

Youth Homelessness Demonstration Program

New Project Application Instructions

Overview: The GA Balance of State CoC will consider applications of the following eligible project types:

- New Joint Transitional Housing/Rapid Rehousing
- New Rapid Re-housing (RRH)
- New Supportive Service Only (SSO) including:
 - Drop In Centers
 - Diversion
 - Outreach
 - Navigation
- New Permanent Supportive Housing (PSH) projects dedicated youth and young adults (singles & youth families) with a diagnosed disability.

The U.S. Department of Housing and Urban Development (HUD) does allow for the application of “other innovative activities to reduce youth homelessness.” If you are considering a project that does not fit into the proposed project types listed above, please talk to the BoS as soon as possible and prior to completing an application.

New Application Webinars (registration required): The Balance of State will host **three webinars for YHDP Applicants** to discuss the Review Application document, competition policy, scoring criteria, etc. To receive login details for these webinars, you will need to register, and once registered, you will receive a confirmation email containing information about joining the Webinar. **Please click below to register for the webinar time slot you prefer (the second and third webinars are a repeat of the first):**

- YHDP Local Application Training Webinar #1 on Tuesday May 9, 2023, 12:00 PM (noon), [Registration Link](#) (meeting password is BoSYHDPLocalApp)
- YHDP Local Application Training Webinar #2 on Wednesday May 10, 2023, 3:00 PM, [Registration Link](#)(meeting password is BoSYHDPLocalApp)
- YHDP Local Application Training Webinar #3 on Thursday May 11, 2023, 10:00 AM, [Registration Link](#) (meeting password is BoSYHDPLocalApp)

Due Date: Applications and required attachments are due **no later than Tuesday, May 30, 2023 6:00 PM**, to bosmonitoring@dca.ga.gov. **Please submit your application as a .pdf file.**

Application materials and any additional information as it becomes available are posted on our website [found here](#).

Required documents:

- The 2023 GA BoS YHDP New Project Application;

- The agency 501(c)(3), if applicable (the 501(c)(3) for any sub-recipients must also be attached);
- A current list of Board Members;
- The most recent independent financial audit, or equivalent financial statement; and
- A current 990 IRS Form: Return of Organizational Exempt from Income Tax, if applicable.

Considerations: Receiving funding under the YHDP is a multi-step process.

- Step 1 is outlined in this project application process and includes applying to the GA BoS CoC. Only applications selected in part 1 will be allowed to move on to part 2. The YAB and CoC Program Manager reserve the right to request budget adjustments and project design adjustments to align with funding availability.
- Step 2 is only required if the New Project application is selected by CoC. If selected, the agency will be required to complete the HUD new project application in *e-snaps*. GA BoS staff will support recipients in navigating the HUD process. Selected agencies should be prepared to develop HUD applications **quickly** after being notified a project was selected for funding.

If awarded by HUD, the new project will start following technical submission in *e-snaps*. There is no guaranteed project start date, but it is anticipated to be no later than 10/1/2023.

Review Process: Each application will be reviewed by the CoC Program Manager, in consultation with additional review team members, including BoS Youth Action Board members. There is a specific scoring form for this application. Detailed scoring criteria is within the Project Scoring form. Interviews for applicants that pass threshold will be held **June 5-7**. The ranking system will involve a priority grouping. The first priority grouping will be RRH and Joint TH/RRH projects. The second priority grouping will be SSO projects. The third priority grouping will be PSH projects. The highest scoring project(s) will be selected, and low scoring projects may be dropped to a lower grouping. Projects that pass eligibility and quality threshold review, may be selected as funding availability allows. A final decision will be made no later than **Wednesday June 14, 2023**. Selected applicants will work with the CoC staff to submit a new project application in *e-snaps*. Selected applicants will be required to submit a pdf of their *e-snaps* to bosmonitoring@dca.ga.gov by **June 22, 2023**. The new project submission deadline into *e-snaps* is **June 30, 2023**.

After the local application process step 1, projects that are selected will be required to complete step 2 as follows, by the June 30th deadline:

1. Complete a new electronic project application in *e-snaps*;
2. Agree to send a pdf of the new electronic project application completed in *e-snaps* be reviewed by the CoC Program Manager;
3. Attach a letter of support/approval from the GA Balance of State Youth Action Board; and
4. Attach a letter of support/approval from the GA Balance of State CoC following final review.

Contact: The contact for this application process is Joshua Gray, CoC Program Manager. His email address is josh.gray@dca.ga.gov or 404-327-6811.

Please Note: This application was designed according to our interpretation and understanding of the complete NOFO for Youth Homelessness Demonstration Program

(YHDP). Completion of this form in no way absolves agencies from reading the complete NOFO themselves. The Balance of State is not responsible for any omissions or misinterpretations of the NOFO. If applicants wish to supply additional material that they believe is in line with the NOFO, they should feel free to do so.

