



**U.S. Department of Housing and Urban Development**

Community Planning and Development

Youth Homelessness Demonstration Program

FR-6200-N-35

Application Due Date: 05/14/2019

Youth Homelessness Demonstration Program  
FR-6200-N-35  
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## U.S. Department of Housing and Urban Development

<b>Program Office:</b>	Community Planning and Development
<b>Funding Opportunity Title:</b>	Youth Homelessness Demonstration Program
<b>Announcement Type:</b>	Initial
<b>Funding Opportunity Number:</b>	FR-6200-N-35
<b>Primary CFDA Number:</b>	14.276
<b>Due Date for Applications:</b>	<b>05/14/2019</b>

### Overview

Prospective applicants should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

HUD is prohibited from disclosing 1) information regarding any applicant's relative standing, 2) the amount of assistance requested by an applicant, and 3) any information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

**For Further Information Regarding this NOFA:** Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the office contact identified in Section VII.

OMB Approval Number(s): 2506-0210

### Paperwork Reduction Act.

## I. Funding Opportunity Description.

### A. Program Description.

#### 1. Purpose.

##### Purpose and Summary.

The goal of the Youth Homelessness Demonstration Program (YHDP) is to support up to 25 communities, at least 8 of which will be rural, in the development and implementation of a coordinated community approach to preventing and ending youth homelessness, and sharing that experience with and mobilizing communities around the country toward the same end. The population to be served by this demonstration program is youth experiencing homelessness, including unaccompanied and pregnant or parenting youth, where no member of the household is older than 24. The demonstration has five primary objectives:

- **Build national momentum.** Motivate state and local homelessness stakeholders across the country to prevent and end youth homelessness by forming new partnerships,

addressing system barriers, conducting needs assessments, testing promising strategies, and evaluating their outcomes;

- ***Evaluate the coordinated community approach.*** Evaluate coordinated community approaches to preventing and ending youth homelessness, including local and state partnerships across sectors and other planning operations;
- ***Expand capacity.*** Demonstration communities will expand their capacity to serve homeless youth, pilot new models of assistance, and determine what array of interventions is necessary to serve the target population in their community
- ***Evaluate performance measures.*** Evaluate the use of performance measurement strategies designed to better measure youth outcomes and the connection between youth program outcomes and youth performance measures on overall system performance for the Continuum of Care (CoC);
- ***Establish a framework for federal program and TA collaboration.*** Determine the most effective way for federal resources to interact within a state or local system to support a coordinated community approach to preventing and ending youth homelessness.

To meet these objectives, the YHDP uses the funding made available on March 23, 2018 through the Consolidated Appropriations Act, 2018 (Public Law 115-141). This act appropriated \$75 million to HUD "to implement projects to demonstrate how a comprehensive approach to serving homeless youth, age 24 and under, in up to 25 communities, including at least eight communities with substantial rural populations, can dramatically reduce youth homelessness."

This NOFA is for the selection of the communities and to alert each community of the amount of money available to them through the YHDP. The CoC's Collaborative Applicant is responsible for submitting the application for this NOFA.

This NOFA establishes the process and requirements for the selection of the communities and alerts each community of the maximum amount of funding available to them through the YHDP. The CoC's Collaborative Applicant is responsible for submitting the application for each community under this NOFA, and once HUD selects the communities, project applicants within the selected communities will be able to apply for project funding. Recipients of funding under this NOFA will be required to follow the requirements in this NOFA (including Appendix A) and all CoC Program requirements, except the requirements HUD waives as provided in Appendix.

HUD plans to support the community process described by this NOFA, including the community application process and technical assistance. HUD will publish guidebooks, case studies, templates, and other technical assistance delivery vehicles throughout the duration of the demonstration and will also provide direct technical assistance to the selected communities at the conclusion of this competition according to the process described in this NOFA. HUD will assign dedicated teams of technical assistance providers to assist selected communities in analyzing community strengths and needs, developing a coordinated community plan, implementing the plan, and then engaging in a process of continuous quality improvement.

HUD will share outcomes and make resources publicly available as quickly as possible to accelerate efforts to prevent and end youth homelessness nationally. In addition, HUD, and to

the extent possible, its federal partners, will work to accelerate HUD's learning related to youth and the concepts of:

- Housing First,
- Assessment and prioritization;
- Coordinated entry;
- Risk and protective factors for youth homelessness;
- Diversion from child welfare and systems of justice;
- Success in education and employment;
- Serving victims of violence, including trafficking;
- LGBTQ youth, youth under the age of 18, and pregnant and parenting teens; and
- System performance measures

HUD recognizes that there are promising strategies concerning these concepts but limited evidence to support replication of best practices. Given the importance of advancing our understanding in this topic area, HUD is very interested in communities that will commit to focusing attention on these issues.

After the application submission deadline, HUD will take several months to assess the applications and select communities. To determine the amount of funding a selected community will be eligible to receive, HUD will use the following factors:

- Number of people age 12-24 who are in poverty in the geographic area (# of youth in poverty);<sup>[1]</sup>
- The 2 bedroom Fair Market Rent (FMR) in the geographic area, and if there is more than one FMR for the geographic area, HUD will calculate a population weighted average (FMR).

HUD will allocate funds according to the steps outlined in section II.C.

Once HUD announces the selected communities, the following timeline will apply:

Selected communities will have 4 months to submit a coordinated community plan, and up to 4 additional months to address comments from HUD.

During plan development, Collaborative Applicants or their designee may apply for planning projects to support the selected community's planning efforts. After the coordinated community plan is approved, applicants may apply for projects up to the total amount made available to the community under the YHDP. Communities will be expected to fully participate in any evaluation activities conducted by HUD beginning no earlier than the announcement of community selection.

[1] Using data from the American Community Survey and the poverty definition outlined by the Office of Management and Budget in Statistical Policy Directive 14

## **2. Changes from Previous NOFA.**

The FY 2018 YHDP NOFA has been updated from the FY 2017 NOFA in a number of ways. HUD updated the number of communities selected, including rural communities, and the amount of available funds to reflect the FY 2018 appropriations. Additionally, HUD updated the definition of rural to reflect an area that is more rural than suburban or urban, whereas the previous NOFA looked only at the distinction between urban and rural. HUD updated the award formula to take high cost markets into consideration. Furthermore, HUD updated rating criteria for clarity and to emphasize youth voice and leadership in the YHDP.

### **3. Definitions.**

#### **a. Standard Definitions**

**Affirmatively Furthering Fair Housing (AFFH) Regulations.** Statutory obligation to affirmatively further the purposes and policies of the Fair Housing Act and guidance promulgated thereunder.

**Assurances.** By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements.

**Authorized Organization Representative (AOR)** is the person authorized to submit applications on behalf of the organization via Grants.gov. The AOR is authorized by the E-Biz point of contact in the System for Award Management. The AOR is listed in item 21 on the SF-424.

**Award**, as used in this NOFA means a federal grant OR cooperative agreement as specified in Section II.E (Type of Funding Instrument).

**Catalog of Federal Domestic Assistance (CFDA)** is a directory of the various Federal listings, projects, services and activities offering financial and non-financial assistance and benefits to the American public. CFDA Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).

**Consolidated Plan** is a document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See 24 CFR part 91 for more information about the Consolidated Plan and related Annual Action Plan).

**Contract** means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (See 2 CFR 200.22.)

Contractor means an entity receiving a contract.

**Deficiency** is information missing or omitted within a submitted application. Deficiencies

typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box.). Depending on specific criteria, deficiencies may be either curable or non-curable.

- Curable Deficiency – Applicants may correct a curable deficiency with timely action.

To be curable the deficiency must:

- Not be a threshold requirement, except for documentation of applicant eligibility;
  - not influence how an applicant is ranked or scored versus other applicants; and
  - be remedied within the time frame specified in the notice of deficiency.
- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline.

Non-curable deficiencies are deficiencies that, if corrected, would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

**DUNS Number** is the nine-digit identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal.

**Eligibility requirements** are mandatory requirements for an application to be eligible for funding.

**Federal Awardee Performance and Integrity Information System (FAPIIS)** is a database that has been established to track contractor misconduct and performance.

**Grants.gov** is the website serving as the Federal government's central portal for searching and applying for federal financial assistance throughout the Federal government. Registration in Grants.gov is required for submission of applications to prospective agencies.

**Historically Black Colleges and Universities (HBCUs).** -The Higher Education Act of 1965 defines historically Black colleges and universities (HBCUs) as "any historically Black college or university that was established prior to 1964, whose principal mission was, and is, the education of Black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation..."

**Institution of Higher Education (IHE)**, has the meaning given at 20 U.S.C. 1001.

**Non-Federal Entity** means a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization carrying out a Federal award as a recipient or sub recipient.

**Nongovernmental organizations** include Non-Federal entities and for-profit entities for the purpose of calculating indirect cost proposals accompanying applications submitted under this NOFA.

**Personally identifiable information (PII)** means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. For more detail, refer to 2 CFR 200.79.

**Point of Contact (POC)** is the person who may be contacted with questions about the application submitted by the AOR. The point of contact is listed in item 8F on the SF-424.

**Opportunity Zone** according to the IRS, is an “economically-distressed community where new investments, under certain conditions, may be eligible for preferential tax treatment.” Opportunity Zones are further defined in 26 U.S.C. 1400Z.

