

**NW Minnesota Continuum of Care (CoC)
Youth Homeless Demonstration Project (YHDP)
2019 Call for Project Applications &
Bidder's Conference Announcement**

System-Accountability
Compassion
Holistic
Sustainable
Safe ^{Stability}
Youth-voice
Culturally-responsive
Individualized
Flexible

Bidder's Conference: Tues., April 9, 2019 (10:00 am-3:30 pm)

Location: Bagley, Minn. (Courthouse on Hwy. 92 N. or 213 Main Ave. N., 3rd Floor)

RSVPs Requested: <https://www.surveymonkey.com/r/6D8XSX9> if you have dietary restrictions or email: nwmncoc@bemidjiconsulting.com

Note: Lunch will be provided.

Application Deadline: Friday, May 3, 2019

NW Minnesota Continuum of Care (CoC)

Youth Homeless Demonstration Project (YHDP)

Call for Project Applications & Bidder's Conference Announcement

Total Annual Funding: \$681,500 (total for the region)

Bidder's Conference: Tues., April 9, 2019 (10:00 am-3:30 pm)

Location: Bagley, Minn. (Courthouse on Hwy, 92 N. or 213 Main Ave. N., 3rd Floor)

RSVPs Requested: <https://www.surveymonkey.com/r/6D8XSX9> if you have dietary restrictions or email: nwmncoc@bemidjiconsulting.com

Note: Lunch will be provided.

Application Deadline: Friday, May 3, 2019

Project Period: Oct. 1, 2019-Sept. 30, 2021

Contact: Please email YHDP Project Lead, Becky Schueller, at nwmncoc@bemidjiconsulting.com with any questions regarding this RFP, the Bidder's Conference, or the Ranking & Scoring process. **Frequently Asked Questions** will be posted at <https://www.homelesstohoused.com/youth-homeless-demo-project> to ensure fairness to all applicants. **Note: Word versions of forms (excel for the budget) also posted on the website.**

Funding Overview. The Northwest CoC received a \$1.4 million YHDP award from Federal HUD to support a Coordinated Community Planning process and projects to prevent and end youth homelessness. The NW CoC submitted its final plan on March 1st, 2019. Please visit <https://www.homelesstohoused.com/youth-homeless-demo-project> to review a copy of the plan *before* the Bidder's Conference. Two-year project grants will be awarded by HUD: \$681,500 will be available for Oct. 1, 2019-Sept. 30, 2020 and another \$681,500 for Oct. 1, 2020-Sept. 30, 2021. In future years, \$681,500 is expected to be available in Annual Renewal Demand funding each year through the CoC NOFA process so long as projects maintain eligibility and meet CoC and YHDP guidelines.

Application Process. Similar to the NW Minnesota annual CoC application process, YHDP projects will be selected locally through this competitive RFP. YHDP projects will then work in consultation with the YHDP Project Lead to apply to HUD through e-snaps. HUD's YHDP project review in e-snaps is a non-competitive process. All project selections through this RFP will be made pending approval from HUD and may be amended based on HUD input. Selected projects will be awarded for a two-year term with potential for renewal through future HUD CoC competitions as part of the Northwest Minnesota CoC.

Timeline. YHDP RFP released: **April 2, 2019.** Bidder's Conference: **April 9, 2019.** YHDP Application due: **May 3rd.** Tentative Local Award Selections Posted: **May 24th, 2019.** HUD submittal required by: **July 1, 2019.** Applicants are welcome to submit earlier, which may allow an earlier project start.

Submission. Applications are due by or on Friday, **May 3** (by 11:59 p.m.) and should be emailed to YHDP Lead Becky Schueller at nwmncoc@bemidjiconsulting.com

Eligible Applicants:

■ Eligible project applicants are nonprofit organizations, states, local governments, and instrumentalities of state and local governments. For-profit entities and tribal governments are not eligible to apply for grants or to be sub-recipients of grant funds.

