



**HEART OF TEXAS  
HOMELESS COALITION**  
ADVOCACY • ASSISTANCE • ACKNOWLEDGEMENT

## **REQUEST FOR PROPOSALS (RFP)**

### **TX-604 HEART OF TEXAS YOUTH HOMELESSNESS DEMONSTRATION PROGRAM**

Application Due Date:  
Monday, May 11th, 2020 at 8AM CST

Questions and Completed Applications to:  
[heartoftexashomelesscoalition@gmail.com](mailto:heartoftexashomelesscoalition@gmail.com)

#### **COVID-19 DISCLAIMER**

If you have reviewed this RFP in its entirety, meet the stated *Eligibility and Minimum Requirements*, and have determined that your agency is unable to complete submission of the YHDP RFP Application Packet due reasons associated with COVID-19, please send a Letter of Interest to the YHDP Scoring and Ranking Committee at [heartoftexashomelesscoalition@gmail.com](mailto:heartoftexashomelesscoalition@gmail.com). Please indicate which project(s) your agency has interest in, why your agency is unable to apply at this time, and if possible, what your proposed project budget would be. The YHDP Scoring and Ranking Committee will review Letters of Interest when determining outcomes of this RFP. Letters of Interest must be received by 8AM CST on Monday, May 11, 2020.

# Purpose

The purpose of this document is to provide information on the Heart of Texas Youth Homelessness Demonstration Program Request for Proposals.

# Background

In August of 2019, the U.S. Department of Housing and Urban Development (HUD) selected twenty-three communities to receive the transformational demonstration grant called the Youth Homelessness Demonstration Program (YHDP). The Heart of Texas region, one of eight rural communities selected to be part of this demonstration program, was awarded \$2.23 million by HUD, to develop and implement comprehensive approaches, projects, and strategies to ensure all youth have a safe place to call home.<sup>1</sup>

The work in this region is being led by a partnership between the Heart of Texas Homeless Coalition (HOTHHC), recognized as the TX-604 Heart of Texas Continuum of Care (CoC); the Heart of Texas Region MHMR, the YHDP Lead Agency; the Youth Action Board, a group of youth leaders with lived experience of homelessness; and numerous community stakeholders, including representatives from child welfare, juvenile justice, and education. The goal of this community partnership is to envision and implement a holistic continuum of care that provides a comprehensive, systemic response to prevent and end the experience of homelessness for youth and young adults in the Heart of Texas. During the first phase of YHDP, the Heart of Texas YHDP Coordinated Community Plan, *Homeless to Hopeful: Solutions for Youth in the Heart of Texas*, was developed as a community to guide the work of preventing and ending youth homelessness in the Heart of Texas. The second phase of YHDP, implementing the Coordinated Community Plan, begins with this Request for Proposals.<sup>2</sup>

# Vision

The Heart of Texas community's goal is for every youth and young adult in the region to be housed in safe, secure, and stable environments. We envision a youth-driven network of coordinated services that are readily accessible, trauma-informed, sustainable, and offer holistic care to ensure that any occurrence of youth homelessness is rare, brief, and non-recurring. All services will respect and affirm the variety of cultures, identities and abilities of youth and young adults in the Heart of Texas. We commit to celebrating our greatest asset, youth participants, by placing their voices and expertise at the forefront of every action that we take.

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<sup>1</sup> [https://www.hud.gov/press/press\\_releases\\_media\\_advisories/HUD\\_No\\_19\\_131](https://www.hud.gov/press/press_releases_media_advisories/HUD_No_19_131)

<sup>2</sup> <http://www.heartoftexashomeless.org/yhdp-grant/>

# Request for Proposals Description

On behalf of the Heart of Texas Youth Homelessness Demonstration Program (YHDP), the Heart of Texas Homeless Coalition (HOTHc) is seeking request for proposals from service provider(s) to complete the application process and implement programs as defined by the Heart of Texas YHDP Coordinated Community Plan to prevent and end youth homelessness under the Youth Homelessness Demonstration Program (YHDP), funded by the United States Department of Housing and Urban Development's (HUD) Office of Special Needs Assistance Program (SNAP). Respondents should be familiar with the YHDP NOFA, including Appendix A of the NOFA, and the Heart of Texas YHDP Coordinated Community Plan. These and additional YHDP-related materials can be found at <http://www.heartoftexashomeless.org/yhdp-grant/>.

HOTHc is seeking applicants from eligible organizations to implement (4) different project types approved by the local YHDP leadership that will address critical resource needs for youth experiencing homelessness in the Heart of Texas. Applicants may apply for each project type in full (opting to operate and manage the full scope and implementation of the project) or for one or more of the project components (specific roles or positions within each project). An application is required for each project type if the agency is applying for more than one project.

If selected, applicant(s) may be asked to serve as the "lead" agency depending upon the outcomes of the RFP. For instance, if multiple entities are selected to administer a project type, one agency may be asked to serve as the project lead and be responsible for managing subcontracts with the other selected entities.

See Appendix A for detailed information for each project type.

## YHDP Project Types

### **Youth Dedicated Drop-In Center**

- **Description:** Youth-Centered Drop-In Centers are safe spaces for young people who are at risk of or experiencing homelessness to address immediate needs and connect to wraparound supports. This project is dedicated to providing upstream prevention, front porch navigation, and outreach services to keep experiences of homelessness among youth rare, brief, and non-recurring.
- **Target Population:** Unaccompanied homeless youth and young adults under the age of 25 throughout the Heart of Texas region, including pregnant and parenting youth and all special population groups. Anticipated to serve approximately 150 youth.
- **Available Funding Amount:** approximately \$300,000 per year for a two-year term; renewable for a one-year grant term under the Continuum of Care annual competition after the two-year YHDP demonstration grant is complete.

## **Heart to Home Youth Navigation Team**

- **Description:** This mobile multidisciplinary team will provide triage to youth finding themselves entering homelessness. The team will provide diversion services, basic needs (e.g. food, clothing, transportation, support, hygiene kits, blankets, etc.), and provide connection to services, shelter, and housing solutions. Additionally, the team will have Youth Advocates (case managers), who will provide coaching, youth advocacy, systems navigation, referrals, create layers of community support for youth, and provide connection to education, employment, and mentorship programs within the community. This project will focus on expanding the current Coordinated Entry System, Heart to Home, to be youth-centered and meet the individual needs of young people experiencing unstable housing situations.
- **Target Population:** Unaccompanied homeless youth and young adults under the age of 25 throughout the Heart of Texas region, including pregnant and parenting youth and all special population groups. Anticipated to serve approximately 150 youth.
- **Available Funding Amount:** approximately \$175,000 per year for a two-year term; renewable for a one-year grant term under the Continuum of Care annual competition after the two-year YHDP demonstration grant is complete.