**Promotores/Promotoras** are Spanish-speaking Community Health Workers who work in their communities to reduce barriers to health services and make health care systems more responsive.

**Recipient** means a non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.

**Section 3 Business Concern** means a business concern: (1) 51 percent or more owned by Section 3 residents; (2) of which at least 30 percent of permanent, full-time employees are currently Section 3 residents, or were Section 3 residents within three years of the date of first employment with the business concern; or (3) provides evidence of a commitment to subcontract over 25 percent of the dollar award of all subcontracts to be awarded to business concerns meeting the qualifications in this definition.

**Section 3 Residents** means: 1) Public housing residents; or 2) Low and very-low income persons, as defined in 24 CFR 135.5, who live in the metropolitan area or non-metropolitan county where Section 3 covered assistance is expended.

**Standard Form 424 (SF-424)** means the government-wide forms required to apply for Application for Federal Assistance Programs, required by discretionary Federal grants and other forms of financial assistance programs. Applicants for this Federal assistance program must submit all required forms in the SF-424 Family of forms, including SF-424B. For an application under this notice to be complete, the applicant must sign and submit all required forms in the SF-424 Family.



**Subaward** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the recipient. It does not include payments to a contractor or payments to an individual beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. The legal agreement must contain the subrecipient's assurance of compliance with program requirements, including but not limited to nondiscrimination and equal opportunity requirements.

**Subrecipient** means a non-Federal entity receiving a subaward from a pass-through entity to carry out part of a HUD program; but does not include an individual beneficiary of such program. A subrecipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).

**System for Award Management (SAM)**, is an official website of the U.S. government. SAM is a U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). Registration with [Sam.gov](http://Sam.gov) is required for submission of applications via Grants.gov. You can access the website at [Sam.gov](http://Sam.gov). There is no cost to use SAM.

**Threshold Requirement** – Threshold requirements are a type of eligibility requirement. Threshold requirements must be met for an application to be reviewed; are not curable, except for documentation of applicant eligibility and are listed in Section *III.D Threshold Eligibility Requirements*. Similarly, there are eligibility requirements under Section III.E, *Statutory and Regulatory Requirements Affecting Eligibility*.

#### **4. Program Definitions.**

a. Collaborative Applicant - The eligible entity that has been designated by the CoC during the FY 2018 CoC Program Registration Process to apply for a grant on behalf of the CoC. The Collaborative Applicant must be the "Applicant" for each community applying for participation in the demonstration. In cases where the CoC needed to change the Collaborative Applicant and that change was approved after this NOFA was published but before the deadline for submissions, that approved replacement Collaborative Applicant is the eligible applicant for this NOFA.

b. Community - Self-organized network of people in a defined geographic area with common agenda, cause, or interest, who collaborate by sharing ideas, information, and other resources. The community must be within a geographic boundary of a single CoC.

c. Continuum of Care (CoC) - the group organized to carry out the responsibilities required under 24 CFR Part 578 and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing providers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are

available to participate.

d. 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). Transitional housing and supportive service only projects are considered to be using a Housing First model for the purposes of this NOFA if they operate with low-barriers, work to quickly move people into permanent housing, do not require participation in supportive services, and, for transitional housing projects, do not require any preconditions for moving into the transitional housing (e.g., sobriety or minimum income threshold).

e. Project Applicant - an eligible applicant, as defined in section 24 CFR 578.3 of the CoC Program interim rule, that is designated by the CoC to apply for assistance under the YHDP and is a private non-profit organization, State, local government, or instrumentality of State and local government.

f. Rural - a county or group of counties designated by the applicant in which:

- the population in the CoC has more people residing in rural areas than either suburban or urban areas, based on data from the Census Bureau. Applicants qualifying under this element of the rural definition must designate the entire CoC's geographic area as the geographic area of the community in IV.B.1 of this NOFA; or
- the population across the designated counties included in the geographic area, which does not encompass the entire CoC, has more people residing in rural areas than either suburban or urban areas, based on data from the Census Bureau; or
- is located in a state that has a population density of less than 30 persons per square mile (as reported in the most recent decennial census), and of which at least 1.25 percent of the total acreage of such State is under Federal jurisdiction, provided that no metropolitan city in such State is the sole beneficiary of the grant amounts awarded under this NOFA.

g. Unified Funding Agency (UFA) - an eligible applicant selected by the CoC to apply for a grant for the entire Continuum, which has the capacity to carry out the duties in 24 CFR 578.11(b), which is approved by HUD and to which HUD awards a grant.

h. Youth - Persons aged 24 and younger (has not reached their 25th birthday).

- Unaccompanied Youth - persons who are age 24 or younger, who are not part of a family with children, and who are not accompanied by their parent or guardian during their episode of homelessness. This also includes two or more youth age 24 or younger who are presenting together as a family without children.
- Pregnant or Parenting Youth - Individuals who are age 24 or younger who are pregnant or who are the parents or legal guardians of one or more children who are present with or sleeping in the same place as that youth parent, and where there is no person over age 24 in the household.
- Transition Age Youth- persons between age 18 and 24.

i. Youth Action Board (YAB)- A group of at least 3 youth included in policy-making decisions

of the CoC, particularly on policies that relate to preventing and ending youth homelessness. Each YAB member must be age 24 or younger, and at least two-thirds of the YAB members must be homeless or formerly homeless. The Youth Action Board must have full membership in the CoC or be a formal committee within the CoC.

## 5. Web Resources.

- [Affirmatively Furthering Fair Housing Regulations](#)
- [Code of Conduct list](#)
- [Do Not Pay](#)
- [Dun & Bradstreet](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [FFATA Subaward Reporting System](#)
- [Grants.gov](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [HUD Funding Opportunities](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [Limited English Proficiency](#)
- [NOFA webcasts](#)
- [Opportunity Zone](#)
- [Procurement of recovered materials](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Uniform Relocation Act – Real Property Acquisition and Relocation Requirements](#)
- [USA Spending](#)
  
- [Grants.gov](#)
- [HUD Funds available](#)
- [Code of Conduct list](#)
- [SAM](#)
- [Dun & Bradstreet](#)
- [Do Not Pay](#)
- [FAPIS](#)

## B. Authority.

The FY 2018 funds for the YHDP were authorized by the Consolidated Appropriations Act, 2018 (Public Law 115-141), approved March 23, 2018) (“the FY 2018 Appropriations Act”). Projects awarded under the YHDP may be eligible for renewal under the CoC Program when the initial grant term expires. The CoC Program is authorized by subtitle C of title IV of the

McKinney- Vento Homeless Assistance Act, (42 U.S.C. 11381–11389) (the Act), and the CoC Program regulations are found in 24 CFR part 578 (the CoC Program interim rule).

## **II. Award Information.**

### **A. Available Funds.**

Funding of up to **\$75,000,000** is available through this NOFA.

Additional funds may become available for award under this NOFA, because of HUD's efforts to recapture unused funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the applicable funding restrictions contained in this NOFA.

### **B. Number of Awards.**

HUD expects to make approximately 25 awards from the funds available under this NOFA. A Collaborative Applicant can apply on behalf of more than one community; however, HUD will not select more than one community within a CoC's geographic area.

HUD will consider applications from Collaborative Applicants within CoCs that were awarded for less than the total geographic area of the CoC in the FY 2016 or FY2017 YHDP competitions. Any area that was included in a FY2016 or FY2017 award may not be included in the application for such areas.

HUD intends to award \$75,000,000.

### **C. Minimum/Maximum Award Information.**

For each community selected under this competition, HUD will make a minimum of \$1 million available for total YHDP funding. This total funding may be split among any number of projects in the community. For example, applicants within a selected community could determine that their community's total YHDP funding should be used for one project or split among 10 projects.

The total YHDP funding available to each selected community will be based on a formula that accounts for the number of youths in poverty in each community ages 12 to 24 and the 2-bedroom FMR for the geographic area listed in the community application. In order to ensure that selected communities receive sufficient funding to make a substantial contribution to their youth homelessness system, HUD will select the 8 highest scoring rural communities and the top 8 scorers from the remaining communities, apply the formula to those 16 communities, then select further communities and redo the formula for all selected communities as explained below.

1. For each selected community, HUD will multiply the number of youths ages 12-24 who are in poverty in the community by the 2-bedroom FMR for the geographic area listed in the community application. This is called the community's "formula factor"

2. For each selected community, HUD will divide the community's formula factor by the sum of the formula factors for all communities selected. This is called the "community ratio".
3. HUD will allocate an initial formula amount of \$1 million to each selected community
4. For each selected community, HUD will multiply its community ratio by the total YHDP funding remaining after step 3, then add the resulting amount to the community's initial formula amount in step 3 to come up with the community's new formula amount.
5. HUD will calculate the ratio of the formula amount for each selected community to the sum of formula amounts for all selected communities.

If no ratio calculated in step 5 is less than 0.09, then HUD will select the next highest-scoring community from the applicant pool and redo steps 1 through 5 for all selected communities. HUD will repeat this process (selecting the next highest-scoring community and redoing steps 1 through 5 for all selected communities), until any ratio calculated in step 5 is less than 0.09 or 25 communities are selected and receive formula amounts.