Pertinent details regarding this grant: All applicants must read [Appendix A of the Notice of Funding Opportunity \(NOFO\) for the Youth Homelessness Demonstration Program FR-6500-N-35](#) to ensure that their application meets all of the required HUD Guidelines. Appendix A is specific to the Project Selection Process and is most applicable to this phase of the work. Applicants are encouraged to read the complete NOFO in conjunction with the Continuum of Care Program Interim Rule ([24 CFR part 579](#)).

- Match requirements can be found at 24 CFR 578.73 and are the responsibility of the applicant.
- New project applications must adhere to 24 CFR 578.51(f) and must request the full FMR amount per unit.
- New projects will include supportive services costs and must adhere to 24 CFR 578.53 with flexibilities detailed in section 1.C.1. of Appendix A
- New projects must use HMIS unless statutorily prevented from doing so and they are required to use an HMIS comparable database.
- All applicants must meet statutory deadlines regarding the obligation of grant funds by September 30, 2023.
- Project Applicant must be in good standing with HUD – defined as no open findings or history of slow expenditure of grant funds.
- Project Applicant must be in good standing with the Balance of State CoC – defined as no open findings or confirmation of finding resolution and progress and committed to the use of coordinated entry.
- Demonstrate a connection to mainstream service systems
- Demonstrate a plan for rapid implementation of the program
- Activities under the YHPD NOFO are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58.

Funding Available: \$5,849,611.50 (*annual amount*) (\$85,000-\$187,000 set aside for HMIS)

Note: The GA HMIS Lead will support the YHDP HMIS Implementation by assisting the YHDP funded agencies with ensuring accurate youth data collection, analysis of data quality, and ensuring that YHDP specific data elements are available in the HMIS system. Program evaluation support and the development of YHDP specific reporting assistance will also be provided. Because HMIS is a requirement. Based on the number of agencies awarded, the HMIS Lead funding request would range from \$85,000 - \$93,500 for one (1) FTE to support up to 20 agencies, to \$170,000 - \$187,000 for two (2) FTE's for more than 20 agencies. To the extent funding is available CoC may include additional projects in the grouping to utilize all the funding.

New Project Grant Terms: All grants for projects will be for an initial 2-year grant term. With opportunities for annual renewal under the Continuum of Care funding process.

Eligible Applicants: Eligible project applicants for CoC Program Competition are identified in Section I.D. II. A. of Appendix A. For-profit entities are ineligible to apply for grants or to be sub-recipients of grant funds.

Eligible Program Participants

- Funds awarded under the YHDP must only be used to serve youth aged 24 or younger, including unaccompanied and pregnant or parenting youth, including as necessary to

reunite youth aged 24 or younger with family members;(please note heads of household must be under the age of 25 at the time of enrollment) and

- All youth must initially qualify as homeless under paragraph (1), (2), or (4) of the homeless definition in 24 CFR 578.3, except as stated in I.C.5 and I.C.6 of Appendix A
- YHDP projects must serve NEW youth program participants in new projects.
- PSH project eligibility includes documentation of a disability. According to 24 CFR 583.5, disability means:
 1. A condition that:
 1. Is expected to be long-continuing or of indefinite duration;
 2. Substantially impedes the individual's ability to live independently;
 3. Could be improved by the provision of suitable housing conditions; and
 4. Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury;
 2. A developmental disability, as defined by 24 CFR 583.5
 3. The disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agency for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

HUD Threshold Requirements: The following are rules that affect how HUD evaluates applications. BoS Staff will complete a capacity and threshold review of the applicant. An applicant must pass threshold and capacity review to be considered for funding.

1. **Past Performance in managing funds.** This includes, but is not limited to:
 - The ability to account for funds appropriately
 - Timely use of funds received from HUD
 - Timely submission and quality of reports submitted to HUD
 - Meeting program requirements
 - Meeting performance targets as established in the grant agreement
 - The applicant's organizational capacity, including staffing structures and capabilities
 - Timelines for completion of activities and receipt of promised matching and leveraged funds
 - The number of persons to be served or targeted for assistance

2. **Threshold Requirements: Project Eligibility Threshold**

The information below is specific to how HUD will review applications that are submitted in e-snaps. Please refer to the YHDP Project Application 2023 Scoring Form for detailed information on the BoS review criteria.

Project applicants and potential sub-recipients must meet the eligibility requirements of the CoC program as described in 24 CFR part 578 and provide evidence of eligibility required in the application (e.g. nonprofit documentation).

- Project applicants and sub-recipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant/sub-recipient experience with similar projects and with successful administration of COC program funds or other federal funds.
- The population to be served must meet the criteria for "Eligible Program Participants" in II.D.2 of appendix A.

- The project must be cost effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
- Project applicants must agree to participate in a local HMIS system. However, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that meets the needs of the local HMIS.
- Projects providing supportive services or housing assistance to program participants must incorporate Positive Youth Development (PYD) and Trauma Informed Care (TIC) models of housing and service delivery.