## **Transitional Housing**

- **Description:** This project is temporary housing that includes supportive services with the overall goal of transitioning youth into permanent housing within 24 months.
- **Target Population:** Unaccompanied homeless youth and young adults under the age of 25 throughout the Heart of Texas region, including pregnant and parenting youth and all special population groups. Anticipated to serve approximately 60 youth.
- **Available Funding Amount:** approximately \$175,000 per year for a two-year term; renewable for a one-year grant term under the Continuum of Care annual competition after the two-year YHDP demonstration grant is complete.

## **Rapid Rehousing Plus**

- **Description:** This project will offer scattered site housing where the young person is the leaseholder of a housing unit in the community. Navigation services will be provided to connect youth and young adults with supportive services to assist in obtaining permanent housing and achieving self-sufficiency. Requests for CoC Alternative Requirements could include extending RRH to 36 months, maintaining continued eligibility until the age of 25, and the ability to enter into leases for a duration of less than 12 months.
- **Target Population:** Unaccompanied homeless youth and young adults ages 18-24 throughout the Heart of Texas region, including pregnant and parenting youth and all special population groups. Anticipated to serve approximately 60 youth.
- **Available Funding Amount:** approximately \$390,000 per year for a two-year term; renewable for a one-year grant term under the Continuum of Care annual competition after the two-year YHDP demonstration grant is complete.

## Planning

- Description: This project will support planning and implementation of the YHDP activities found in the Heart of Texas YHDP Coordinated Community Plan. Only the YHDP Lead Agency, the Heart of Texas Region MHMR; the Continuum of Care Lead Agency, the City of Waco; or the Continuum of Care entity, the Heart of Texas Homeless Coalition, is eligible to apply for YHPD Planning funds.
- Available Funding Amount: approximately \$79,118 for a non-renewable one-year term

\*All HUD funds require a 25% match on all budget items, but for Leasing.

## YHDP Participant Expectations

Selected Heart of Texas YHDP project applicant(s) will be required to fulfill the following:

1. **Implementation:** Agree to work with YHDP Technical Assistance and Heart of Texas YHDP Team on project design and implementation once awarded, including the application submission to the SNAPS office, which is due in e-snaps<sup>3</sup> before July 1, 2020. This will include finalizing project scope and proposed budget.
2. **YHDP Principles and Values:** Agencies will embrace YHDP principles and values, as identified in the Heart of Texas YHDP Coordinated Community Plan, and demonstrate how they will implement these principles and values in their project application.
3. **Continuous Quality Improvement (CQI), Reporting, and Evaluation:** As part of this RFP, agencies will need to demonstrate their familiarity and experience with CQI processes, as well as their commitment to the flexibility and willingness to adjust course depending on lessons learned and performance outcomes. Applicants are responsible for complying with all HUD CoC and YHDP program requirements. Recipients of the grant award are expected to participate in all HUD, CoC, and YHDP required reporting, evaluation, and monitoring.
4. **Onsite Visits:** Applicants will agree to participate in onsite visits if requested by the Scoring and Ranking Committee during the applicant review and scoring process. Selected applicants will agree to participate in ongoing onsite visits as part of annual monitoring visits.
5. **Heart to Home Coordinated Entry System:** Coordinate all program referrals through Heart to Home, the Heart of Texas Continuum of Care Coordinated Entry Process as defined by the HOTH Policy and Procedures Manual and Heart to Home Coordinated Entry Policy and Procedures Manual<sup>4</sup>.

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<sup>3</sup> <https://esnaps.hud.gov>

<sup>4</sup> <http://www.heartoftexashomeless.org/wp-content/uploads/2019/08/2019-HOTH-TX-604-Policies-and-Procedures.pdf>

6. **Heart of Texas Homeless Management Information System (HMIS):** The HMIS is an online database that enables organizations to collect data on the services they provide to people experiencing homelessness. Agencies are required to participate in HMIS and enter participant data per the HMIS data standards and proceeds. Agencies are encouraged to include an HMIS budget line item in their YHDP budget to cover cost of HMIS licensing<sup>5</sup> and staff time for data entry.
7. **Compliance:** Agencies must comply with program requirements as per the Heart of Texas Continuum of Care Policies and Procedures<sup>6</sup>, HUD Continuum of Care Interim Rule and related notices<sup>7</sup>, FY 2018 YHDP NOFA<sup>8</sup>, and any CoC Alternative Requirements and/or HUD-approved waivers for the agency's YHDP project(s).

Upon selection of applicants for YHDP projects, each applicant will sign a Memorandum of Agreement with HOTHHC, agreeing to the above YHDP Participant Expectations.

## Proposal Guidelines

To be considered for this opportunity, full completion and submission of the application packet\* is required and must be submitted by email to [heartoftexashomelesscoalition@gmail.com](mailto:heartoftexashomelesscoalition@gmail.com) by Monday, May 11th, 2020 at 8AM CST.

### Application Packet:

1. Cover Sheet
2. Threshold Form
3. Project Proposal

\*See Appendix B for Application Packet.

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<sup>5</sup> <http://www.heartoftexashomeless.org/wp-content/uploads/2019/08/HMIS-User-Fee-Schedule.pdf>

<sup>6</sup> <http://www.heartoftexashomeless.org/wp-content/uploads/2019/08/2019-HOTHHC-TX-604-Policies-and-Procedures.pdf>

<sup>7</sup> <https://www.hudexchange.info/coc/coc-program-law-regulations-and-notice/>

<sup>8</sup> <https://www.hudexchange.info/programs/yhdp/fy-2018-yhdp-application-resources/>

# YHDP RFP Timeline

Due Date	Activity
April 13, 2020	RFP Released
April 14, 2020	Youth Homelessness Committee: RFP Info Session at 12pm at <a href="https://join.me/heartoftexashomelesscoalition">join.me/heartoftexashomelesscoalition</a> ( <i>additional information sessions may be announced at future date(s) as needed</i> )
May 11, 2020	RFP due by 8AM CST to <a href="mailto:heartoftexashomelesscoalition@gmail.com">heartoftexashomelesscoalition@gmail.com</a>
May 11-June 7, 2020	RFP review and scoring conducted by Scoring and Ranking Committee ( <i>tentative dates</i> )
June 8, 2020	Scoring and Ranking Committee to notify applicants by this date of outcome of review and scoring ( <i>tentative date</i> )
July 1, 2020	MOAs signed by this date between HOTHC and applicants. Applicants submit their applications in <a href="#">e-snaps</a> before this date.

## Eligibility and Minimum Requirements

To be considered for funding through this RFP, applicants must meet or be prepared to meet the following requirements by the time of project start date:

- Meet the requirements of the FY 2018 YHDP NOFA, including Appendix A of the NOFA
- Be a nonprofit organization, State, local government, or instrumentality of State or local government (for-profit entities are not eligible to apply for grants or be subrecipients of grant funds)
- Be located and/or provide services in the Heart of Texas region (Bosque, Falls, Freestone, Hill, Limestone, and/or McLennan Counties)
- Have experience administering programs and services that assist people experiencing homelessness and/or housing crises, and/or programs serving youth and young adults that utilize best practices
- Be willing and have the capacity to deliver assistance through the full six county region
- Adhere to Housing First practices while serving households experiencing homelessness
- Participate in the Homelessness Management Information System (HMIS)
- Participate in and accept all program participants through the Heart to Home Coordinated Entry System

- Follow and integrate the YHDP Principles laid out in the Coordinated Community Plan into all aspects of project design and implementation
- Agency financial audit completed within the past 1-2 years
- Not debarred from receiving federal funds and in good standing with all government and funding contracts

## Evaluation Process

The Scoring and Ranking Committee, as defined in the YHDP Governance Structure within the Coordinated Community Plan, may be composed of members of the Youth Homelessness Committee, the Heart of Texas Youth Action Board, funding partners, and other individuals knowledgeable about homelessness and housing. Membership must be consistent with the CoC conflict of interest policy and members will be asked to sign a non-disclosure agreement.