Estimated Total Funding:	\$75,000,000
Minimum Award Amount:	\$1,000,000 Per Budget Period
Maximum Award Amount:	\$15,000,000 Per Budget Period

#### **D. Period of Performance.**

Project applicants within selected communities may apply for project grants designed to implement the coordinated community plan to prevent and end youth homelessness immediately following the community selection announcement and up until September 1, 2020 or until the community ceases to participate or the available funds have been depleted (whichever is earlier). Public Law No: 115-141 requires HUD to obligate YHDP funds by September 30, 2020. Obligated funds remain available for expenditure until September 30, 2025, except that HUD may establish an earlier expenditure deadline through a grant agreement (see below). Grant terms, and associated grant operations, may not extend beyond the availability of funds. Applicants must plan accordingly and only submit applications that can start operations in a timely manner with sufficient time to complete the post award process and the awarded grant term.

All grants for projects will be for an initial 2-year grant term, except for CoC planning projects which will be for a 1-year grant term and are non-renewable. Collaborative applicants within selected communities can apply for more than one planning project over the course of the YHDP. Projects may be eligible for 1-year renewal terms after the initial grant term expires beginning with the next CoC Program Competition. If a community cannot successfully complete the development of a coordinated community plan or must otherwise withdraw from the demonstration, **HUD will reallocate the remaining balance to the other selected communities or to alternative communities if appropriate communities can be identified and sufficient funds are available.**

Estimated Project Start Date:	08/15/2019
Estimated Project End Date:	08/14/2021
Length of Project Periods:	24-month project period with two 12-

month budget periods  
Other

Length of Project Periods Explanation of Other:

HUD will award projects for 2 year grant terms. These grants may then be eligible for renewal under the CoC Program Competition subject to the conditions of the Fiscal Year (FY) NOFA under which they apply for renewal. Planning projects are an exception; HUD will award them for a 1 year non-renewable grant term.

### E. Type of Funding Instrument.

Funding Instrument Type:

Grant

## III. Eligibility.

### A. Eligible Applicants.

State governments

County governments

City or township governments

Special district governments

Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:

Community Selection application:

Available to Collaborative Applicants designated by CoCs registered through the FY 2018 CoC Program Registration process. The Collaborative Applicant can apply for any community located within its CoC's geographic area. The Collaborative Applicant can also apply for multiple communities located within its CoC's geographic area.

Project application:

Project applicants that are designated during the application process by the Collaborative Applicant are eligible to apply for grant funds as well as be subrecipients of grant funds. The Collaborative Applicant may apply for projects under this Demonstration as well. The Collaborative Applicants that are not Unified Funding Agencies (UFAs) may also designate an eligible applicant to be the recipient of the planning grant. For-profit entities are not eligible to

apply for grants or to be subrecipients of grant funds.

To be considered for funding, project applicants must complete the information required by HUD, and receive the approval of the CoC to apply for funding, as signed off on by the Collaborative Applicant or its designee.

**This NOFA application is for community selection only. Applications for funding individual projects will occur after communities have been selected. Requirements for applying for projects are detailed in Appendix A.**

**HUD does not award grants to individuals. For-profit entities, Indian Tribes, Indian Housing Authorities, and tribally Designated Housing Entities are ineligible applicants. HUD will not evaluate applications from ineligible applicants.**

As required in the Code of Federal Regulations (CFR) at 2 CFR 25.200 and 24 CFR Part 5 Subpart K, all applicants for financial assistance must have an active Data Universal Numbering System (DUNS) number (<http://fedgov.dnb.com/webform>) and have an active registration in the System for Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) before submitting an application. Getting a DUNS number and completing SAM registration can take up to four weeks. Therefore, applicants should start this process or check their status early. See Section IV.C for information on SAM and the DUNS number requirement.

See also Section IV.B for necessary form and content information.

### **B. Ineligible Applicants.**

Ineligible Applicants. HUD will not consider an application from an ineligible applicant. HUD will only score applications for community selection that are completed by a CoC's Collaborative Applicant.

### **C. Cost Sharing or Matching.**

This Program requires cost sharing, matching or leveraging as described below.

This NOFA requires an applicant to leverage resources through cost sharing or matching as described in the regulation at 24 CFR 578.73, unless the recipient requests and receives an exemption to this requirement from the program office. The program office will consider exemption requests for this requirement in order to use the funds for ineligible populations (e.g. at-risk of homelessness) or for ineligible activities (e.g. prevention) under current regulations.

### **D. Threshold Eligibility Requirements.**

Applicants who fail to meet any of the following threshold eligibility requirements will be deemed ineligible. Applications from ineligible applicants will not be evaluated.

Outstanding civil rights matters must be resolved to HUD's satisfaction prior to grant award, provided that all applicable legal processes have been satisfied.

**1. Timely Submission of Applications.** – Applications submitted after the deadline stated within this NOFA that do not meet the requirements of the grace period policy will be marked late. Late applications are ineligible and will not be considered for funding. See also Section IV Application and Submission Information, part D. Application Submission Dates and Times.

Youth Action Board (YAB). The Collaborative Applicant must confer with a YAB concerning the development of the community’s application for the YHDP and the details therein. This YAB must meet the definition in section I.A.4.j of this NOFA and the CoC must commit to including the YAB’s members in the review of the coordinated community plan to prevent and end youth homelessness. **The Collaborative Applicant must attach a letter signed by an authorized representative from the YAB confirming compliance with the requirements listed in this paragraph, including a certification that all members are under the age of 24.** If the CoC does not currently have a YAB, it can create a YAB for the purposes of this NOFA.

Public Child Welfare Agency (PCWA). The CoC must include the state or local PCWA as a CoC member and must confer with the PCWA concerning the development of the community’s application for the YHDP and the details herein. The PCWA is the governmental entity that has care, custody and responsibility for children in foster care and is responsible for the provision of services and support to youth who have left foster care after age 18 to age 21. **The application must include verification of the applicable state or local PCWA’s membership in the CoC via either 1) a Memorandum of Understanding (MOU) between the agency and the CoC or 2) a letter of support from the CoC that verifies the PCWA membership. The letter of support must also indicate commitment to participate in the creation of the Coordinated Community Plan.** As applicable, the MOU or letter of support should include a list of the child welfare service providers under contract with the PCWA and their commitment and participation in the YHDP.

#### **E. Statutory and Regulatory Requirements Affecting Eligibility.**

##### **Eligibility Requirements for Applicants of HUD's Grants Programs.**

The following requirements affect applicant eligibility. Detailed information on each requirement is posted on HUD’s Funding Opportunities Page ([click here](#)).

[Outstanding Delinquent Federal Debts](#)

[Debarments and/or Suspensions](#)

[Pre-selection Review of Performance](#)

[Sufficiency of Financial Management System](#)

[False Statements](#)

[Mandatory Disclosure Requirement](#)

[Prohibition Against Lobbying Activities](#)

[Equal Participation of Faith-Based Organizations in HUD Programs and Activities](#)

#### **F. Program-Specific Requirements Affecting Eligibility.**

##### **a. Identifying a Target Community Area**



Applicants have the option of identifying the entire geographic area of the CoC as the demonstration community or designating a smaller area that includes a single community or group of communities within the CoC's geographic area as the YHDP community. In addition, the CoC can designate the application as a rural community application, competing for the 8 reserved rural community selection availabilities. If a community decides to submit two applications, one for the rural communities within the CoC and one for the non-rural areas or the entire CoC, HUD will consider both applications independently but will only select one community per CoC. In general, HUD will select the higher scoring application of the two; however, HUD reserves the right to select the lower scoring application if there are no other qualifying applications in the competition group (rural or non-rural) or if the next qualifying application in that group is lower in quality by a significant degree. Please see Appendix A for more information.

In addition, HUD has determined that geographic diversity is an appropriate consideration in selecting communities for the YHDP. To this end, HUD reserves the right to fund eligible communities with the highest total score in each of the 10 HUD regions. In making this determination, HUD will also consider the size of the overall population to ensure that urban, suburban, and rural communities are selected. Applicants are required to respond to the questions listed in Section V.A.1 regarding their proposed geographic area for the YHDP. Eligibility as a **Rural Community** will be determined based on the geographic areas selected in the SF-424; number of youth experiencing poverty will be verified using federal census data. HUD will consider applications from CoCs that were awarded for less than the total area of the CoC in the FY 2016 or FY2017 competitions, provided that none of the geographic area was covered in the previously awarded application.

#### **b. Develop a Coordinated Community Plan**

Selected communities are required to develop a coordinated community plan to prevent and end youth homelessness. Selected Communities will have up to 4 months of initial planning and up to 4 months of additional time for HUD feedback and plan edits. The planning process is expected to lay the ground work for implementation and provide a framework for the various projects that the Collaborative Applicant will apply for. The plan submission will also impact the availability of funding for selected communities, as HUD will only allow planning project applications until a coordinated community plan has been submitted to and approved by HUD, unless good cause is presented to HUD.

