



YOUTH HOMELESSNESS DEMONSTRATION PROGRAM (YHDP) FUNDING APPLICATION DETAILED INSTRUCTIONS

This document is intended to guide applicants in the Youth Homelessness Demonstration Program (YHDP) application process through the MI Balance of State Continuum of Care (MIBOSCO). These detailed instructions correspond to the local application developed for all YHDP funding applications.

If additional clarification is needed, please contact the BoS CoC Coordinator (Jessica Mays, coordinator@miboscoc.com).

Page 1:

- Applicant Profile
 - Complete information for the project’s applicant. This is the project recipient (not subrecipients).
- Project Type
 - Select the appropriate project type for the application. Only two choices are available.
 - Joint Transitional Housing/Permanent Housing – Rapid Re-Housing: The Joint TH and PH-RRH component project combines two existing program components – transitional housing and permanent housing-rapid rehousing – in a single project to serve individuals and families experiencing homelessness. HUD will require the recipient to adopt a Housing First approach across the entire project.
 - Supportive Services Only- Outreach and Navigation – This project type is designed to identify homeless youth, guide them through assessment if diversion is not possible, and navigate them through homelessness and into permanent housing.
- Authorized Representative
 - Secure authorization from the applicant board for the application and its contents. The authorization should be from the Executive Director, Board President or equivalent.

Pages 2&3

Eligibility Thresholds

- These are basic HUD eligibility thresholds and YHDP/CoC thresholds that must be met by the applicant in order for a project application to be considered by the BoS CoC.
- Indicate yes or no for each question. Provide additional explanation for responses as requested.

Application Narrative Portion

Future sections will be noted by question number rather than page number.

Applicant Information

1. Does this project have any subrecipients? If so, please list (1) name of each subrecipient, (2) amount of funding allocated to each subrecipient, (3) geographic area of service, and (4) activities completed by each subrecipient. Attach additional forms as needed.
 - If the project will include subrecipients for carrying out the activities of the project, list the subrecipients and outline the portion of the project anticipated for each subrecipient. Answers should include:
 - Geographic area of service
 - Activities completed by the subrecipient
 - Amount of funding allocated to subrecipient
2. Describe your organization's experience (and subrecipient(s) if applicable) in effectively utilizing federal funds and performing the activities proposed in the application.
 - Detail the experience and knowledge of the applicant (and potential subrecipients) on the use of any federal funds. Answers can include references to the following:
 - Any experience with completing federal applications;
 - Any experience with tracking expenditures and providing reports on federal funds received; and
 - Any experience communicating with federal offices regarding funds received.
 - Detail the experience and knowledge of the applicant (and potential subrecipients) in performing the activities proposed in the application. Answers can include references to the following:
 - Experience related to the supportive services, housing location, rental assistance payments, etc.
3. Describe your organization's experience (and subrecipient(s) if applicable) in leveraging Federal, State, local and private sector funds.
 - Describe how your agency currently or previously has had to use one source of funding to support the efforts undertaken with a different source of funding
 - Include considerations of regulations and processes in place for reporting
4. Describe your organization's (and subrecipient(s) if applicable) financial management structure.
 - Provide an overview of the applicant's financial management system and include brief descriptions of the following:
 - Financial reporting
 - Record keeping
 - Accounting systems
 - Payment procedures
 - Audit requirements
 - Separation of duties

Project Description

5a. Provide a narrative describing the identified need and scope of the project. Responses should detail the project type, goals of the project, activities of the project, if this is an expansion of an existing project, and how households will be served within the project. (500 word limit)

- Outline the scope of the proposed project and what this project intends to accomplish based on identified need. Answers should include:
 - Data used to determine need for proposed project
 - Planned activities for the project
 - Intended geographic area of service for project
 - Goals for the proposed project, including intended outcomes
 - Demonstration of alignment with HUD and CoC expectations
- *What does the Balance of State CoC need to know about this project in order to consider it a priority?*

YHDP Specific Requirements for PSH, RRH, TH, SH, JOINT and SSO Non CE. These requirements should be included on top of the requirements for the regular project description:

- The purpose of the project and its role in the community response;
- Target population(s) to be served;
- Community partnerships;
- Outcomes and performance measures;
- Activities offered; and
- Staff/Client ratios

Note: HUD recommends using more general data (e.g., this project will serve 10 persons over the term of the grant) rather than using specific dates (e.g., in FY 2020 this project will serve 10 persons) to reduce the need to change project descriptions for annual renewals.

JOINT ONLY: Required. If YHDP Program funds will not be requested for both TH and PHRRH units in this application, the description must describe the number of TH and PH-RRH units that will be utilized by the project from another funding source(s) and provide details of how TH and PH-RRH assistance will be provided for all participants under this joint component. For example, if TH units are requested in this application and PH-RRH units will not be funded with YHDP Program funds (i.e. ESG etc.), the description must include information as to where the funds for the PH-RRH units will come from, and if provided by a separate organization, provide organizational information and source funding for these units and the number of units supported.

SSO-CE Only: Required. Provide a detailed description of the scope of the project including the project plan for addressing coordinated entry needs, anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and the reason CoC Program funding is required. The information project applicants provide in this narrative must not conflict with information provided in other parts of the project application.

5b. Using the chart below, indicate the county/counties or trust land or reservations to be served by this project and the number of households planned for service.

- Detail the areas to be served by this project and the number of households planned for service within the proposed project year.
- Projects intending to locate services on trust land or reservations, where the applicant is not a Tribal Entity, must have a formal resolution from the Tribe authorizing Continuum of Care funding activities in their jurisdiction. This resolution should be an attachment to the submitted application.

5c. Complete the chart with the number of units for the project type(s).