All applicants will undergo a threshold review. The Scoring and Ranking Committee will review application packages for eligibility and completeness, and that each project has met the minimum requirements as set forth in this RFP. Incomplete and/or ineligible application packages will not receive further review. Applications that pass threshold review, will be evaluated, utilizing a scoring tool, by the Scoring and Ranking Committee based on the provided RFP application packet and an interview with the applicant.

This RFP is competitive. All interested parties must complete the application packet by the deadline to be considered for funding. All completed applications turned in on or before the deadline that meet the eligibility requirements will be reviewed and individually scored by members of the committee. The YHDP Scoring Metrics will be posted at <http://www.heartoftexashomeless.org/yhdp-grant/> by April 24, 2020.

Multiple proposals may be selected per project type depending on the scale and budget of proposals submitted. Applicants selected to administer YHDP projects will be required to work with the Scoring and Ranking Committee, to finalize project design and create a cohesive application. As part of this, the Scoring and Ranking Committee may request applicants to modify budget targets to ensure appropriate distribution of funding. The Scoring and Ranking Committee also reserves the right to adjust project specifications and activities as needed to meet Coordinated Community Plan goals.

If the Scoring and Ranking Committee determines that some of the project types were not addressed, the Scoring and Ranking Committee reserves the right to either release another RFP (for some or all project types) or to follow-up with applicants to explore the possibility of revision to include additional project types in order to maximize all YHDP project funds.

Final selection recommendations will be sent to the HOTHC Board of Directors by the Scoring and Ranking Committee and Heart of Texas Youth Action Board for final approval.



Applicants selected to administer YHDP projects will be required to complete full applications in HUD's *e-snaps* grant management system and are solely responsible for ensuring applications are successfully submitted by HUD's deadline. All project applications are required to have approval from HOTHG prior to submission in *e-snaps*. Upon successful submission of applications and award selections, applicants will contract with HUD directly for all YHDP funding.

If you have any questions, contact the YHDP Scoring and Ranking Committee at [heartoftexashomelesscoalition@gmail.com](mailto:heartoftexashomelesscoalition@gmail.com).



# Appendix A: Project Descriptions

YOUTH DEDICATED DROP-IN CENTERS	
SUMMARY	Youth-Centered Drop-In Centers are safe spaces for young people who are at risk of or experiencing homelessness to address immediate needs and connect to wraparound supports. This project is dedicated to providing upstream prevention, front porch navigation, and outreach services to keep experiences of homelessness among youth rare, brief, and non-recurring. Youth accessing Drop-In Centers will be connected to social/emotional, financial stability, physical health, and educational supports, based on individual needs. Services provided include outreach, information and referral, safety planning, assessment, therapy, tutoring, family support, transportation assistance, and development of housing plans.
NEEDS MET	Drop-In Centers meet basic needs such as food, showers, laundry and provision of hygiene supplies while also being a safe and affirming space for young people to come exactly as they are and create connections with peers and community members. The hope is that youth can drop in and get their needs quickly assessed and either be prevented from entering the homeless system or routed to a community service that best meets their needs.
TARGET POPULATION & PROJECTED NUMBER SERVED	Youth and young adults under the age of 25, including pregnant and parenting youth plus all special population groups. HUD Homeless Categories 1, 2, 3*, and 4. Projected to serve approximately 150 youth. <i>*Specific education based strategies may be approved to serve HUD Category 3 Homeless, specifically youth identified under the McKinney-Vento Act.</i>
PROJECT REQUIREMENTS	<ul style="list-style-type: none"> <li>● Safe, inclusive and affirming spaces for all youth.</li> <li>● All staff trainings related to equity, cultural competency, inclusivity and best practices may be subject to review by the Heart of Texas Youth Action Board.</li> <li>● Include on site supportive services or transportation to supportive services.</li> <li>● Participate in the Coordinated Entry System.</li> <li>● Provide diversion services or connection to the Mobile Triage Team.</li> <li>● Participate in the Heart of Texas HMIS.</li> <li>● Adhere to the best practices and guiding principles of the CCP.</li> <li>● Serve the Heart of Texas region, including rural areas outside of Waco.</li> <li>● Services will be available on site by staff and through partnerships with community service providers.</li> <li>● Youth can utilize the Drop-In center after completing a low-barrier intake process with service provisions entered into HMIS.</li> <li>● Coordinated closely with outreach teams, emergency shelters, crisis transitional housing, and other community partners.</li> <li>● <b>Existing Model to Inspire Expansion</b> - The city of Waco is home to The Cove, Heart of Texas, a local teen nurturing center designed to provide a safe space for Waco Independent School District (ISD) students experiencing homelessness to access the resources they need to thrive. The design of a new Drop-In Center builds from the success of the Cove and expands Drop-In services to more young people experiencing homelessness in the region.</li> </ul>

YOUTH DEDICATED DROP-IN CENTERS	
DESIRED OUTCOMES	<ul style="list-style-type: none"> <li>● Meet the basic needs of young people at risk of or experiencing homelessness.</li> <li>● Make referrals to community partners who can meet housing, educational, and social/emotional needs.</li> <li>● Young people increase in self-sufficiency and meet self-determined goals.</li> </ul>
INNOVATIVE IDEAS	<ul style="list-style-type: none"> <li>● <b>Design &amp; Services &amp; Inclusivity</b> - It is critical that Drop-In Center services are co-designed with youth. The space must be culturally inclusive, welcoming of all young people, including special populations as identified in this plan. Drop-In Centers should provide unique spaces for quiet/alone time, physical activity (i.e. a Basketball Court or gym), private meetings or studying, family-style meals, art &amp; creating, and relaxation.</li> <li>● <b>Connection to Coordinated Entry</b> - Drop-In centers will become hubs of youth-centered service provision in the Heart of Texas Region. The centers will be entry points to the youth Coordinated Entry System and young people can access peer support to navigate the system.</li> <li>● <b>Connection to Peer Support</b> - Through Drop-In Centers, young people can access peer providers with lived experience of homelessness to navigate the system.</li> </ul>
USICH OUTCOMES ADDRESSED	<ul style="list-style-type: none"> <li>● Stable Housing (via connections through the Coordinated Entry System)</li> <li>● Social-Emotional Well-Being</li> <li>● Education and Employment</li> </ul>
CoC PROJECT TYPE	Supportive Services Only
PROJECTED COST	\$300,000