HUD will only approve of a coordinated community plan that meets threshold criteria, including whether the plan addresses the mandatory structural components and key HUD principles listed, below:

##### Mandatory Structural Components of a Coordinated Community Plan

A coordinated community plan must include the following structural components:

- A statement of need concerning at risk and homeless unaccompanied and pregnant or parenting youth in the geographic area;
- A list of partners, and a description of their involvement that includes representation from as many of the following stakeholder groups as possible:
  - Youth Action Board
  - Public Child Welfare Agencies

- CoC and ESG Program Recipients
  - Local and State Government
  - Runaway and Homeless Youth Program Providers
  - Health, Mental Health, and Substance Abuse Agencies
  - Juvenile and Adult Corrections and Probation
  - Local and State Law Enforcement and Judges
  - Public Housing Authorities
  - Affordable Housing Providers
  - Early Childhood Development and Child Care Providers
  - Local and State Educational Agencies
  - Institutions of Higher Education
  - Non-Profit Youth Organizations
  - Landlords
  - Privately Funded Homeless Organizations
  - Local Advocacy, Research, and Philanthropic Organizations
  - Community Development Corporations
- A shared vision, list of goals, objectives, and actions steps, including which partners are responsible for each action step;
  - A list of new projects, to be funded by HUD and other sources that will support the implementation of the coordinated community plan;
  - A governance structure, including an organizational chart and decision-making process;
  - A plan for continuous quality improvement during the implementation of the coordinated community plan;
  - A unified community assessment plan for measuring progress on preventing and ending youth homelessness.
  - A signature page that includes the signatures of official representatives of *at least* the following systems:
    - The Continuum of Care
    - Public Child Welfare Agency
    - Local Government Agency
    - Youth Action Board
    - Runaway and Homeless Youth Providers (if any)

#### HUD Principles to Be Addressed in the Coordinated Community Plan

In order to be approved by HUD, a coordinated community plan must address how the following principles will be incorporated into the community's overall approach to preventing and ending youth homelessness as well as the individual interventions that support such an approach.

*U.S. Interagency Council on Homelessness (USICH) Youth Framework and the Four Core Outcomes.* USICH coordinates the federal response to homelessness and creating a national partnership at every level of government and with the private sector to reduce and end homelessness. The coordinated community plan must demonstrate a commitment to the principles of the USICH Youth Framework to End Youth Homelessness published in 2012 and to its four core outcomes:

1. Stable housing includes a safe and reliable place to call home;
2. Permanent connections include ongoing attachments to families, communities, schools, and other positive social networks;
3. Education/employment includes high performance in and completion of educational and training activities, especially for younger youth, and starting and maintaining adequate and stable employment, particularly for older youth; and
4. Social-emotional well-being includes the development of key competencies, attitudes, and behaviors that equip a young person to succeed across multiple domains of daily life, including school, work, relationships, and community; **and**

*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, in ways that 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 coordinated community plan must identify and address the local impact of homelessness on these special populations and address how the community will meet the needs of youth who identify as lesbian, gay, bisexual, transgender, and questioning (LGBTQ); youth who are gender-non-conforming; minors (under the age of 18); youth involved with juvenile justice and child welfare systems; and victims of sexual trafficking and exploitation; **and**

*Equity:* Research has found significant racial and ethnic disparities in rates of homelessness. [2] [3] Specifically, black and Native American persons experience homelessness at disproportionately higher rates compared to other races. Community efforts to prevent and end homelessness should consider and address racial inequities to successfully achieve positive outcomes for all persons experiencing homelessness. The coordinated community plan must address 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; **and**

*Positive Youth Development (PYD)[4] and Trauma Informed Care (TIC)[5].* Both PYD and TIC are accepted best practices in housing and service delivery for youth and include principles and service frameworks. The coordinated community plan must address how PYD and TIC will be incorporated into all aspects of the youth crisis response system, including at the system and project levels; **and**

*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 coordinated community plan must address family engagement strategies and services designed to strengthen, stabilize, and reunify families. Potential services include family counseling, conflict resolution, parenting supports, relative or kinship caregiver resources, targeted substance abuse and mental health treatment, etc.; **and**

*Immediate access to housing with no preconditions:* Housing is a cornerstone for meeting a multitude of basic needs necessary for success. Young people 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 coordinated community plan must address how all youth will be offered immediate access to safe, secure, and stable housing with no preconditions; **and**

*Youth choice:* The capacity for self-determination may be a critical factor in obtaining many positive outcomes for Transition Age Youth [3], and is closely related to the principles of PYD. Consistent with federal youth policy, allowing youth 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 and 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 coordinated community plan must address how youth choice will be integrated into all aspects of the youth crisis response system; **and**

*Individualized and client-driven supports:* The coordinated community plan must acknowledge that the needs of the young people to be served will be unique. Housing and support packages that help prevent and end homelessness among youth must recognize and respond to individual differences across individuals to serve them appropriately and efficiently. Communities 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 supports. The coordinated community plan must address how the youth crisis response system will provide individualized and client-driven supports; **and**

*Social and community integration:* The goal of youth homelessness services should be a successful transition to adulthood, including the successful integration into a community as a positive contributing community member. To accomplish this requires the community to provide socially supportive engagement and the opportunity for youth to participate in meaningful community activities;[7] **and**

*Coordinated entry:* Coordinated entry processes are necessary components of a high functioning crisis response system and must be developed intentionally to incorporate youth. The coordinated community plan must address how the CoC will ensure that the coordinated entry process is youth-appropriate.

#### Plan Submission, HUD Review, and Release of Full Funding

The coordinated community plan must be submitted electronically to [YouthDemo@hud.gov](mailto:YouthDemo@hud.gov) no later than 4 months after announcement of the selected communities. HUD will review each plan and provide feedback within 4 weeks of submission. HUD reserves the right to reject a plan and require resubmission if the plan does not meet the requirements described above. Upon rejection, the selected community will be allowed to resubmit as many times as is necessary to obtain approval until 8 months from announcement of the selected communities. Before plan approval, selected communities will only be able to apply for planning projects using their awarded YHDP funds. Once a plan has been approved by HUD, project applicants within the selected communities may submit project applications for all projects listed under their Coordinated Community Plan. See Appendix A for further details.

Communities must submit a final draft of their plan to HUD by eight months after the announcement date. If the final draft is not approved by HUD, the selected community will lose

access to all of its remaining funding. Funding that has already been obligated for projects will continue to be available for those projects only.

[1] Moser Jones, M. (2016). Does Race Matter in Addressing Homelessness? A Review of the Literature. *World Medical Health Policy* 8(2):139–156. <https://doi.org/10.1002/wmh3.189>

[2] Fusaro, V.A., Levy, H.G., Shaefer, H.L. (2018). Racial and Ethnic Disparities in the Lifetime Prevalence of Homelessness in the United States. *Demography* 55(6):1-10. 2018 Sep 21. <https://doi.org/10.1007/s13524-018-0717-0>

[3] <https://www.acf.hhs.gov/fysb/resource/pyd-tip-sheet>

[4] <https://www.samhsa.gov/nctic/trauma-interventions>

[5] Carter, E. W., Lane, K. L., Pierson, M. R., & Stang, K. K. (2008). Promoting Self-Determination for Transition Age Youth: Views of High School General and Special Educators. *Exceptional Children* 75(1), 55-70. <https://doi.org/10.1177/001440290807500103>

[6] <https://www.acf.hhs.gov/fysb/resource/pyd-tip-sheet> [2 ] <http://www.samhsa.gov/nctic/trauma-interventions>

[7] <http://www.feantsaresearch.org/IMG/pdf/think-piece-1-4.pdf>

#### c. Displacement, relocation and acquisition

Applicants are reminded that the CoC program regulations at 24 CFR 578.83 include unique requirements addressing displacement, relocation, and acquisition. In addition to these program specific requirements, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (URA) may apply. The URA generally applies when there is acquisition, rehabilitation or demolition for a Federally-funded program or project.

#### d. Certification of Consistency with the Consolidated Plan

This NOFA requires a certification of the Consistency with the Consolidated Plan under 24 CFR 91.2 be submitted with each project application. This certification means the proposed activities in the application are consistent with the jurisdictions strategic plan, and the location of the proposed activities is consistent with the geographic areas specified in the Consolidated Plan. Under 24 CFR 91.510, for competitive programs, a certification of consistency of the application with the approved consolidated plan for the jurisdiction may be required, whether the applicant is the jurisdiction or another applicant. If you fail to provide the certification, and you do not cure the omission as a curable deficiency, HUD will not fund the application.

## **G. Criteria for Beneficiaries.**

NA

## **IV. Application and Submission Information.**

### **A. Obtaining an Application Package.**

#### **Instructions for Applicants.**

You must download both the Application Instruction and the Application Package from Grants.gov. You must verify that the CFDA Number and CFDA Description on the first page of the Application Package, and the Funding Opportunity Title and the Funding Opportunity Number match the Program and NOFA to which you are applying.

The Application Package contains the portable document forms (PDFs) available on Grants.gov, such as the SF-424 Family. The Instruction Download contains official copies of the NOFA and forms necessary for a complete application. The Instruction Download may include Microsoft Word, Microsoft Excel and additional documents.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. For example, a lack of available Internet access in the geographic area in which your business offices are located. Lack of SAM registration or valid DUNS is not deemed good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if HUD does not receive your written request at least 15 days before the application deadline and if you do not demonstrate good cause. An email request for a waiver sent 15 days before the application is due will also be considered. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFA. To request a waiver you must contact:

Caroline Crouse

Email: [YouthDemo@hud.gov](mailto:YouthDemo@hud.gov)

Office of Special Needs Assistance Programs

451 7th Street SW

Washington, DC 20410

Applicants requesting a waiver should submit their waiver requests via e-mail to [Youthdemo@hud.gov](mailto:Youthdemo@hud.gov).

The subject line should contain the name of the applicant and 'Request for Waiver of Electronic Submission for Youth Demo'.