■ Applications shall only be considered from project applicants in good standing with the state and federal government, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds, outstanding obligation to the government that is in arrears or for which a payment schedule has not been agreed upon, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

Eligible Project Areas. Projects must be located within the Counties of Beltrami, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau. Nonprofits operating in tribal communities on the Leech Lake, Red Lake, and White Earth Reservations are eligible applicants so long as their physical location on the reservations are in the eligible counties listed above. Bonus points will be awarded for those projects that can demonstrate strong capacity to serve Native American Youth & Youth of Color, whether in small cities or in reservation communities.

Overall Goals for Youth. The Youth Committee of the CoC intends that projects will promote the following outcomes by USICH for homeless youth and young adults:

<p style="text-align: center;">Housing Stability</p> <p>❖ Stable housing includes a safe and reliable place to call home.</p>
<p style="text-align: center;">Permanent connections</p> <p>❖ Permanent connections include ongoing attachments to families, communities, schools, and other positive social networks.</p>
<p style="text-align: center;">Education and Employment</p> <p>❖ This 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. Note: Employment is not a higher value than education, particularly K-12.</p>
<p style="text-align: center;">Social-emotional well-being</p> <p>❖ This 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.</p>

Project Support to Enhance Collaboration & Partnerships. The goal is to engage mainstream partners (child welfare, schools, juvenile justice, public health) and homeless service providers in partnerships that will maximize resources and services available for homeless youth in the different subregions in Northwest Minnesota.

These projects are not intended to be “stand alone” projects that simply add to an organization’s existing homeless program resources. The CoC recognizes that these project awards, given the size of our region, will not be sufficient to meet the needs local communities have identified for their homeless youth and young adults. Instead, we are asking: **What can you do in partnership with mainstream service providers to meet the needs of homeless youth in your community and service area?**

HUD’s intent is that projects use a continuous quality improvement process, which includes youth feedback, to determine how projects might need to be adapted and course corrections made to meet intended needs, goals and objectives. As a result, demonstration projects may not be re-funded each year in exactly the same form.

Primary Project Types. Resource limitations require both some uniformity and some flexibility. There are three primary components recommended for NW YHDP projects. Youth navigation and case management may be combined into a single position (or not) depending on how applicants envision their projects:

► **Youth Navigation Services** – these services are designed as the first point of contact for young people experiencing or at imminent risk of homelessness. Youth navigators will provide support to young people to help them find safe housing and other supports to stabilize. Navigators may connect with youth through schools, social services, Boys & Girls Clubs, faith-based organizations, or other community organizations. We also envision the capacity for phone-based navigation services or some travel on the part of navigators so that youth are not expected to travel to a distant community to access navigation services.

Based on the YHDP resources available and the numbers of homeless youth and young adults presenting for services in the region’s communities, we project the following navigation positions to be based in specific subregions while serving a wider geographical area:

County/Reservation/Subregion	FTE	County/Reservation/Subregion	FTE
Beltrami County (including youth from the Leech Lake Reservation)	1.0 FTE	Polk County	.25 FTE
Red Lake Reservation	.5 FTE	Pennington County	.25 FTE
Hubbard County	.25 FTE	Roseau County	.25 FTE
Mahnomen & the White Earth Reservation &	.25 FTE		

Project applicants are requested to identify the wider geographical area they will serve so that youth in Clearwater, Kittson, Lake of the Woods, Marshall, Norman, and Red Lake Counties also have access to services.

The goal is to pair these navigation services, to the extent possible, with existing positions or with other new positions agencies may currently be planning. Navigation services may also be paired with case management services as described below.

► **Case Management** – This service is intended to be bundled with the Rapid Rehousing assistance described below. We hope to see field-based case managers who can provide

housing search assistance as well as the case management supports needed to maintain housing and connect youth/young adults to other supportive resources. Resources allow for 3.25 FTE RRH Case Managers to be based in specific subregions while covering a wider geographical area:

County/Reservation/Subregion	FTE	County/Reservation/Subregion	FTE
Beltrami County (including youth from the Leech Lake Reservation)	1.0 FTE	Polk County	.25 FTE
Red Lake Reservation	.5 FTE	Pennington County	.25 FTE
Hubbard County	.75 FTE	Roseau County	.25 FTE
Mahnomen & the White Earth Reservation &	.25 FTE		

Project applicants are requested to identify the wider geographical area they will serve so that youth in Clearwater, Kittson, Lake of the Woods, Marshall, Norman, and Red Lake Counties also have access to services.