HEART TO HOME YOUTH NAVIGATION TEAM	
SUMMARY	<p>The Heart to Home Youth Navigation Team will be a multidisciplinary mobile team with the focus of assisting youth as they move from homelessness to being housed. This team will provide triage to those youth finding themselves entering homelessness. The team will provide diversion services, basic needs (e.g. food, clothing, transportation, support, hygiene kits, blankets, etc.), and provide connection to services, shelter, and housing solutions. Additionally, the team will have Youth Advocates (case managers), who will provide coaching, youth advocacy, systems navigation, referrals, create layers of community support for youth, and provide connection to education, employment, and mentorship programs within the community. Strength-based case management will include collaboration, youth empowerment, and family and community engagement. Young people will participate in youth-driven service activities that will help them identify and achieve their chosen goals that prepare them for self-sufficiency. The team will work with all service providers to support the housing work that is part of the case management plan developed by a young person. Young people will maintain a choice in where they live, and navigators will work to identify available housing units.</p> <p>The Heart of Texas region covers a 6-county area with most services and housing opportunities centered in the city of Waco. Coordination of services to the entire region is a focus of this work and will ensure that young people can consistently access needed resources regardless of where they are experiencing</p>

HEART TO HOME YOUTH NAVIGATION TEAM	
	homelessness. The goal of robust diversion strategies in the Heart of Texas region is to decrease the number of youth and young adults who enter the homeless system. Development of a region-wide diversion framework will be new and innovative to the Heart of Texas. This project will focus on expanding the current Coordinated Entry System, Heart to Home, to be youth-centered and meet the individual needs of young people experiencing unstable housing situations.
NEEDS MET	<ul style="list-style-type: none"> <li>● Connect youth and young adults to diversion, supportive services, and housing resources throughout the entire 6-county region.</li> <li>● Development of a youth-centered Coordinated Entry System (CES) is critical to ensuring that young people can access new resources designed through YHDP.</li> <li>● Increase the amount of supportive services available for youth and develop a more equitable geographic distribution of services throughout the region.</li> </ul>
TARGET POPULATION & PROJECTED NUMBER SERVED	<p>Youth under the age of 25, including pregnant and parenting youth plus all special population groups. HUD Homeless Categories 1, 2, 3*, and 4. Projected to serve approximately 150 youth.</p> <p><i>*Specific education based strategies may be approved to serve HUD Category 3 Homeless, specifically youth identified under the McKinney-Vento Act.</i></p>
PROJECT REQUIREMENTS	<ul style="list-style-type: none"> <li>● Safe, inclusive and affirming spaces for all youth.</li> <li>● All staff trainings related to equity, cultural competency, inclusivity and best practices may be subject to review by the Heart of Texas Youth Action Board.</li> <li>● Include on-site supportive services or transportation to supportive services.</li> <li>● Serve the Heart of Texas region, including rural areas outside of Waco.</li> <li>● Participate in the Coordinated Entry System. It is critical that CES has a variety of diverse and fully accessible access points where young people can choose how they connect.</li> <li>● Participate in the Heart of Texas HMIS.</li> <li>● Adhere to the best practices and guiding principles of the CCP.</li> <li>● Services will be focused around a problem-solving conversation, individualized for every situation.</li> <li>● Diversion will be centered around Youth Choice, where each young person self-directs their plans with the support of trained staff.</li> <li>● Diversion services will be coordinated with the Coordinated Entry System to ensure that young people understand their diversion options and are provided with community referrals through a trusted system.</li> <li>● Their diversion options should include the ability to identify a place where they feel safe and would like to be housed, for how long and where.</li> <li>● Will work with youth in a variety of settings, such as community-based access points (e.g. libraries, recreation centers), drop-in centers, unsheltered locations, and emergency shelters, as well as remotely via phone, email, text, and social media.</li> <li>● Coordinated closely with outreach teams, emergency shelters, crisis transitional housing, and other community partners.</li> <li>● The team must identify common locations for youth experiencing homelessness and provide in-reach to know locations with high youth presence.</li> <li>● Provide advocacy for youth navigating the homeless crisis response system.</li> </ul>

HEART TO HOME YOUTH NAVIGATION TEAM	
	<ul style="list-style-type: none"> <li>● Coordinate closely with systems youth are involved with such as education, juvenile justice, and/or child welfare.</li> <li>● <b>Existing Model to Inspire Expansion</b> - the Heart of Texas MHMR employs housing navigators that work on behalf of the entire CoC. YHDP will expand this work by dedicating Navigators to young people between the ages of 18-24.</li> </ul>
DESIRED OUTCOMES	<ul style="list-style-type: none"> <li>● Divert youth from entering the homeless system.</li> <li>● Decrease the number of young people who become homeless.</li> <li>● 100% of housing placements made through the through Heart to Home CES.</li> <li>● Quickly connect youth to resources that will end their housing crisis.</li> <li>● Create layers of community support for youth.</li> <li>● Increase access to supportive services across the region.</li> <li>● Track referrals received and sent for services.</li> <li>● Increase access to navigators for system-involved youth.</li> <li>● Support youth in achieving key education, employment, income, health, and well-being goals.</li> <li>● Build effective relationships with landlords that allow immediate, long-term, and sustainable housing for youth and young adults.</li> <li>● Increase permanent housing options for youth.</li> </ul>
INNOVATIVE IDEAS	<ul style="list-style-type: none"> <li>● <b>Region wide Collaborative Approach</b> - the team will operate out of central areas throughout the region such as local churches, schools, law enforcement offices, and libraries that can opt in to receive the following: <ul style="list-style-type: none"> <li>○ Informational materials that direct youth who are at risk of or are experiencing homelessness to the diversion center in their county.</li> <li>○ Training or workshops on how to identify and support those who might be experiencing or at risk of homelessness.</li> <li>○ Training on how to use the Web-based Resource HUB to help youth find the resource that best fits their needs.</li> <li>○ Provide regional support to participating agencies.</li> </ul> </li> <li>● The goal will be to get as many entities as possible engaged in a diversion coalition where their primary objective is spreading awareness and making referrals.</li> <li>● <b>Reconnection with Natural Supports</b> - Assisting young people with reconnections to friends, family, or other natural supports is a critical piece of the diversion framework. Sometimes this may be done through a one-time problem-solving conversation or it could take additional meetings and supports to help solidify that connection and maintain the permanent housing.</li> <li>● <b>Web-based Resources-</b> Development of an online resource guide that can be updated and accessible to all young people, in real time. The resource guide is more than a phone number to call but includes direct staff to talk to who will be equipped to assist young people connect to a desired service. Development of processes, social networks, and/or media apps that connect youth to resources and the CES.</li> <li>● <b>24 hour Phone Hotline</b> - ensuring immediate connection between youth in need of services and trained support staff who can triage issues and make effective referrals to community services within the homeless service system.</li> </ul>