### **B. Content and Form of Application Submission.**

You must verify that boxes 11, 12, and 13 on the SF424 match the NOFA for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong CFDA and Funding

Opportunity Number is not a curable deficiency and will result in your application being declared ineligible for funding.

**1. Content.**

Forms for your package include the forms outlined below:

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-LLL Disclosure of Lobbying Activities		
SF-424, Application for Federal Assistance		
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	HUD will provide instructions to grantees on how the form is to be submitted.	HUD will provide instructions to grantees on how the form is to be submitted.
Acknowledgment of Application Receipt (HUD2993), if applicable	This form is applicable only to applications submitted on paper, following receipt of a waiver of electronic submission.	This form is not required but is available for applicants who want confirmation that their hard-copy application was received by HUD. The form must be submitted with the application, in accordance with the application submission instructions included in the waiver of electronic submission.

Additionally, your complete application must include the following narratives and non-form attachments.

Additionally, your complete application must include the following narratives and non-form attachments.

- Applicants are required to respond to the following questions regarding their proposed geographic area for the YHDP. Applicants must indicate:
  - Whether you are requesting participation as a rural community in the YHDP through this application.
  - The geographic area that the application covers. If the application covers a geographic area smaller than an entire CoC, the application must list all counties covered by the application and a justification for the decision to apply for a

geographic area smaller than an entire CoC.

- Narrative responses to the rating factors in Section V.A.1
- Youth Action Board agreement as described in Sections III.C.1.d and V.A.1 under Collaboration - please name the attachment "Youth Action Board Agreement"
- PCWA agreement as described in Sections III.C.1.e and V.A.1 under Collaboration - please name the attachment "PCWA Agreement"
- Description of the YHDP team as described in Section V.A.1 under Leadership Capacity - please name the attachment "YHDP Team"
- List of current resources as described in Section V.A.1 under Current Resource Capacity - please name the attachment "Current Resource Capacity"
- Youth System Map as described in Section V.A.1 under Capacity for Innovation - please name the attachment "Youth System Map"
- Stakeholder Chart as described in Section V.A.1 under Collaboration - please name the attachment "Stakeholder Chart".
- The HUD Applicant Recipient Disclosure Report (HUD 2880) can be found here: <http://portal.hud.gov/hudportal/documents/huddoc?id=2880.pdf>. The form should be completed and sent with the application via [grants.gov](http://grants.gov).

## **2. Format and Form.**

Narratives and other attachments to your application must follow the following format guidelines.

Narratives and other attachments to your application must follow the following format guidelines.

The application will be comprised of narrative exhibits and required attachments. The narratives will respond to thresholds, rating factors, and other criteria in the NOFA as indicated below.

**Applicants should number their narrative responses to correspond to the numbering in Section V.A.1.** The narrative will be a maximum of 30 pages and needs to comply with the following format:

- Double-space your narrative exhibit pages. Single-spaced pages will be counted as two pages;
- Use 8-1/2 x 11-inch paper;
- All margins should be approximately one inch. If any margin is smaller than 1/2 inch, the page will be counted as two pages;
- Use 12-point, Times New Roman font;
- Any pages marked as sub-pages (e.g., with numbers and letters such as 25A, 25B, 25C), will be treated as separate pages;
- If a section is not applicable, indicate "N/A" so that there is a clear indication to HUD (do not just leave the section blank);
- No more than one page of text may be placed on one sheet of paper; i.e., you may not shrink pages to get two or more on a page. Shrunken pages, or pages where a minimized/reduced font are used, will be counted as multiple pages;



- Do not format your narrative exhibits in columns. Pages with text in columns will be counted as two pages;
- Any tables included in the narrative exhibits of the application must also be double spaced or they will be counted twice;
- All pages should be numbered. HUD recommends that applicants consecutively number the pages of the Attachments section to ensure proper assembly of their application if printed;

Attachments will not count toward the 30-page maximum.

There is no minimum length required for narratives. However, HUD will review only the first 30 pages of narrative (not including required attachments). **Any responses after 30 pages will not be considered for scoring for this competition.**

### **C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.**

#### **1. SAM Registration Requirement.**

Applicants must be registered with SAM before submitting their application. In addition, applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.

#### **2. DUNS Number Requirement.**

Applicants must provide a valid DUNS number, registered and active at SAM, in the application. DUNS numbers may be obtained for free from [Dun & Bradstreet](#).

#### **3. Requirement to Register with Grants.gov.**

Anyone planning to submit applications on behalf of an organization must register at Grants.gov and be approved by the EBiz Point of Contact in SAM to submit applications for the organization.

Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot submit an application through Grants.gov. Complete registration instructions and guidance are provided at Grants.gov. See also Section IV.B for necessary form and content information.

### **D. Application Submission Dates and Times.**

The application deadline is 11:59:59 p.m. Eastern time on **05/14/2019**. Applications must be received no later than the deadline.

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit your application in paper form. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

"Received by Grants.gov" means the applicant received a confirmation of receipt and an

application tracking number from Grants.gov. Grants.gov then assigns an application tracking number and date-and time-stamps each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD.

"Validated by Grants.gov" means the application has been accepted and was not rejected with errors. You can track the status of your application by logging into Grants.gov, selecting "Applicants" from the top navigation, and selecting "Track my application" from the dropdown list. If the application status is "rejected with errors," you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in "rejected with errors" status after the 24-hour grace period expires will not be received by HUD. Visit Grants.gov for a complete description of processing steps after submitting an application.

HUD strongly recommends applications be submitted at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

You can verify the contents of your submitted application to confirm Grants.gov received everything you intended to submit. To verify the contents of your submitted application:

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.
- Enter search criteria and a date range to narrow your search results.
- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column.
- To view more detailed submission information, click the Details link in the Actions column.
- To download the submitted application, click the Download link in the Actions column.

Please make note of the Grants.gov tracking number as it will be needed by the Grants.gov Help Desk if you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

HUD may also extend the application deadline upon request if there is a presidentially-declared disaster in the applicant's area.

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also include the fact of the extension in the program's Notice of Funding Awards required to be published in the Federal Register.

In determining whether to grant a request for an extension based on a presidentially-declared disaster, HUD will consider the totality of the circumstances including the date of an applicant's extension request (how closely it followed the basis for the extension), whether other applicants in the geographic area are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its application.

**PLEASE NOTE:** Busy servers, slow processing, large file sizes, improper registration or password issues are not valid circumstances to extend the deadline dates or the grace period.

### **1. Amending or Resubmitting an Application.**

Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.

If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

### **2. Grace Period for Grants.gov Submissions.**

If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the

Grants.gov system determines the application receipt time. Any application submitted during the grace period not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

### **3. Late Applications.**

An application received after the NOFA deadline date that does not meet the Grace Period requirements will be marked late and will not be received by HUD for funding consideration. Improper or expired registration and password issues are not causes that allow HUD to accept applications after the deadline.

### **4. Corrections to Deficient Applications.**

HUD will not consider information from applicants after the application deadline. HUD may contact the applicant to clarify information submitted prior to the deadline. HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that, if corrected, it would not alter, in a positive or negative fashion, the review and rating of the application. See curable deficiency in the definitions section (Section I.A.3.). Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized representative by

email. This email is the official notification of a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request to cure a deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

Applicants must email corrections of curable deficiencies to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) must state: Technical Cure and include the Grants.gov application tracking number or the GrantSolutions application number (e.g., Subject: Technical Cure - GRANT123456 or Technical Cure - XXXXXXXXXXXX). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency.

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong DUNS number as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a DUNS number and active registration in SAM will render the application ineligible for funding.

**5. Authoritative Versions of HUD NOFAs.** The version of these NOFAs as posted on Grants.gov are the official documents HUD uses to solicit applications.

**6. Exemptions.** Parties that believe the requirements of the NOFA would impose a substantial burden on the exercise of their religion should seek an exemption under the Religious Freedom Restoration Act (RFRA).

#### **E. Intergovernmental Review.**

This program is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

#### **F. Funding Restrictions.**

NA

Indirect Cost Rate.

Normal indirect cost rules apply. If you intend to charge indirect costs to your award, your application must clearly state the rate and distribution base you intend to use. If you have a

Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate. Successful applicants whose rate changes after the application deadline must submit new rate and documentation.

Nongovernmental organizations and Indian tribal governments. If you have a Federally negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and must include a letter or other documentation from the cognizant agency showing the approved rate. If you have never received a Federally negotiated indirect cost rate and elect to use the de minimis rate, your application must clearly state you intend to use the de minimis rate of 10% of Modified Total Direct Costs (MTDC). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

State and local governments. If your department or agency unit has a Federally negotiated indirect cost rate, your application must include that rate, the applicable distribution base, and a letter or other documentation from the cognizant agency showing the negotiated rate. If your department or agency unit receives more than \$35 million in direct federal funding per year, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in Appendix VII to 2 CFR part 200.

If your department or agency unit receives no more than \$35 million in direct federal funding per year and your department or agency unit has developed and maintains an indirect cost rate proposal and supporting documentation for audit in accordance with 2 CFR part 200, Appendix VII, you may use the rate and distribution base specified in that indirect cost rate proposal. Alternatively, if your department or agency unit receives no more than \$35 million in direct federal funding per year and has never received a Federally negotiated indirect cost rate, you may elect to use the de minimis rate of 10% of MTDC. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

## **G. Other Submission Requirements.**

### **1. Application Certifications and Assurances.**

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), the applicant and the signing authorized representative affirm that they have reviewed the certifications and assurances associated with the application for federal assistance and (1) are aware the submission of the SF424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness

of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to federally-recognized Indian tribes, and those applicable to applicants other than federally-recognized Indian tribes. All program-specific certifications and assurances are included in the program Instructions Download on [Grants.gov](https://www.grants.gov).