► **Rapid Rehousing** – Rather than assigning RRH rental assistance to individual projects, we envision a rental assistance fund managed for the region so that resources may be allocated to youth where needed without cumbersome budget revisions. RRH is recommended here for its flexibility – as it can include diversion support, one-time assistance, short-term assistance, assistance up to 12 months, as well as longer-term assistance. A waiver to serve youth up to 36 months with RRH if needed will be requested. In general, youth who need rental assistance for longer periods should be referred to Section 8, permanent supportive housing, or a housing supports (former GRH) program where available. There are resources to serve approximately 63 youth with an average of 12 months of assistance each. This may vary depending on each youth and his/her needs.

Recommended Project Awards may take the following forms:

1. **A region-wide project** in which an eligible entity administers the funding and makes subgrants to projects throughout the region for staff positions for youth navigation and case management, whether full- or part-time. Housing funds would not be allocated to agencies, but would be held “in common” by this administrative entity and awarded based on need each month through direct vendor payments to landlords. Funds will thus be available in areas of the region where they are needed so that there is funding throughout the region.
2. **Individual project awards** for navigation and case management. Housing funds would still be held “in common” by an administrative entity.
3. **Other:** Pitch us an idea. We’re open to innovative projects that maximize services to homeless youth and young adults throughout the region.

Please note: During the April 9th (10:00 am-3:30 pm) Bidder’s Conference in Bagley, Minn. (Courthouse, 3rd Floor), there will be planning time for participants, and any partners they wish to bring (i.e. county or tribal staff, school staff, probation or juvenile center staff, etc.) to gather in groups from their subregions to discuss potential project plans, models, and innovative ideas.

Project Selection. The YHDP review and evaluation team (composed of individuals not requesting funding) who represent CoC members, Youth Committee members, Youth Action Board Members, and community members will score and rank the proposals (see application scoring sheet). The team selected will review the scores and rankings along with geographic need, and then vote on a final award slate to present to the Youth Committee and Youth Action Board, which will make final funding decisions. The YHDP Team reserves the right to negotiate final terms with applicants. All project applicants will be notified of the outcome in writing. [YHDP project selection will be in accordance with HUD’s CoC conflict of interest requirements under 24 C.F.R. § 578.95.]

Eligible Populations: Homeless youth and young adults ages 16 through 24 who are unaccompanied homeless youth (homeless on their own without their families), couples, or young families (have minor children of their own). In particular, projects are asked how they will meet the needs of Native American youth and other youth of color, 2SLGBTQ youth, youth in or exiting foster care or juvenile justice, pregnant and parenting youth, and youth who have been sexually exploited. Youth must meet the Federal definition of homelessness.

Federal Definitions of Youth Homelessness
<u>Category 1: Literal Homelessness</u>
<ul style="list-style-type: none"> • Shelter including emergency shelter, transitional housing, or hotel/motel paid by government or charity • Street or other place not meant for human habitation (car, garage, park, abandoned building) • An institution (ex. jail, hospital, juvenile detention) that the youth is exiting and where youth was resident for 90 days or less AND the youth resided in emergency shelter or place not meant for human habitation immediately prior to entering that institution
<u>Category 2: Imminent Homelessness</u>
<ul style="list-style-type: none"> • In own housing, but being evicted within 14 days • A hotel or motel paid for by the youth, family or friends where the youth cannot stay for more than 14 days (often due to lack of ability to continue paying) • With family or friends and being asked to leave within 14 days <p>Additionally, the youth must have no safe alternative housing, resources or support networks to maintain or obtain permanent housing.</p>
<u>Category 3: Homeless Under Other Federal Statutes</u>
<i><u>Please note that to serve youth in this category, a waiver would be required, and it would not allow these youth to be served with CoC Annual Renewal Demand funds in future periods.</u></i>
<u>Category 4: Fleeing Domestic Violence</u>
<p>Youth fleeing or attempting to flee their housing or the place they are staying because of domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence that has taken place in the house or has made them afraid to return to the house, including:</p> <ul style="list-style-type: none"> • Trading sex for housing • Trafficking • Physical abuse • Violence (or perceived threat of violence) because of the youth’s sexual orientation <p>Additionally, the youth must have no safe, alternative housing, resources or support networks to maintain or obtain permanent housing.</p>

See RFP attachments on HUD definition of homeless youth.