3. **Threshold Requirements: Project Quality Threshold**

HUD will review all project applications to determine if they meet the following project quality threshold requirements. Not everything listed below is applicable to all project types. If awarded, however, each project must meet all the criteria that applies to its project type. Additionally, a determination that a project meets the project quality threshold is not a determination by HUD that a recipient is in compliance with applicable fair housing and civil rights requirements.

- All projects must meet the following criteria related to project eligibility, capacity, timeliness, and performance:
 - Project Applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for any existing grant(s), as applicable, that are funded under the CoC Program, as evidenced by timely reimbursement of subrecipients (as applicable), quarterly drawdowns, and timely resolution of monitoring findings; and
 - Project Applicants must demonstrate that they will be able to meet all timeliness standards established at 24 CFR 578.85.
 - Joint transitional housing-rapid rehousing (TH-RRH) projects must meet the 7 criteria below if awarded YHDP funds but will pass threshold if they receive at least 5 out of the 7 points available. All other housing projects (i.e., permanent housing, transitional housing) must meet the first 5 criteria below if awarded YHDP funds but will pass threshold if they receive at least 3 out of the 5 points for those criteria.
- **Joint transitional housing-rapid rehousing (TH-RRH)** projects must meet the 7 criteria below if awarded YHDP funds but will pass threshold if they receive at least 5 out of the 7 points available. All other housing projects (i.e., permanent housing, transitional housing) must meet the first 5 criteria below if awarded YHDP funds but will pass threshold if they receive at least 3 out of the 5 points for those criteria.
 1. The type, scale, and location of the housing fits the needs of the program participants (1 point);
 2. The type and scale of the supportive services fits the needs of the program participants—this includes all supportive services regardless of funding source (1 point);
 3. The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare,

- Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)(1 point);
4. Program participants are assisted to obtain and remain in housing in a manner that fits their needs (1 point);
 5. 100 percent of the proposed program participants meet the criteria for “Eligible Program Participants” in II.D.2 of this appendix (1 point);
 6. The proposed project has enough rapid re-housing slots to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the rapid re-housing portion of the project than the TH portion, by having twice as many RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project (1 point; only for TH-RRH projects); and
 7. The project uses a Housing First approach (1 point; only for TH-RRH projects).
- **SSO Projects** - must meet the following three criteria if awarded YHDP funds but will pass threshold if they receive at least 2 out of the 3 points available.
 1. The type, scale, and location of the housing fits the needs of the program participants (1 point);
 2. The supportive services are clearly designed to help youth quickly exit homelessness by obtaining or retaining housing (1 point); and
 3. 100 percent of the proposed program participants meet the criteria for “Eligible Program Participants” in II.D.2 of this appendix (1 point).

4. The Balance of State CoC requires each new project to meet the following criteria:

1. **Housing First philosophy and low barrier to entry:** Housing First is a model of housing 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). This approach quickly connects youth & young adults experiencing homelessness to permanent housing:
 - No barriers to entry (e.g. sobriety, treatment, or service participation requirements);
 - No preconditions (e.g. sobriety, income);
 - Does not terminate program participants from the project for lack of participation in the program (e.g. supportive service participants requirements or rules beyond normal tenancy rules).
2. **Coordinated Entry:** Project applicants are required to comply with the policy and procedures, written standards, and order of priority for the specific project type requested. Participation includes but is not limited to: pre-screen, assessment, referral, follow-up.
3. **Balance of State COC:** Project applicants are required to comply with the Balance of State CoC bylaws, governance charter, and other policy and procedure manuals as approved by the Board or membership. This includes, but is not limited to:
 - Committee participation
 - Actively involved in the Point-in-Time Count and Housing Inventory Count

- Regular Attendance at Balance of State meetings (at time of application, commitment to participation sufficient)
- Good Standing with Balance of State CoC policies, including coordinated entry.

5. Other Requirements:

Select Applicable Requirements: The full text of the requirements is available to the applicant in the document, [General Administrative Requirements and Terms for HUD Financial Assistance Awards](#), on our website. Please click to read the detailed description of each applicable requirement.

- Compliance with Non-discrimination and Related Requirements. Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFOs.
 - Compliance with Fair Housing and Civil Rights Laws, which Encompass the Fair Housing Act and Related Authorities (cf. 24 CFR 5.105(a)).
 - Improving Access to Services for Persons with Limited English Proficiency (LEP).
 - Economic Opportunities for Low-and Very Low-income Persons (Section 3).
 - Accessible Technology.
 - Affirmatively Furthering Fair Housing.
- Equal Access to Housing Regardless of Sexual Orientation or Gender Identity.
- Participation in HUD-Sponsored Program Evaluation.
- OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Drug-Free Workplace.
- Safeguarding Resident/Client Files.
- Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.
- Physical Accessibility.
- Violence Against Women Act.
- Conducting Business in accordance with Ethical Standards/Code of Conduct.