## **2. Lead Based Paint Requirements.**

When providing housing assistance funding for purchase, lease, support services operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

## **3. Discrepancies between the NOFA on [Grants.gov](https://www.grants.gov) and Other Documents.**

The Program NOFA posted at the [Grants.gov](https://www.grants.gov) website is the official document HUD uses to solicit applications. Applicants are advised to review their application submission against the requirements in the posted Program NOFA. If there is a discrepancy between the Program NOFA posted on [Grants.gov](https://www.grants.gov) and other information provided in any other copy or version or supporting documentation, the posted Program NOFA located at [www.Grants.gov](https://www.grants.gov) prevails. If discrepancies are found, please notify HUD immediately by calling the program contact listed in the Program NOFA. HUD will post any corrections or changes to a Program NOFA on the [Grants.gov](https://www.grants.gov) website. Applicants must enroll an email address at the application download page to receive an e-mail alert from [Grants.gov](https://www.grants.gov) in the event the opportunity is changed.

## **4. Application Certifications and Assurances.**

Applicants signing the SF424 cover page either through electronic submission or in paper copy submission (for those granted a waiver) affirm that the certifications and assurances associated with the application are material representations of the facts upon which HUD will rely when making an award to the applicant. If it is later determined that the signatory to the application submission knowingly made a false certification or assurance or did not have the authority to make a legally binding commitment for the applicant, the applicant may be subject to criminal prosecution, and HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to federally-recognized Indian tribes, and those applicable to applicants other than federally-recognized Indian tribes. All program-specific certifications and assurances are included in the program Instructions Download on [Grants.gov](https://www.grants.gov).

## V. Application Review Information.

### A. Review Criteria.

#### 1. Rating Factors.

##### 1. Rating Factors.

Points are assigned for seven rating factors: Leadership Capacity, Resource Capacity, Community Need, Capacity for Innovation, Collaboration, Youth Collaboration, and Data and Evaluation Capacity. Applications will be evaluated based on responses to all narratives. The table below outlines the selection criteria by rating factor with the points that may be awarded for each out of a possible 100 total points.

Rating Factor	Points
Leadership Capacity	20
Resource Capacity	5
Community Need	10
Capacity for Innovation	15
Collaboration	20
Youth Collaboration	10
Data and Evaluation Capacity	20

#### Leadership Capacity

Maximum Points: 20

HUD will award up to 20 points to applicants that demonstrate they have the necessary leadership in place to effectively manage the development of a coordinated community plan to prevent and end youth homelessness. Applicants must:

1. Demonstrate that the CoC has addressed a similar systematic challenge related to homelessness. Examples can include the CoC's efforts to prevent and end veteran's homelessness, adoption of a comprehensive coordinated entry process, and other innovative community-wide and cross-sector initiatives.
2. Identify the proposed YHDP team. The narrative must include:
  - 2a. The name of the proposed YHDP lead agency.
  - 2b. The staff member, including the position of the staff member who will lead the YHDP. The lead staff member should have a position with enough authority to make critical decisions.
  - 2c. A description of the proposed YHDP team, including names, organization affiliation, agency titles, and the roles each person will play. This can be an attachment.

3. Demonstrate how the CoC structure will support the lead agency. The applicant must clearly identify the names of committees (and approximate number of members) within the CoC that will be involved in the planning and implementation of a coordinated community approach to prevent and end youth homelessness, each committee objective and youth-relevant task(s).
4. Demonstrate how the CoC includes direct youth participation, either through a Youth Action Board or youth participation in committee meetings or planning and feedback events. The applicant must clearly describe the extent to which the CoC solicits and receives information from youth regarding youth homelessness.
5. Demonstrate the CoC's willingness and ability to engage organizations that are not currently engaged but will be essential in developing and implementing a coordinated community response to preventing and ending youth homelessness.

**Resource Capacity** **Maximum Points: 5**

HUD will award up to 5 points to applicants based on the extent to which the CoC is currently making progress towards preventing and ending homelessness among unaccompanied and pregnant and parenting youth. Applicants must attach the following:

1. Describe the youth homelessness crisis response system at the community level using the chart below. The chart should include interventions and mainstream resources serving unaccompanied and pregnant and parenting homeless youth and youth at risk of homelessness that are currently operating in the community. The list of required fields and the descriptions of those fields are below:

<b>Organization</b>	<b>Organization Type</b>	<b>Funding Source(s)</b>	<b>Type of Intervention</b>	<b>Type of Service(s) Offered</b>	<b>Youth Focused?</b>	<b>Subpopulations</b>	<b>Methodology</b>

*Organization.* Enter the name of the organization providing the resource.

*Organization type.* Indicate whether the organization is a public agency, private not for profit organization, or private for profit organization.

*Funding Source.* Indicate the primary funding source or sources used to sustain the intervention. If the origin of the funding source is federal but the intervention applies through a local competition or organization, list the federal funding source. (e.g. RHY grant)

*Type of intervention.* Include any intervention that serves these youth. Below are some



examples of interventions that can be included:

Street outreach	Permanent supportive housing
Drop in center	Other permanent housing
Emergency shelter or short-term crisis residential program	Employment training
Host home program	Educational Training
Family engagement and reunification interventions	Health, Mental Health, and Substance Abuse agencies
Transitional housing	Legal support
Rapid rehousing	Food and basic needs support
Prevention services	Early Childhood Education and services

*Type of services offered.* If services are offered, briefly list the services regularly provided to project participants. Do not include partner organizations that project participants have access to – list those interventions separately. If services are not offered, enter N/A.

*Youth-focused?* Enter **Yes** if the intervention focuses exclusively on youth or has special capacity to serve youth even though it admits persons who are older than 24. Enter **No** if the intervention serves all persons, including youth, and does not have special capacity to serve youth.

*Subpopulation.* Enter the subpopulations from the list below that are either targeted for the intervention or for which the intervention has special capacity:

LGBTQ youth	Former foster youth
Youth with special needs or disabilities	Victims of trafficking, domestic violence, and other forms of violence and abuse
Pregnant or parenting youth	Justice involved youth
Chronically homeless youth	Minors (under age 18)

*Methodologies.* Indicate whether the intervention operates according to any or all of the following methodologies and models: Positive Youth Development, Trauma Informed Care, and Housing First. The applicant can include other methodologies and models not listed.

2. Demonstrate how the CoC will obtain additional funding, other than HUD technical assistance (TA), to support the planning process for the Demonstration. The explanation must contain the following:

- The name and type of stakeholder providing planning funds. (The applicant must attach a letter of commitment from an official representative of the stakeholder);

- Amount of funds available;
- Expenditure restrictions; and
- Fund availability timeline.

## Community Need

Maximum Points: 10

HUD will award up to 10 points to applicants that can demonstrate high need in the community based on the number and needs of the community's homeless youth. Applicants must:

1. Indicate whether a youth specific homelessness needs assessment was completed within the community in the past 5 years prior to the submission of this application. If a youth specific homelessness needs assessment was completed, the Collaborative Applicant must answer Question 2; if a youth-specific homelessness needs assessment was not completed, the Collaborative Applicant does not have to answer Question 2. Please note, a census count of youth does not qualify as a needs assessment.

2. Describe the most recent youth homelessness needs assessment conducted by the CoC. The narrative must include the following:

2a. From what specific youth systems, organizations, and agencies the needs assessment originated (i.e., CoC providers, school districts, foster care, juvenile justice), including the name of the lead and partnering agencies or organizations

2b. How youth were involved in designing or executing the needs assessment.

2c. The scope of the assessment including (1) geography, (2) types of providers, (3) types of housing units and (4) services covered;

2d. A description of disparities identified through the assessment, including race, gender, LGBTQ+ status, and system involvement.

2e. An explanation of the key findings from the youth homelessness needs assessment, including the number and types of youth appropriate housing units and the number of youths.

3. Demonstrate the CoC's ability to collect and report data on sheltered and unsheltered homeless youth during the 2018 PIT count. The narrative must include the following

3a. Number of unaccompanied youth (24 or younger) identified in the 2018 sheltered PIT count

3b. Number of parenting and pregnant youth (24 or younger) identified in the 2018 sheltered PIT count

3c. Number of unaccompanied youth (24 or younger) identified in the 2018 unsheltered PIT count (or in 2017 if there was no unsheltered 2018 count)

3d. Number of parenting youth (24 or younger) identified in the 2018 unsheltered PIT count (or in 2017 if there was no unsheltered 2018 count)

3e. Indicate whether your CoC did the following:

3e1. Conducted a youth-specific PIT count at the same time as the rest of the CoC's 2018 PIT count activities, or included youth-specific activities within the implementation of the CoC's 2018 PIT count;

3e2. Integrated counting strategies targeted to finding and accurately identifying and engaging youth into the CoC's 2018 PIT count activities; or

3e3. Conducted a youth PIT count separate from the regular CoC 2018 PIT count time line.