Project Requirements. Selected project applicants will need to:

- Work collaboratively with the YHDP Project Lead and members of the CoC Youth Committee and Youth Action Board on project design and implementation once awarded, including on the application submission to HUD through e-snaps. This includes finalizing each project's geographical area covered, scope and budget.
- Enter client data into the Minnesota Homeless Management Information System (HMIS), participate in the PIT and Wilder homeless counts in the region, participate in the Coordinated Entry System and comply with Minnesota CoC Policies and Procedures (unless there is a YHDP-specific exception).
- Comply with program requirements per the HUD Continuum of Care Rule (unless there is a HUD approved YHDP waiver) and the FY2018 YHDP NOFA.
- Have a plan for rapid implementation of the program; the project narrative must document how the project will be ready to begin housing the first program participant within 3 months of the award (HUD requires all YHDP programs to be under grant agreement by September 30, 2019).
- Agree to participate in initial training (which may be spread out over several months), annual training, and ongoing YHDP monthly case management and learning collaborative meetings with other YHDP projects that will meet monthly. Given that these are demonstration projects, the learning collaboratives will bring YHDP providers together to share best practices, monitor progress on the implementation of these best practices, and provide regular learning opportunities through training in Positive Youth Development, Trauma-Informed Care, and Social/Permanent Connection development.

Youth Collaboration. All projects under this RFP are required to include continuous youth collaboration on program design, rules, and policies. Each program must have a Continuing Quality Improvement (CQI) process in which youth can safely contribute ideas and submit grievances with the expectation that the program will be responsive to their input. In addition, all projects are required to enable every youth program participant to complete an electronic exit survey created by the YHDP Lead in collaboration with the Youth Action Board.

Programs are encouraged to offer opportunities to their YHDP clients to participate in regional homelessness meetings and other activities related to the work on ending youth homelessness, including Youth Counts conducted during the annual PIT, the triennial Wilder Survey, and other homeless counts.

Budget. Please see the attached budget form. Please give clear explanations in your budget and show any other sources of support that will be used to meet youth needs. Note: 2% of the YHDP award must be dedicated to HMIS costs, and ICA will submit an application for these funds.

Match Requirement. HUD requires YHDP applicants to contribute a 25% match on all budget items, except leasing. Match is actual cash or in-kind resources (or a combination

of the two) contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. In-kind match is the value of any real property, equipment, goods, or services contributed to a CoC Program grant that would have been eligible costs under the CoC Program if the recipient/sub-recipient was required to pay for such costs with CoC Program grant funds. Match may be from public or private resources.

Reporting and Evaluation Requirements. Applicants are responsible for complying with all HUD Continuum of Care and YHDP reporting requirements, including an Annual Progress Report (APR). Modified programs specific to Northwest Minnesota YHDP projects are being created within HMIS. In addition, all YHDP projects will be evaluated by a HUD-funded consultant as part of the national demonstration program.

APPLICATION REQUIREMENTS. A complete application must be submitted by **May 3rd** and includes:

- CoC YHDP Threshold Review Form (please review this form carefully to ensure you can ask any questions you have in advance of the submission deadline)
- A Project Narrative (see form)
- A Project Budget (see form)
- List of Intended Project Partners (see form)