## HEART TO HOME YOUTH NAVIGATION TEAM

	<ul style="list-style-type: none"> <li>● <b>County Homeless Liaisons</b> - Development of traveling liaisons who physically go to rural communities and work with youth in need of services (achieved through physical office locations or “on-call” meeting appointments scheduled in public spaces). This could include connections to community partners in Waco or surrounding areas with transportation planning &amp; assistance and/or the direct provision of supportive services.</li> <li>● <b>County Homeless Liaisons with Education Focus*</b> - Acknowledging that not all school districts in the Heart of Texas region have the resources to provide thorough homeless liaison services to their students in need, the development of traveling or “on-call” education liaisons who travel between schools will ensure consistency of services to all school-aged youth who are experiencing unaccompanied homelessness.</li> <li>● <b>Vibrant &amp; Equitable Outreach Efforts</b> - Development of intentional rural outreach to increase information sharing between the homeless service system and rural communities can have a significant impact in connecting youth to necessary supports. Outreach strategies could include a variety of strategies including the development of partnerships with rural libraries, faith based groups, and other community groups who may interact with youth at risk of or experiencing homelessness.</li> <li>● <b>Reliable Transportation Plans</b> - Transportation between rural communities and the city of Waco, the hub of most community-based services, is a barrier in ensuring consistent service provision to youth in rural communities. Development of a regional transportation plan will expand the reach of services to cover the region.</li> <li>● <b>Develop Youth CE</b> - Cultivating additional public and private door CE access points including local community hubs such as libraries, community centers, and churches.</li> <li>● <b>System Navigators</b> - Navigators with specialized knowledge of systems, such as education, employment, legal, juvenile justice, and child welfare, who provide navigational support through these complex systems.</li> <li>● <b>Youth Dedicated Housing Navigators</b> - In addition to recruiting new landlords to become partners in the work to end youth homelessness, landlord engagement strategies include the hiring of 2 full-time housing navigators that act as the liaison between young people referred to housing through Coordinated Entry, the agency identified to provide the housing assistance, and the landlord. Housing navigators will be the community experts in leasing rental units, engaging with landlords, understanding lease requirements, landlord training, and development of good tenant/landlord practices. Housing navigators will work with all service providers to support the housing work that is part of the case management plan developed by a young person.</li> <li>● <b>Easy Housing Identification</b> - Centralizing the list of available housing units and landlords in an electronic system enables the community to quickly identify housing options the meet the housing needs and desires of youth.</li> </ul>
USICH OUTCOMES ADDRESSED	<ul style="list-style-type: none"> <li>● Stable Housing</li> <li>● Social-Emotional Well-Being</li> <li>● Education and Employment</li> <li>● Permanent Connections</li> </ul>

<b>HEART TO HOME YOUTH NAVIGATION TEAM</b>	
CoC PROJECT TYPE	Supportive Services Only or Supportive Services Only-Coordinated Entry
PROJECTED COST	\$175,000

<b>TRANSITIONAL HOUSING (TH)</b>	
SUMMARY	This project is temporary housing that includes supportive services with the overall goal of transitioning youth into permanent housing within 24 months. The goal is to provide immediate emergency housing solutions for youth until permanent housing can be obtained.
NEEDS MET	Need for youth to be housed safely without having a lease in their name while they receive supportive services to equip them for independent living.
TARGET POPULATION & PROJECTED NUMBER SERVED	Youth and young adults under the age of 25, including pregnant and parenting youth plus all special population groups. HUD Homeless Categories 1, 2, and 4. Projected to serve approximately 60 youth.
PROJECT REQUIREMENTS	<ul style="list-style-type: none"> <li>● Safe, inclusive and affirming spaces for all youth.</li> <li>● All staff trainings related to equity, cultural competency, inclusivity and best practices may be subject to review by the Heart of Texas Youth Action Board.</li> <li>● Include on-site supportive services or transportation to supportive services.</li> <li>● May serve persons for up to 24 months.</li> <li>● Serve the Heart of Texas region, including rural areas outside of Waco.</li> <li>● Adhere to a Housing First model.</li> <li>● Participate in the Coordinated Entry System.</li> <li>● Participate in the Heart of Texas HMIS.</li> <li>● Adhere to the best practices and guiding principles of the CCP.</li> <li>● For project-based/congregate living, projects will have a trained Youth Advocate on staff to monitor staff interactions with youth, have oversight by youth with lived experience, and allow anonymous reporting of complaints.</li> </ul>
DESIRED OUTCOMES	<ul style="list-style-type: none"> <li>● Create stable housing and connection to supportive services while transitioning to self-sufficiency.</li> <li>● Decrease the amount of time youth experience homelessness.</li> <li>● Increase exits to permanent housing.</li> <li>● Increase income.</li> <li>● Decrease returns to homelessness.</li> <li>● Expand youth confidence in resource knowledge.</li> <li>● Connect young people to their communities and create lasting supports.</li> </ul>
INNOVATIVE IDEAS	<ul style="list-style-type: none"> <li>● Funds may be designated specifically for special population groups and TH options can look different for special population groups. For example, group living options could be available for victims of sexual exploitation so that youth could share space with those with similar experiences and have access to the heightened level of security, as well as the supportive services specific to this population. Pregnant and parenting youth would have the option to be prioritized in housing options that are fully furnished and allow for parents to live in the same unit with the child or children.</li> </ul>



TRANSITIONAL HOUSING (TH)	
	<ul style="list-style-type: none"> <li>● Ensure that projects aim to house two parent families together, regardless of the age difference between the parents (i.e. if one is over 18 and the other is under 18).</li> <li>● Projects can be for short-term crisis transitional housing to fill need in rural areas for crisis emergency housing for youth. This could include the use of hotel/motel vouchers for emergency stays.</li> <li>● <b>Youth Choice Model</b> - The option for youth to choose between several different housing options such as living alone, group home, multifamily site, sibling shared housing or apartment style. For example, a young person has the option to choose group transitional housing rather than a scattered housing unit if they so desire. Waco is a college town and therefore many of the housing options are tailored towards group living with many rooms and private bathrooms. For example, there are large houses that could be bought and then house population specific groups like human trafficking survivors or pregnant and parenting youth. This project will also allow for a situation in which family members (siblings or cousins) can choose a housing option together. This is important in case members of a family find themselves in a situation where they have to leave the same unsafe environment but want to stay together.</li> <li>● <b>Flexible education</b> - As members of this population are often still in need of education, we will offer flexible schooling options that include homeschooling or self-paced model types and the option to choose one's school district in the Heart of Texas region to the extent that it is possible.</li> <li>● <b>Healthy relationships training</b> - Youth who experience trauma often do not have examples of what healthy relationships or interactions should look like. They tend to mirror or allow themselves to be subject to some of the behaviors they have witnessed which may include violence, emotional abuse, financial abuse, stalking, intimidation etc. In order to prevent youth from participating in relationships that are unhealthy, supportive services will include training on healthy relationships so that youth can learn what it means to advocate for themselves, set healthy boundaries, and avoid unhealthy patterns when engaging with mentors, parents, siblings, significant others, teachers, friends etc.</li> </ul>
USICH OUTCOMES ADDRESSED	<ul style="list-style-type: none"> <li>● Stable Housing</li> <li>● Social-Emotional Well-Being</li> <li>● Education and Employment</li> <li>● Permanent Connections</li> </ul>
CoC PROJECT TYPE	Transitional Housing with Supportive Services
PROJECTED COST	\$175,000



