informal relationship).* Has the staff person providing the technical assistance completed SOAR training in the past 24 months? ☐ YES ☐ NO *select "yes" if the staff person who provides SSI-SSDI technical assistance completed SOAR training, online or in person, the past 24 months. If more than 1 person provides technical assistance, only select "yes" if all the people have completed the training.*	HUD e-SNAPS application
Funding Request	Will it be feasible for the project to be under grant agreement by September 30, 2022? ☐ YES ☐ NO	HUD e-SNAPS application
Funding Request	Does this project propose to allocate funds according to an indirect cost rate? ☐ YES ☐ NO *if using an indirect cost allocation plan, please include the most recent approved plan as an attachment.*	HUD e-SNAPS application

	Select the costs for which funding is being requested. Indicate only those activities for which the applicant is requesting funding from HUD through the YHDP Program competition.	HUD e-SNAPS application
	☐ Leased Units 24 CFR 578.49 ☐ Leased Structures 24 CFR 578.49 ☐ Rental Assistance 24 CFR 578.51 ☐ Supportive services 24 CFR 578.53 ☐ Operating 24 CFR 578.55 ☐ HMIS 24 CFR 578.57 ☐ Administration	
Budgets	Please use the applicable budget sheet in the shared google drive. Download, complete, print and include as an attachment to this application. Budget examples can be found here: https://drive.google.com/drive/folders/1jU08cUFqm3LuULBKFWCDDZX3P5rPRppg?usp=sharing **Please make a separate copy or download each listed applicable budget. If you enter information in the budget examples inside the shared drive then all other applicants will see your entries.**	YAAB/Local

Match Funding	Match contributions can be cash, in-kind, or a combination of both. Match must be no less than 25% of the total request (including administrative costs, not including leasing costs). See 24 CFR 578.73 for CoC Program match requirements.
	
	Example: The total amount of CoC funding requested is $100,000. Then the applicant must match funds no less than $25,000.
	
	In the table below, identify the type of commitment, source, and amount.
	
	● **Type of Commitment** = Indicate cash or in-kind (non-cash) in the column.
	  o This indicates the type of contribution that describes this match commitment. Examples of in-kind can include the value of any real property, equipment, or services contributed to this project that are eligible costs under the CoC Program.
	
	● **Source** = Indicate private or government in the column.
	  o Private means that the match will be provided by a non-governmental entity
	  o Government means that the match will be provided by a government entity so long as the government funds do not prohibit their use as match for another federal program
	
	● **Name of the Source** = Write the name of the organization providing the contribution. Be specific and include the office or grant program if applicable.
		HUD e-SNAPS application

	● **Amount of Commitment** = Enter the total dollar value of the contribution.	
Leveraging	Applicants are encouraged to leverage additional resources outside of the match requirement of 25% . Ability to leverage additional resources (cash or in-kind) will be considered in the application rating and review process.	YAAB/Local

Scoring will be based on the following areas:

Agency Capacity and Experience
Project Design
Authentic Youth Collaboration
Implementation of Housing First/Services
Proposed Budget
In-Person Interview

***NOTE**: The CoC, in accordance with the conflict of interest policy, **will not** be involved in the Rank and Review Process*

RFP Timeline

RFP Released	May 3rd, 2022
FAQs Posted	Throughout the RFP Submission Period. Check the CRHC Website for updates. FAQs will be posted under the resource tab and updated regularly.
RFP Applications Due	May 27th, 2022, 5:00pm EST
Applicant Interviews	June 11th, 2022 from 9am until 5pm *Agency POC will receive a formal invitation with the location and time of the interview*

Project Ranking	June 15th, 2022
Recommendations from YHDP Rank and Review Committee/Final Approval by YAAB	June 10th, 2022 by 5:00pm EST
YHDP Awards Announced	June 17th, 2022 by 10:00 pm EST
Project Submittal Office Hours	CRHC in collaboration with the YAAB and ICF partners will be available to review project applications and provide technical assistance prior to and during application submission. For more information, contact Mike Smith and YAAB Chair: msmith@homelesscoalition.org YAABChattanooga@homelesscoalition.org
Projects Submissions due in E-snaps (No Later Than)	June 24, 2022 by 5:00pm EST
Anticipated Timeline for Signed Grant Agreements/Project Implementation	September 30th, 2022