NW CoC – 2019 YHDP Project Scoring Form

Section	Comments	Maximum Points
Threshold Form	Form is fully complete with clear answers and no missing information.	Required <input type="checkbox"/> Meets Thresholds <input type="checkbox"/> Does not meet Thresholds
Project Partner Form	Description of intended partnerships any past history is described.	10 Points
Budget	Budget has sufficient detail; shows 25% match; and shows mainstream resources that will contribute to outcomes. For instance, please show if county EA, MFIP WIOA, or other resources supplement YHDP funds to help youth achieve intended outcomes. We realize you can't predict this for every youth – let us know in general what other resources your project intends to help youth access.	15 Points
Total Possible Points for Forms		25 Points
Narrative Sections		
Project Description – housing models, staffing pattern, services/activities, population, experience serving Native Youth and Youth of Color. Project is feasible based on model, experience, projected numbers to be served, and is consistent with the budget request.		20 Points
Experience providing homeless assistance.		20 Points
Applicant experience serving youth and young adults.		15 Points
Innovative services/strategies/approaches.		5 Points
Alignment with Coordinated Community Plan and Federal Goals		15 Points
Total Possible Points for Narrative		75 Points
Bonus Points		
Please describe your organization's involvement in the YHDP planning process between July 2018 and March 2019		10 Points
Total Possible Bonus Points		10 Points
Total Possible Points ALL Sections		110

**2019 Northwest Continuum of Care
Youth Homelessness Demonstration Project
Threshold Assessment**

All projects wishing to apply for Department of Housing and Urban Development (HUD) Youth Homelessness Demonstration Project funding in the competition must complete the following information and submit it to the YHDP Project Lead at nwmncoc@bemidjiconsulting.com by May 3, 2019 at 5:00 p.m. Only those applicants which submit this form by the deadline will be eligible for YHDP funding. Please complete the proposed project overview and review each of the following ranking categories, marking those questions that apply to your project.

Name of Agency

Name of Project

Primary Contact

Contact Email

DUNS #

SAM #

Applicant Entity is a:

(Note: To mark a box with an “x,” please delete the box only, then click Insert from the menu bar, and then choose symbol and select ☒)

- Nonprofit Organization
- Unit of Local Government(s)
- State

According to HUD regulations, for profit businesses and tribal governments are currently ineligible YHDP applicants and subrecipients.

Intent to Apply:

- Our agency intends to apply for funding in the initial NW COC YHDP 2019 Competition.

Geographical Area to be Served. Please indicate the counties and reservation communities your project intends to serve with an “X”:

Reservations					
	Leech Lake		Red Lake		White Earth
Counties					
	Beltrami		Marshall	<input type="checkbox"/> East Marshall	<input type="checkbox"/> West Marshall
	Clearwater		Norman		
	Hubbard		Pennington		
	Kittson		Polk	<input type="checkbox"/> East Polk	<input type="checkbox"/> West Polk
	Lake of the Woods		Red Lake		
	Mahnomen		Roseau		

Project Description:

1. Type of funding requested:

- Navigation
- Case Management
- Rapid Rehousing:

Other:

- _____
- _____
- _____

If you selected "Other," please explain your model and describe why it will provide the most effective types of services and/or housing for your community and service area. Please specifically note how this model will contribute to housing stability for youth and young adults:

2. **Population Focus.** Our project agrees to serve:

- Single and pregnant and parenting youth ages 17 and under.
- Single and pregnant and parenting youth ages 18 through 24.
- Other. Please describe:

3. **Can your project start by:** October 1, 2019 (for a project period of 10/1/2019 – 9/30/2020 & 10/1/2020 – 9/30/2021)? Yes No

Brief Project Description – (3 sentences maximum please):

4. Certification of Agreement with YHDP Grant Expectations

Coordinated Assessment & Referral

- The applicant agrees to participant in Coordinated Assessment & Referral including:
 - Filling all beds/units through the central prioritization list & process
 - Abiding by CoC Coordinated Assessment policies & practices
 - Having at least one agency staff member participate in the NW CoC’s CES Committee meetings

CoC Participation and Compliance

- The applicant agency agrees to regularly attend CoC meetings and participate on a committee.
- The applicant agrees to participate in any initial training, annual training, and any other training needed to address to improve program needs and system performance.
- The applicant agrees to partner with others in the region to continue to develop the youth homeless response system and to support continuous quality improvement for youth housing projects throughout the region.
- The applicant agrees to follow all CoC policies including Written Standards for the Administration of ESG and CoC Assistance.
- The applicant agency agrees to provide project level data to the CoC by:
 - a) Participating in the annual point-in-time (PIT) sheltered and unsheltered count;
 - b) Submitting program reports to the CoC in a timely manner;
 - c) Participating in an annual CoC Planning, Gaps Analysis and Needs Assessment;
 - d) Submitting required LSA, HIC, SPMs and GIW reports by CoC deadlines;
 - e) Giving the Local System Administrator administrative access to your all programs reported in the HIC or providing the necessary waiver request to CoC and submitting required data in a timely manner; and