RAPID REHOUSING (RRH) PLUS	
SUMMARY	<p>This project prioritizes a quick transition out of homelessness and into permanent housing. A fundamental goal of RRH is to reduce the amount of time a person is homeless. RRH will offer scattered site housing where the young person is the leaseholder of a housing unit in the community. Navigation services will be provided to connect youth and young adults with supportive services to assist in obtaining permanent housing and achieving self-sufficiency.</p> <p>In order to maximize the number of young people who will be serviced by RRH, both financial assistance and case management services are provided in a progressive manner. Starting with the amount that is necessary to move immediately out of homelessness and to stabilize in permanent housing and providing more <i>when and if needed</i>.</p>
NEEDS MET	Need for permanent housing options, life skills, and independent living support.
TARGET POPULATION & PROJECTED NUMBER SERVED	Youth between the ages of 18-24, including pregnant and parenting youth plus all special population groups. HUD Homeless Categories 1, 2, and 4. Projected to serve approximately 60 youth.
PROJECT REQUIREMENTS	<ul style="list-style-type: none"> <li>• Agencies provide a safe, inclusive and affirming space for all youth.</li> <li>• All staff trainings related to equity, cultural competency, inclusivity and best practices may be subject to review by the Heart of Texas Youth Action Board.</li> <li>• Provide housing navigations services to include housing identification, building relationships with landlords, finding housing quickly, and to limit the amount of time youth experience homelessness.</li> <li>• Include rental assistance to help to cover move-in costs, deposits, and the rental and/or utility assistance necessary to allow youth to move immediately out of homelessness and to stabilize in permanent housing. Continued assistance is flexible and tailored to the needs of every individual and services.</li> <li>• Provide case management. Services are voluntary and youth-driven with a variety of supports to help address issues that may impede access to housing. Services are appropriate and time limited with a focus on establishing connections to community resources that help improve safety and well-being and achieve long-term goals. Services are provided for 6 months after rental assistance has ended.</li> <li>• Adhere to a Housing First model.</li> <li>• Focus on supporting youth in developing long term supports and connections with their community.</li> <li>• Serve the Heart of Texas region, including rural areas outside of Waco.</li> <li>• Participate in the Coordinated Entry System.</li> <li>• Participate in the Heart of Texas HMIS.</li> <li>• Adhere to the best practices and guiding principles of the CCP.</li> </ul>

RAPID REHOUSING (RRH) PLUS	
DESIRED OUTCOMES	<ul style="list-style-type: none"> <li>● Decrease the amount of time youth experience homelessness.</li> <li>● Increase exits to permanent housing.</li> <li>● Increase income.</li> <li>● Decrease returns to homelessness.</li> <li>● Expand youth confidence in resource knowledge.</li> <li>● Support youth in developing skills to maintain housing.</li> <li>● Connect young people to their communities and create lasting supports.</li> </ul>
INNOVATIVE IDEAS	<ul style="list-style-type: none"> <li>● Requests for CoC Alternative Requirements to extend RRH beyond 24 months, maintain continued eligibility until the age of 25, and ability to enter into leases for a duration of less than 12 months.</li> <li>● Youth may choose to live where they desire - in shared housing or private residences.</li> <li>● Funds may be designated specifically for special population groups.</li> <li>● <b>Healthy relationships training</b> - Youth who experience trauma often do not have examples of what healthy relationships or interactions should look like. They tend to mirror or allow themselves to be subject to some of the behaviors they have witnessed which may include violence, emotional abuse, financial abuse, stalking, intimidation etc. In order to prevent youth from participating in relationships that are unhealthy, supportive services will include training on healthy relationships so that youth can learn what it means to advocate for themselves, set healthy boundaries, and avoid unhealthy patterns when engaging with mentors, parents, siblings, significant others, teachers, friends etc.</li> </ul>
USICH OUTCOMES ADDRESSED	<ul style="list-style-type: none"> <li>● Stable Housing</li> <li>● Social-Emotional Well-Being</li> <li>● Education and Employment</li> <li>● Permanent Connections</li> </ul>
CoC PROJECT TYPE	Rapid Rehousing with Supportive Services
PROJECTED COST	\$390,000

PLANNING	
SUMMARY	This project will support planning and implementation of the activities found in the Heart of Texas YHDP Coordinated Community Plan.
NEEDS MET	Successful implementation of YHDP program, including the CCP and awarded projects.
TARGET POPULATION & PROJECTED NUMBER SERVED	<p>Youth and young adults under the age of 25, including pregnant and parenting youth plus all special population groups. HUD Homeless Categories 1, 2, 3*, and 4. This project is projected to benefit all youth accessing the homeless crisis response system and YHDP, which is estimated to be at least 150 youth.</p> <p><i>*Specific education based strategies may be approved to serve HUD Category 3 Homeless, specifically youth identified under the McKinney-Vento Act.</i></p>
PROJECT REQUIREMENTS	<ul style="list-style-type: none"> <li>● May only be applied for by YHDP Lead Agency or the CoC.</li> <li>● Adhere to the best practices and guiding principles of the CCP.</li> <li>● Serve the Heart of Texas region, including rural areas outside of Waco.</li> </ul>

PLANNING	
	<ul style="list-style-type: none"> <li>• Youth with lived experience are included in decision making.</li> <li>• All staff trainings related to equity, cultural competency, inclusivity and best practices may be subject to review by the Heart of Texas Youth Action Board.</li> </ul>
DESIRED OUTCOMES	<ul style="list-style-type: none"> <li>• Implementation of YHDP projects.</li> <li>• Increase capacity and infrastructure of the region.</li> <li>• Inclusivity for youth participants.</li> </ul>
INNOVATIVE IDEAS	<ul style="list-style-type: none"> <li>• A process for planning and implementation of YHDP that is youth-driven and focused on evidenced-based practices.</li> </ul>
USICH OUTCOMES ADDRESSED	<ul style="list-style-type: none"> <li>• Stable Housing</li> <li>• Social-Emotional Well-Being</li> <li>• Education and Employment</li> <li>• Permanent Connections</li> </ul>
CoC PROJECT TYPE	Planning
PROJECTED COST	\$79,118

# Appendix B: Application Packet

## Heart of Texas YHDP RFP

### Application Packet

#### REQUIREMENTS

**Deadline:** Application packets must be submitted by 8 AM CST on Monday, May 11, 2020.

**Submission:** Application packet MUST be submitted in PDF format by email to [heartoftexashomelesscoalition@gmail.com](mailto:heartoftexashomelesscoalition@gmail.com). DO NOT submit proposals by mail, fax or hand delivery. The email subject for proposals should be clearly labeled with the name of the project being applied for. If an agency is applying for more than one project type, please submit an application packet for each project type. A confirmation email will be sent upon receipt by the YHDP Scoring and Ranking Committee.