Answer Yes or No, and if Yes to any of the three questions above, include answers to 3e4 and 3e5; if No, skip Questions 3e4 and 3e5 and go on to Question 3f.

3e4. Describe the methodology used for the youth-specific portion of the count, the separate youth count, or the youth-appropriate changes made to the PIT count, including survey questions that are not required in HUD's 2018 HIC and PIT Count Notice.

3e5. Identify data collected that were not required by HUD and describe how these additional data were or will be used locally to better understand youth homelessness.

3e6. How youth were involved in designing or executing the youth-specific count.

3f. Number of unaccompanied homeless youth, including pregnant or parenting youth heads of household, reported by the CoC's local education agencies to the state education agency and submitted to the Department of Education's EdFacts system in the most recent complete year for which the data are available.

3g. The factors that are currently contributing to youth homelessness in the community, including the methodology used to identify which factors are most prominent. Your response should describe how factors have been identified at the community level and not how individual factors are identified on a case-by-case basis.

#### Capacity for Innovation

Maximum Points: 15

HUD will award up to 15 points to applicants based on the community's capacity to engage in the innovative systems change behaviors that will be essential for successfully participating in the Demonstration. Applicants must:

1. Describe an experience where the CoC or youth homelessness providers in the community adopted a new innovation or system. Include the motivation for the change, the challenges experienced and whether the adoption was successful.
2. Indicate whether the CoC currently operates any rapid rehousing models for youth or any permanent supportive housing for youth that use a Housing First model. If the CoC have rapid rehousing or permanent supportive housing models for youth, describe the community's experience with the relevant models.
3. Describe interventions that are not currently operating in the community that the community wishes to pursue. Include in your response the barriers that currently prevent you from implementing the interventions.
4. Identify where the biggest areas of risk are in the current youth homelessness system (for example, aging out of foster care, transitioning from an institution, etc) and how the community will use YHDP to address these risks.
5. Be willing to learn from failures. Describe a recent innovation or effort undertaken by the CoC or a youth homeless provider in the community. What didn't work and what did the community learn from the process?
6. Has your community assessed your homeless response system for disparities in populations that have a higher incidence of homelessness (e.g. racial minorities, LGBTQ+, former foster youth, justice involved youth)? If so, how will your community address the identified disparities, consistent with fair housing and civil rights requirements? If not, what are your plans to assess disparate rates of homelessness or different rates of housing placement from the homeless response system?

7. Be willing to question existing models and test new methodologies. Describe the most innovative example of testing a new methodology where the CoC or other youth stakeholders were the key actor and occurred in the past 5 years. For example, testing the Joint Transitional Housing-Rapid Rehousing model, creating a new youth project outside of the eligible CoC models, integrating coordinated entry systems into an existing youth drop-in center. Applicants are encouraged to be creative and should represent the systems, projects, people, and resources with which youth interact and how youth navigate through the many different spaces within your community, hopefully on their way to safe and stable housing. You may only submit one map that should be on one side of a physical sheet of paper or one digital page. It can be any physical or digital size, but HUD will only consider one page and will not consider multiple maps.

Applicants must attach a youth system map, a visual representation of the local youth crisis response system, to submit with the application. This map should include the entry points in the system and how youth navigate between resources. Create a map of your system even if your community lacks critical components of a youth system. If you include aspirational elements that have not yet been implemented, clearly mark those parts of your system map that have not yet been developed. The map must include the Youth Action Board.

Applicants are encouraged to be creative and should represent the systems, projects, people, and resources with which youth interact and how youth navigate through the many different spaces within your community, hopefully on their way to safe and stable housing. You may only submit one map that should be on one side of a physical sheet of paper or one digital page. It can be any physical or digital size, but HUD will only consider one page and will not consider multiple maps.

**Collaboration** **Maximum Points: 20**

HUD will award 20 points to applicants that can demonstrate strong current community-wide partnerships in the community that are working to prevent and end youth homelessness.

Applicants must:

1. Describe the CoC's current written plan or strategy to prevent and end youth homelessness (if a part of a plan to prevent and end all forms of homelessness, to get maximum points under this criterion there must be a dedicated section or a set of youth-specific strategies and objectives). The narrative should include the organizations or agencies that helped to develop, signed, or adopted the plan.
2. Demonstrate how the CoC is working with the prepopulated stakeholders indicated in the following chart to prevent and end youth homelessness in the community. ***Applicants must complete the table below and submit it as an attachment to the application*** – the applicant can add as many additional stakeholders as needed. If there are no Runaway and Homeless Youth Providers in the community enter N/A in all fields for that row.

Type of Stakeholder	Name of Stakeholder	CoC Member?	Describe the Collaboration	Formal Agreement	Demonstration Participation
CoC/ESG Homelessness					

Program					
Child Welfare Agency					
Youth-Led Advisory Group					
Local Government Agency					
Local Education Agency or State Education Agency					
Runaway and Homeless Youth Program					

*Type of stakeholder.* In addition to the 6 prepopulated stakeholder types, indicate the type of stakeholder according to the following list:

Privately Funded Homeless Organizations	Local and State Law Enforcement
Public Housing Authorities	Faith-based institutions
WIOA Boards and Employment Agencies	Landlords
Juvenile and Adult Corrections	Early Childhood Development and Child Care Providers
Nonprofit Youth Organizations	Institutions of Higher Education
Health, Mental Health, and Substance Abuse Agencies	Community Development Corporations
Affordable Housing Providers	Local Advocacy, Research, and Philanthropic Organizations

*Name of Stakeholder.* Enter the stakeholder name – i.e. the name of the organization, agency, department, coalition, school, or business, etc.

*CoC Member?* Enter **Yes** if the stakeholder is a full member of the CoC. Enter **No** if the

stakeholder is not a full member of the CoC, even if the stakeholder occasionally comes to meetings that are open to the public.

*Describe the collaboration.* Describe the collaboration or partnership activities that the CoC and the stakeholder are engaged in, including how long the collaboration has existed, and the specific actions for which each partner in the collaboration is responsible.

*Formal Agreement.* Indicate whether the CoC has a MOU or other type of formal agreement with the listed stakeholder.

*Demonstration Participation.* Describe the extent to which the partner will participate in the YHPD – e.g. provide housing, conduct or fund needs analysis, strategic planning lead facilitator, provide supportive services, act as an access point for coordinated entry, etc.

3. Indicate whether the Coordinated Entry Process incorporates youth. If the Coordinated Entry Process incorporates youth, the Collaborative Applicant must answer Questions 3a-3d; if the Coordinated Entry Process does not incorporate youth, the Collaborative Applicant does not answer Questions 3a-3d.

3a. Indicate whether there is a separate coordinated entry access for youth or whether access points are designed for all persons presenting for assistance

3b. Describe how youth are prioritized within the coordinated entry process, including factors used to prioritize youth or subpopulations of youth.

3c. Indicate which of the CoC and ESG funded resources are available to youth through the coordinated entry process.

3d. Describe the extent to which all other youth homelessness and at-risk providers and other stakeholders providing services to homeless and at-risk youth (including PCWAs and other mainstream resource providers) are integrated into the coordinated entry process..

4. How does the CoC work with each of the following institutions to ensure that participants in the programs are not released into homelessness?

- Child welfare (Foster Care)
- Justice system (juvenile and adult)
- Institutions of mental and physical health

5. Describe the role of PCWAs in serving homeless children under 18 who are not in the custody of the child welfare agency and youth who are over the age of 18 and have had any child welfare involvement in the past, even if no longer in the custody of the child welfare agency?

## Youth Collaboration

Maximum Points: 10

Youth voice is a crucial component to addressing and ending youth homelessness. In order to be successful, applicants must consider how youth with lived experience will be integrated into system and program design and implementation. Applicants must:

1. Describe the mission and vision of the YAB.
2. Describe the structure and work of the Youth Action Board (YAB):

- a. How long has the YAB been in existence?
- b. How many members does the YAB have? If attendance at meetings extends beyond membership, state the attendance at the most recent three meetings.
- c. How often does the YAB meet?
- d. How are youth and young adults with live experience recruited for membership in the YAB?
- e. Describe the decision-making structure of the YAB.
- f. How is the YAB integrated into CoC-wide work (i.e. beyond issues solely dealing with youth homelessness)?

3. How are youth incentivized to participate in the YAB or other aspects of the youth homelessness system? These may include paid positions, professional development opportunities, access to other resources, etc.
4. From a youth perspective, what are the biggest challenges to integrating youth voice into community decision-making structures?
5. From a youth perspective, what are the biggest challenges/barriers to sustaining a Youth Action Board?

#### Data and Evaluation Capacity

Maximum Points: 20

HUD will award 20 points to applicants that can demonstrate the existence of a functioning Homeless Management Information System (HMIS) that facilitates in the collection of information on homelessness using residential and other homeless services and effective performance measures. The applicant must:

1. Indicate the percentage of all types of homeless beds, excluding beds provided by victim service providers, that currently participates in HMIS.
2. Indicate the percentage of all types of youth beds, excluding beds provided by victim service providers, that are covered in HMIS, regardless of funding source.
3. Describe how the CoC actively recruits new homeless projects to HMIS for youth-dedicated projects.
4. Describe how the CoC supports the transition of new homeless projects to HMIS, including financial resources, technical resources, and training.
5. Indicate whether the CoC met all HUD data reporting requirements in the past 12 months, including the submission of Point-In-Time (PIT) and Housing Inventory Count (HIC) data into the HDX. If the CoC has not met all data reporting requirements, explain why the CoC was unable to submit data accurately and on time.
6. Indicate whether the CoC submitted Annual Homeless Assessment Report (AHAR) table shells to HUD and if those AHAR table shells were accepted.
7. In addition to gathering youth data in HMIS, indicate whether the CoC gathers youth data from other sources (i.e., education, juvenile justice, child welfare, etc.). If the CoC does gather youth data from other sources, please describe the data collected, the system(s) the data are collected from and the system(s) in which the data are stored.
8. Describe the performance measures that the CoC has implemented throughout its homelessness assistance programs. The description should include:
  - The target data point and universe group for each measure.