HMIS

- If applicant's primary mission is Domestic Violence or Sexual Assault services, applicant agrees to utilize an HMIS alternative that meets all requirements described below.
- Applicant currently utilizes HMIS and commits to compliance with:
 - Unique user name and password
 - Secure location for equipment
 - Locking Screen Savers
 - Virus protection with auto update
 - Individual or network firewalls
 - Restrictions on access to HMIS via public forums
 - Compliance with HMIS policy and procedures manual
 - Validation of off-site storage of HMIS data
- Applicant does NOT currently utilize HMIS, but agrees to utilize HMIS if funded.
- Applicant agrees to respond to data quality and clean-up requests from the CoC and ICA.

Services (TH, RRH and PSH Applicants ONLY):

Please check ALL that apply to your proposed project:

- Applicant has the capacity and willingness (or will develop it) to conduct HQS inspections
- Applicant commits that program will have and follow policies that ensure all children are enrolled in school and connected to appropriate services within the community.
- Applicant commits that case managers will systematically assist and support clients in completing applications for mainstream benefits.
- Applicant commits that transportation assistance is provided to clients to attend mainstream benefit appointments, education, employment training, or jobs when appropriate.
- Homeless assistance providers use a single application form for four or more mainstream programs.
- Applicant agrees that all participants will meet the federal definitions for youth homelessness.

- Applicant incorporates known best practices models into project policies and practices or commits to implementing these into their project if funded. Check all that apply:
 - Housing First
 - Client Centric
 - Low Barrier
 - Harm Reduction
 - Positive Youth Development
 - Trauma Informed Care

eLOCCS Financial Draws:

Please check ALL of the following thresholds that your program/agency agree to:

- Will draw down from eLOCCS at least quarterly

Project Quality Thresholds:

Please check ALL of the following thresholds that apply to your program/agency:

- Program/activities will be administered in most integrated setting appropriate for persons with disabilities. Persons with disabilities are not segregated and may choose with whom to interact; and
- Will assists participants to achieve and maintain independent living
- Will train staff and operate in compliance with Fair Housing and Equal Opportunity

Other Threshold Criteria:

Current HUD Grantees:

- No audit findings, history of financial mismanagement, untimely expenditures, major capacity issues affecting program outcomes, history of ineligible expenditures for clients or line items.
- No HUD resolutions of outstanding suspension
- Not delinquent on federal debts and no outstanding arrears to HUD.

Annual Progress Report:

HUD and the CoC require that CoC funded projects submit an Annual Progress Report (APR).

- Applicant commits to submitting APRs within 90 days following completion of each year of the project.
- If a current CoC member, applicant submitted an APR for the most recent grant year by the deadline Date of APR: _____
- If a current CoC member, applicant did NOT submit an APR for the most recent grant year.

Are there any outstanding findings still unresolved? Yes No If yes, please explain:

Print Name of Agency Approved Signer:	Signature of Agency Approved Signer:
Title	Date

NW CoC – 2019 YHDP RFP for Project Applications

PROJECT NARRATIVE GUIDELINES

1. Project Description/Summary. Please describe your project:

- Your proposed service area (counties, tribal communities, other geographic boundaries)
- The housing models you propose
- Your proposed staffing pattern
- The proposed project activities and services to meet the identified needs
- The identified outcomes that will help prevent or end youth/young adult (YYA) homelessness.