**Application Packet:**

1. Cover Page
2. Threshold Form
3. Project Proposal

**Format:** Please limit your written proposal to no more than fifteen (15) single spaced pages. Attachments and forms do not count towards page limit.

# Heart of Texas YHDP RFP Cover Sheet

AGENCY INFORMATION	
Agency:	Executive Director:
Submission Date:	Agency Address:
Primary Agency Contact Name:	Title:
Email Address:	Phone:
Organization Type (check one): <input type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Governmental Agency <input type="checkbox"/> Other (Specify):	
Federal Tax ID or EIN:	DUNS Number:
PROJECT INFORMATION	
Please indicate to which project you are applying? (check all that apply): <input type="checkbox"/> Youth Dedicated Drop-In Center <input type="checkbox"/> Heart to Home Youth Navigation Team <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Rapid Rehousing Plus	
COMPETITION AGREEMENT	
I understand that my agency may have current or previous professional relationships with members of the YHDP Scoring and Ranking Committee, who will be making funding recommendations in this process. I understand that myself, nor any representatives from my agency (board, staff, etc.), are to approach the YHDP Scoring and Ranking Committee members for information about other proposals or the Ranking and Review Process. I understand that Committee members are required to inform the YHDP Project Manager, Nicole Wiscombe, of any conversations that could be considered manipulative or coercive and that make them feel pressured to share information or make certain decisions. I understand that if such actions are reported and substantiated, my proposal will be removed from the process and deemed ineligible for funding. My signature below states that that I understand the information above and will share it with the appropriate people within my organization.	
AUTHORIZED SIGNATURE	
Authorized physical signature of applicant.  _____ Name and Title of Authorized Representative	
_____ Signature of Authorized Representative      Date	

# Heart of Texas YHDP RFP Threshold Form

## INSTRUCTIONS

Complete the following form for the YHDP RFP process. In addition, include the following attachments to the threshold application:

1. Current agency financial audit
2. Screenshot of agency active SAM registration
3. Agency Code of Conduct
4. Agency Grievance Policy
5. Any open HUD findings and responses, if applicable

## AGENCY INFORMATION

Agency:	Project Type:	
What is your total FY 2020 agency budget?	\$_____.	
What percentage of your overall budget is Federal Funding?	_____ %	
Does the agency have capacity to meet program expenses in advance of reimbursement? (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No		

## HUD THRESHOLD

Does the agency have an unqualified, independent financial audit completed within 6 months of the end of the fiscal year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your agency have a SAM.gov registration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your agency have an active DUNS number?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the agency have any delinquent federal debt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the agency provide for the participation of at least one homeless or formerly homeless individual on the board of directors or other equivalent policymaking entity?	<input type="checkbox"/> Yes - Board <input type="checkbox"/> Yes - Other <input type="checkbox"/> No
If "yes, other," please describe the entity, its nature, and how the person participates:	
Does the agency provide avenues for direct client input to the Board of Directors for the agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the agency provide due process to clients who are asked to leave any program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the agency provide clients with specialized resources to meet the unique needs of clients with physical, cognitive, or behavioral disabilities and provides reasonable accommodations for clients with linguistic and/or cultural challenges? (I.e. ramps, Spanish language forms, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does the agency comply with Public Law 90-284 referring to the Fair Housing Act (42 USC 3601-20), as amended.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your agency have any unresolved Fair Housing or Civil Rights matters?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain:	
Does your organization comply with HUD directives regarding Equal access to housing Docket Number: HUD-2015-0104; Docket Name: FR-5863-P-01	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your agency updated its Code of Conduct so that it is compliant with 2 CFR Part 200 and submitted to HUD.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your agency under debarment or suspension from doing business with the Federal Government and/or on the Federal do not pay list?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your organization in compliance with the prohibition against lobbying Section 1352, Title 31, U.S. Code?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HMIS AND COORDINATED ENTRY PARTICIPATION</b>	
<p>HMIS implementation, participation and data quality are priorities for both HOTHC and HUD. By implementing a system- wide HMIS, the Heart of Texas homeless system will be able to provide continuous and accurate information on persons served by homeless assistance projects. Accurate and timely data assists with determining whether the current approaches to ending homelessness are appropriately designed. HMIS also provides system- wide data that will assist HOTHC in measuring our success implementing the HEARTH Act.</p>	
Does the agency currently have a policy and procedure in place to check HMIS (or for DV providers, comparable database) data quality on at least a monthly basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A-Agency is not yet participating
Has the agency completed a Heart of Texas HMIS Agency Participation Agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the HMIS User License Participation Agreement been signed by all HMIS users at the agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>If you answered no or N/A to questions 1-3, please explain how your organization plans on becoming an HMIS agency by the YHDP project implementation start date. 1000 character limit.</p>	
Does your agency have any other homeless projects?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, is the data from these homeless projects entered into the Heart of Texas HMIS (or, if a DV provider, another comparable database)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Coordinated Entry</b> If applicable, does your agency currently prioritize participants through the Heart to Home Coordinated Entry Process?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



# Heart of Texas YHDP RFP Project Proposal

- I. **Interest.** Describe the special needs and challenges presented by homeless youth and explain why your organization is interested in and committed to serving this population. Interest should link the project activities to the mission and vision of the applicant organization and should include how the applicant will ensure that the project is consistent with the vision, goals, and objectives of the Heart of Texas YHDP Coordinated Community Plan, [Homeless to Hopeful: Solutions for Youth in the Heart of Texas](#).
- II. **Organizational Experience.** This section shall address:
  - A. History of Performance and Compliance. Describe your organization's experience and past performance in providing housing, supportive services, and referral services, especially to unaccompanied youth experiencing homelessness. Include in this description your organizational infrastructure, including administrative financial capacity to effectively utilize federal funds and deliver the services as proposed. Specifically identify federal grants your agency has had in the past five years and whether the federal agency contracted with has any outstanding findings or concerns with respect to services offered or funds administered. If there are unresolved findings or concerns from a federal agency, please specify.
  - B. Collaboration and Knowledge of Community Resources. Demonstrate organizational collaboration with other providers or agencies throughout the Heart of Texas region, as well as knowledge of community partners and resources serving unaccompanied youth experiencing homelessness.
  - C. Staff Qualifications and Experience. Describe the experience of the person/s on staff who will provide staff supervision and management of project activities. Describe how skills and experience of existing staff will ensure success of the YHDP project, with a particular focus on how they will support youth choice and authentic youth engagement. Identify if existing staff will be assigned to this project or if staff will be recruited specifically for this project. Give an approximate timeline for implementation of project activities.
  - D. Compliance with Fair Housing and Equal Access Requirements. Demonstrate that the program is in compliance with applicable fair housing and civil rights requirements and provides equal access for program participants regardless of sexual orientation or gender identity, in compliance with federal law.