- How the data necessary to determine performance are initially collected and reported
- The local evaluation/monitoring process.
- Describe how the CoC monitors the performance of its youth providers. The description should include:
  - Monitoring criteria
  - Frequency of monitoring
  - Process by which the CoC provides feedback regarding monitoring to providers
  - How the CoC support providers with identified issues to improve their performance
  - How are youth involved in the monitoring of projects?

9. Demonstrate how the CoC has used data, either data regarding the composition of the local homeless youth population or the effectiveness of various interventions for serving homeless youth, in developing a strategy to prevent and end youth homelessness.

10. Describe how youth are brought into evaluation and quality improvement conversation in your community.

11. If selected as a YHDP community, describe your proposed demonstration outcome measures and how your community would define success.

## **2. Other Factors.**

### **Preference Points.**

HUD encourages activities in Opportunity Zones (OZ) and activities in collaboration with HBCUs. HUD may award two (2) points for qualified activities supporting either or both initiative(s). In no case will HUD award more than two preference points for these activities.

### **Opportunity Zones.**

This program does not offer Opportunity Zone preference points.

### **HBCU.**

This program does not offer HBCU preference points.

## **B. Review and Selection Process.**

### **1. Past Performance**

In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD may consider include, but are not limited to:

HUD may reduce scores as specified under V. A. Review Criteria. Whenever possible, HUD will obtain past performance information. If this review results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.D 1. Pre-selection Review of Performance, above.

### **2. Assessing Applicant Risk.**

In evaluating risks posed by applicants, the Federal awarding agency may use a risk-based



approach and may consider any items such as the following:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in this part;
- History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

**3. Integrity.** HUD evaluates the integrity of the applicant as reflected in government-wide websites, information in HUD's files, the federal Do Not Pay portal, public information and information received during HUD's Name Check Review process. If this integrity evaluation results in an adverse finding, HUD reserves the right to take any of the remedies provided in Section III.C.4.a.5, Do Not Pay website Review.

**4. Review Process.** HUD staff, who may be assisted by staff from other federal agencies with experience related to homeless youth, coordinated community approaches to preventing and ending youth homelessness, and/or evidence-based interventions will review applications in two phases:

**Phase 1: Threshold Eligibility Requirements.** The application will be reviewed to determine whether it meets the threshold eligibility requirements in Section III.C.1 of this NOFA. Applicants who fail to meet all of the threshold eligibility requirements will be deemed ineligible. Applications from ineligible applicants will not be evaluated.

**Phase 2: Application Scoring.** If the applicant meets all threshold requirements, the application will be reviewed and scored using the selection criteria outlined in Section V.A.1 of this NOFA. After individual reviewers assign a score, each application will be paneled with an additional reviewer for a final score.

## **5. Selection Process**

**Selection of Successful Applicants.** In addition to applicants' rank, the reviewer panel will also consider the geographic areas of the demonstration communities and different types of developed human settlements (urban, suburban, and rural). HUD will make the final determination of selected communities.

**Ranked Order.** Once final scores have been assigned, applications will be listed in ranked order. The amount awarded to applications will be determined according to the factors described in Section V.A.1 of this NOFA.

**6. Funding Decisions.** Funding decisions will be made on project applications as described in Appendix A. In determining the amount that will be available to a selected community, HUD

will take into consideration the amount of funds available; the collaborative applicant's current organizational capacity, where and when required, as presented in the application, including, among other things, the number, quality, and experience of their key personnel; and the final score assigned to the application.

**7. Funding Errors.** If HUD commits an error that, when corrected, would cause selection of an applicant during the funding determination, HUD may select that applicant for funding, subject to availability of funds.

## **VI. Award Administration Information.**

### **A. Award Notices.**

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline, but have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF424.

**Negotiation.** After HUD has made selections, some HUD programs may negotiate specific terms of the funding agreement and budget with selected applicants. If HUD and a selected applicant do not successfully conclude negotiations in a timely manner, or a selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant. Consult the program NOFA for specific details.

HUD may impose special conditions on an award as provided under 2 CFR 200.207:

- Based on HUD's review of the applicant's risk under 2 CFR 200.205;
- When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal award;
- When the applicant or recipient fails to meet expected performance goals; or
- When the applicant or recipient is not otherwise responsible.

**Adjustments to Funding.** To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, HUD reserves the right to fund less than the amount requested in an application.

a. HUD will fund no portion of an application that:

- (1) Is not eligible for funding under applicable statutory or regulatory requirements;
- (2) Does not meet the requirements of this notice; or
- (3) Duplicates other funded programs or activities from prior year awards or other selected applicants.

b. If funds are available after funding the highest-ranking application, HUD may fund all or part of another eligible fundable application. If an applicant turns down an award offer, or if HUD and an applicant do not successfully complete grant negotiations, HUD may make an offer of funding to another eligible application.

c. If funds remain after all selections have been made, remaining funds may be made available within the current FY for other competitions within the program area, or be held for future competitions, or be used as otherwise provided by authorizing statute or appropriation.

d. If, after announcement of awards made under the current NOFA, additional funds become

available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, HUD may use the additional funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, and/or to fund additional applicants that were eligible to receive an award but for which there were no funds available.

**Funding Errors.** If HUD commits an error that when corrected would cause selection of an applicant during the funding round of a Program NOFA, HUD may select that applicant for funding, subject to the availability of funds.

## **B. Administrative, National and Department Policy Requirements for HUD recipients.**

For this NOFA, the following Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards apply. Please [Click here](#) to read the detailed description of each applicable requirement.

### 1. Compliance with Non-discrimination and Other Requirements

Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFAs. Please read the following requirements carefully as the requirements are different among HUD's programs.

- Compliance with Fair Housing and Civil Rights Laws, Which Encompass the Fair Housing Act and Related Authorities (cf. 24 CFR 5.105(a)).
  - Affirmatively Furthering Fair Housing.
  - Economic Opportunities for Low-and Very Low-income Persons (Section 3).
  - Improving Access to Services for Persons with Limited English Proficiency (LEP).
  - Accessible Technology.

### 2. Equal Access Requirements.

### 3. Equal Participation of Faith-Based Organizations in HUD Programs and Activities.

### 4. Real Property Acquisition and Relocation.

### 5. Participation in HUD-Sponsored Program Evaluation.

### 6. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

### 7. Drug-Free Workplace.

### 8. Safeguarding Resident/Client Files.

### 9. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.

### 10. Accessibility for Persons with Disabilities.

### 11. Violence Against Women Act.

### 12. Conducting Business in Accordance with Ethical Standards/Code of Conduct.

### 13. Environmental Requirements.

Compliance with 24 CFR part 50 or 58 procedures is explained below:

See Appendix A, Section IV, Other Requirements, M. Environmental Requirements, for information on the environmental review procedures required during the project evaluation process.

### **C. Reporting.**

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

**1. Reporting Requirements and Frequency of Reporting.** Applicants should be aware that if the total Federal share of your Federal award includes more than \$ 500,000 over the period of performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters.

In addition to the reporting requirements in 24 CFR part 200, the recipient must collect and report data on its use of YHDP funds awarded to project applicants in selected communities in an Annual Performance Report (APR), as well as in any additional reports as and when required by HUD. This includes all projects awarded to the selected communities under the YHPD.

Please direct questions regarding specific reporting requirements to the point of contact listed in Section VII. Agency Contact(s), below.

**2. Performance Reporting.** All HUD-funded programs, including this program, require recipients to submit, not less than annually, a report documenting achievement of outcomes under the purpose of the program and the work plan in the award agreement.

**3. Race, Ethnicity and Other Data Reporting.** HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987. NOFAs may specify the data collection and reporting requirements. Many programs use the Race and Ethnic Data Reporting Form HUD-27061, U.S. Department of Housing OMB Approval No. 2535-0113.

### **D. Debriefing.**

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFA, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the authorized official whose signature appears on the SF424 or by his or her successor in office and be submitted to the point of contact in Section VII Agency Contact(s), below. Information provided during a debriefing may include the final score the applicant received for each rating

factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

## **VII. Agency Contacts.**

HUD staff will be available to provide clarification on the content of this NOFA.

Questions regarding specific program requirements for this NOFA should be directed to the point of contact listed below.

Caroline Crouse

(202) 402-4595

[YouthDemo@hud.gov](mailto:YouthDemo@hud.gov)

Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339. Please note that HUD staff cannot assist applicants in preparing their applications.

## **VIII. Other Information.**

### **1. National Environmental Policy Act.**

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFA in accordance with HUD regulations at 24 CFR part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)).

The FONSI is available for inspection at HUD's Funding Opportunities web page at: [https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps).

## **Appendix.**

Appendix A - Program Project Requirements