Please briefly describe the projected numbers youth and young adults you project to serve, including age ranges and demographic characteristics, and any special needs of this population. Please indicate if your agency has experience serving Native American Youth or Youth of Color and any outcomes or accomplishments serving these populations. Please indicate how your services are culturally-informed or how you plan to develop this capacity. (Aim for 2-3 pages please)

2 Applicant Experience Serving People Experiencing Homelessness. Please describe your agency's experience, outcomes, and accomplishments in administering homeless assistance projects and describe any projects that are similar to the project type(s) selected (aim for 1 page please):

3. Applicant Experience Serving Youth and Young Adults (YYA). If applicable, please describe how your agency and any collaborating partners have worked directly with YYA in the past, whether through housing services or other programs. What lessons (if any) from this YYA experience have you incorporated into your agency or program activities? How will your agency develop the capacity to provide a Housing First approach, implement Trauma-Informed Care, and use a Positive Youth Development framework to serve youth? Please describe your current (if any) and planned interactions with the Youth Action Board (YAB) or Youth Circles and how you plan to work with these groups in planning and implementing this project. What YYA leadership opportunities will your project provide? How will your agency involve program participants and/or the YAB in assessing program effectiveness and continuous program improvement? (aim for 1-2 pages please)

4. Best Practices and Innovative Strategies. Please name and describe any best practices or other innovative strategies your project will implement. Regarding any innovative strategies selected, why did you select these particular practices and what do you hope to achieve and learn from implementing them? (aim for no more than 1 page please)

5. Alignment with Coordinated Community Plan and Federal Goals. Please describe how your project will meet the goals, objectives, and action steps in the Northwest Region's YHDP Coordinated Community Plan. How specifically will your project (1) align with mainstream systems for YYA, such as local and tribal child welfare agencies and systems of care, schools, juvenile justice, and/or others and (2) promote systems changes needed to better prevent and end YYA homelessness in Northwest Minnesota? (aim for 1 page please)

Bonus Section:

Describe your agency's role in the NW YHDP planning process between July 2018 and March 2019.

NW CoC – 2019 YHDP Project Application

Project Partners Form

Applicant Organization: _____

Please describe the partnerships you intend to build with schools, child welfare, juvenile justice, tribal programs, WIOA/youth employments providers, mental health providers, alcohol and drug treatment programs, or other organizations that can maximize resources available for youth. Please describe, any past working relationships your organization has with these partners.

Partner	Partner Role and Working Relationship or Plans to Develop a New Partnership	Name and Contact Information if Known
Example: ABC High School	School homeless liaison. Will train all school in local access points for CES; will collaborate with XYZ Organization to refer homeless youth and make space available for on-site assessments at the school.	Sally Kingston, Tel: 218-xxx-xxxx; email: Sallyk@abchighschool.edu.mn.us

YHDP Project Budget Form (for Applicants):

Activities	YHDP	Cash or In-Kind Match	One-Year Grant
1. Rental Assistance Pool	\$	\$	\$
2. Rental Assistance Administration	\$	\$	\$
3. Supportive Services (complete detailed services budget below)	\$	\$	\$
4. Leasing	\$	\$	\$
5. Operating	\$	\$	\$
6. Administrative costs (No more than 10% of YHDP grant funds can be used for project administration, but there is no limit for match)	\$	\$	\$
Budget Total	\$	\$	\$

Supportive Services Detail	YHDP	Cash or In-Kind Match	One-Year Grant
Assessment of Service Needs	\$	\$	\$
Assistance with Moving Costs	\$	\$	\$
Case Management	\$	\$	\$
Employment Services	\$	\$	\$
Food	\$	\$	\$
Housing Search/Counseling	\$	\$	\$
Legal Services	\$	\$	\$
Life Skills	\$	\$	\$
Outreach Services	\$	\$	\$
Transportation	\$	\$	\$
Utility Deposits (if not in lease)	\$	\$	\$
Services Total (insert in services row above)	\$	\$	\$

Cash Match	
Amount: \$	Source:

1. Budget Narrative: Please include a budget narrative explaining the assumptions behind your budget calculations and how you arrived at the total for each line item.

2. Cash or In-Kind Match: Project applicants must provide cash or in-kind match equivalent to at least 25% of the YHDP grant request. Match is defined as funds or in-kind services/goods used for activities that otherwise would be eligible to be funded with YHDP grant. Match does not need to be provided in the same categories. **Please note:** HUD requires that documentation of match must be provided by time of contract execution in mid-September.