III. **Program Description.** This section shall address:

- A. Program Design. Establish the population to be served by this project, including a clear definition of eligibility for project applicants. Describe how the housing and supportive services that will be provided through the project, including the type, scale, and location of supportive services and the mode of transportation to those services. Explain how the program design will be made accessible and appropriate for unaccompanied youth experiencing homelessness. Describe any linkages to other services or agencies that will support program implementation and service delivery. Describe the geographic service area your project will include for housing and supportive services.
- B. Linkages to housing: Describe how your project will address the crisis housing needs of participants. Describe how your project will assist youth in locating and securing permanent housing. Describe how you will maintain positive working relations with property owners (if applicable). Describe how your services will support long term housing stability. Provide your plan for in-home visitation as appropriate.
- C. Supportive Services (if applicable). Describe the range of supportive services for youth, which may include, but are not limited to, independent living skills (such as managing a budget, preparing meals, and understanding tenant rights and responsibilities) and access to education and employment services, that will be included in the program design. Describe how, directly or through linkages, mental health and substance abuse services will be made available to clients. A full listing of CoC Program Supportive Services can be found at [24 CFR 578.53](https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml#seqnum578.99).<sup>9</sup>
- D. Mainstream Resources. Describe the project's plan to connect youth to mainstream resources, such as health, social, and employment programs for which they are eligible. This should include a description of how the project will screen for eligibility for mainstream resources, plans to coordinate with mainstream systems and resources to make referrals, and staff training on mainstream resources for youth.
- E. Youth Involvement and Leadership. Describe youth involvement in planning and designing the proposed project, as well as the organization's plan for active involvement and leadership among youth in the project's implementation, including employment opportunities and youth voice in the staff hiring process.
- F. Populations of Focus. Describe how the project will serve vulnerable and often overrepresented youth experiencing homelessness including youth of color, lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth; pregnant and parenting youth; youth who have had involvement with juvenile justice and foster care systems; and victims of sexual trafficking, exploitation, and/or domestic violence. This should include how considerations for population's special needs and challenges will be incorporated into the project's identification methods, infrastructure considerations, housing and/or service-delivery.

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<sup>9</sup> <https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml#seqnum578.99>

- G. Cultural Competency. Describe your organization's methods of ensuring cultural competence at all levels of the organization. Address experience serving with cultural sensitivity people who are racially, ethnically and religiously diverse; who speak languages other than English; who have a range of physical and mental disabilities; who are lesbian, gay, bisexual or transgender; and who are extremely low-income. Describe the diversity of your board and staff, your organization's non-discrimination policies, and how you ensure that your staff meets the needs of clients with sensitivity toward clients' varied cultural and life experiences.
- H. Housing First Approach. Describe how you will use a "Housing First approach" in which assistance is offered and referrals made, including access to intensive, youth-focused case management and services, without preconditions and barriers to entry such as treatment or service participation requirements.
- I. Innovation. Describe how your project is innovative, including how the proposed project addresses crisis or permanent housing and/or supportive services in a way that is responsive to the needs of youth and can be sustained on a long-term basis.
- J. Community Engagement. Describe the extent to which the project demonstrates connections to existing community organizations for long term support including mainstream organization, services, clubs, and organizations, faith community, social and civic organizations.

IV. **Alignment with HUD Principles and Prioritized Elements of the Heart of Texas YHDP Coordinated Community Plan.** Identify how this project will align with the HUD principles laid out in the YHDP NOFA and with the shared vision, goals, objectives, and action steps of the Coordinated Community Plan. HUD principles that should be addressed by the applicant in this section include:

- A. USICH Four Core Outcomes: Project demonstrates 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.
  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.
- B. Responding to the needs of special populations. Project identifies strategies of engagement, infrastructure considerations, and housing and service-delivery approaches that are responsive to the specific needs of special populations served.

- C. Creating equity and addressing disparities. Project addresses disparities and creates equitable practices.
- D. Using best practices, such as Positive Youth Development and Trauma-Informed Care, to guide our work with youth. Projects must incorporate best practices, such as Positive Youth Development (PYD) and Trauma Informed Care (TIC) models, in service delivery.
- E. Family engagement. Project employs permanent connections and family engagement strategies and provides services designed to strengthen, stabilize, and/or reunify families. Potential services include family counseling, conflict resolution, parenting supports, relative or kinship caregiver resources, targeted substance abuse and mental health treatment, etc.
- F. Immediate access to housing with no preconditions. Project follows Housing First principles in service delivery.
- G. Valuing youth choice. Project promotes youth choice in terms of the kind of housing youth need and the extent and nature of supports and services they access, and promotes presenting alternative options for youth who avoid programs with barriers such as requiring sobriety or abstinence.
- H. Individualized and client-driven supports. Projects have the flexibility to accommodate individualized and client-driven supports that empower youth, build upon their strengths, and support the long-term goal of self-sufficiency.
- I. Social and community integration. Project promotes meaningful opportunities for community involvement, engagement and leadership for youth.
- J. Using Coordinated Entry. Projects participate in the Heart to Home Coordinated Entry Committee and case conferencing. Housing projects pull participants from Heart to Home prioritization list.
- K. The value of data. Projects will ensure superior data quality and participation in the Heart of Texas Homeless Management Information System (HMIS) to help the community in measuring the effectiveness of projects, and identify needs and gaps within the system.

V. **Project Implementation Plan.** This section shall address:

- A. Timeline. Include a timeline for project implementation including the hiring of staff, proposed project start date, project evaluation, and benchmarks for project outcomes. Proposed process measures can be included as well as outcome measurements.
- B. Access. The plan should ensure that the project is incorporated into the Heart to Home Coordinated Entry System. All applicants should ensure that the project or system is well advertised so that its availability is known to unaccompanied youth experiencing homelessness.
- C. Staff Training. Describe any training or staff development activities that would be conducted as part of this project, and how this training will ensure that staff are ready to meet the needs of unaccompanied youth experiencing homelessness.

- D. Budget. Provide a clear budget for the project that supports the housing, services, and staff proposed. Costs should be reasonable, justified, and competitive. The budget must demonstrate the project is cost effective with costs not deviating substantially from the norm in that locale for the type of structure or kind of activity. Provide details about the proposed annual budget and potential match sources in the chart below.

Budget Line Item	Annual Funding Request	Annual Match Requirement (25%)	Match Sources	Explain how match will add value to the project
Rental Assistance				
Supportive Services				
Leasing		Not applicable	Not applicable	Not Applicable
Operating				
Project Administration (up to 10% allowed)				
HMIS				
<b>TOTAL</b>				

\*For more information on allowable costs to assist with determining budget, please see [24 CFR 578](#). For training on CoC program components and eligible costs, go to <https://www.hudexchange.info/trainings/courses/overview-of-coc-program-components-and-eligible-costs/>.

- E. Match. Describe the resources in support of this project, either from in-kind and/or external resources, which will cover the required 25% match. Provide any additional details on securing matching funds that add value to the overall vision of the Coordinated Community Plan.
- F. Additional resources. Describe any other programs, resources, or partnerships that add value to project implementation.