- Joint TH/RRH projects will need to complete one section for the RRH component of the project and the second section for the TH component.

6. Is this project dedicated to serving subpopulations?

- If the project is designed to serve all youth under 25 years of age, select “All Youth/Young Adults” and not other checkboxes in the top section. If the project is designed to serve specific youth subpopulations, check those that apply
- In the second section, check the box if the project will serve youth under 18 years of age, whether it will do so exclusively or not. If the project is a Joint TH/RRH project that seeks to serve youth under 18, it must have the appropriate state licensure for the type of housing the project plans to provide. Housing in a group setting requires different licensing than scattered site housing.

7a. Low Barrier

- Review the options in the chart and check the box for any items that would prohibit a potential participant from being accepted into this project.
- Provide a brief narrative that explains why any boxes are checked if they have been.

7b. Housing First

- Review the options in the chart and check the box for any items that would result in a participant being exited from this project.
- Provide a brief narrative that explains why any boxes are checked if they have been.

8a. Review the stated project outcomes listed for the project type relevant to this application.

How does the applicant propose to track progress on these outcomes? Are there other outcomes the project will use to measure project success?

Some outcomes that should be incorporated into the answer (but not an exhaustive list):

- Positive Housing Exit Destination - CoC APR [Q27f Exit Destination – Youth] reports the total number of youth exiting to positive housing destinations. (“positive” documentation in Appendix A: CoC APR & ESG Specs)
- Positive School Status – A youth’s education status is reported in “Q27m: Education Status – Youth” of the Annual Performance Report (APR). You can use this question to evaluate the number of youth not currently enrolled or enrolled and not attending regularly to the count of youth enrolled and attending regularly at project exit.

- Increased income/ employment – The change in the number of youth with “only earned income” and “both earned and other income” at annual assessment or exit compared to project start can be measured in “Q27h: Client Cash Income Category...” of the APR.
- Community Connections – Data element R19 “Safe and Appropriate Exit” records whether a youth identifies if their destination is safe and if they have any positive connections with adults, peers, or the community outside of the project. If a youth indicates they have a permanent positive connection with any one of those three groups, they are reported as having a positive connection in the Supplemental Reporting Tool.
- Improved Well-being –There is not currently a specific indicator of an improved well-being. However, one could compare the composite score of the R7 General Health Status, R8 Dental Health Status, and R9 Mental Health Status collected at entry compared to the composite score collected at exit to see if there is improvement. Note: a lower composite score is indicative of improved well-being. Communities may wish to create custom data collection to indicate an improvement in well-being.
- Other

8b. Describe the applicant's experience and processes for measuring project outcomes.

Answers will be scored according to how the applicant describes the following:

- Routinely running performance reports and has a detailed process for reviewing reports
- Regularly attends Performance and Outcomes Committee (if a current awardee) or other trainings/groups to help improve outcomes.
- Examples of how the applicant has measured outcomes in other projects are encouraged.

9. Which of the listed flexibilities in the Project Description would this project utilize and how would those help to support youth securing or maintaining housing?

This will be scored according to how the applicant explains the ways that additional flexibility in funding can benefit youth in housing. Flexibilities selected should be specific to the work of the project, show an understanding of the requirements by HUD to implement the flexibility, and the benefits should be clearly articulated.

10. For all supportive services available to project participants, indicate who will provide, how they will be accessed and how often they will be provided regardless of the resources that will be used to pay for the services.

11a. Describe how program participants will be assisted to obtain and remain in permanent housing with a specific focus on the needs of the target population(s).

11b. Describe specific efforts to ensure Black Youth, Indigenous Youth, and youth of color, LGBTQ+ youth, and youth with disabilities experiencing homelessness will be connected to housing of their choice and supported in housing after the assistance has expired.

12a. Describe the specific plan to coordinate and integrate with other mainstream health, social services programs for which program participants may be eligible.

12b. Describe the specific plan to coordinate and integrate with education or employment programs for which program participants may be eligible that will support sustainable exits from homelessness.

13. How will you work to remove barriers such as landlord's unwillingness to accept CoC assistance or provide housing to people experiencing homelessness. If project uses RRH units, additionally describe your landlord engagement to ensure there are RRH units available for persons enrolled in your project

14a. Joint TH/RRH Projects Only: Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation? If yes, why? Describe the required living situation in detail, including how participants will be integrated into the neighborhood. Use the terms: barracks, dormitory, shared housing, single-room occupancy, scattered site apartments, and single family home as found on [page 31](#) in your description.

14b. SSO Projects Only: How will this project be designed to reach those with the highest barriers to accessing assistance?

14c. SSO Projects Only: Describe how this project will align with Coordinated Entry processes.

14d. SSO Projects Only: Describe how this project will use creative problem solving and diversion to resolve housing issues when possible.

15. Describe the process in place to ensure that the project, if awarded by HUD, is fully expended by the end of the project year and that drawdowns from the electronic Line of Credit Control System (eLOCCS) are completed on a quarterly basis.

- Detail plans for how the project will be fully expended and how quarterly drawdowns will be completed.

16. Describe the agency's plan for orientation and ongoing training for project staff.

- Describe the agency's training plans and how they include:
 - Motivational interviewing, trauma-informed care, and implicit bias
 - Includes on-going skill building requirements and training for supervisors
 - Requires the CoC training site and available CoC recorded trainings

17. How does this project align with the mission and vision and the goals, objectives and strategies of this effort as set forth in the Collaborative Community Plan ([found here](#))?

- Describe how the project contributes to ending youth homelessness
- Reference specific goals, objectives and strategies from the CCP
- Connect the project's goals and strategies with those in the CCP

18. How will this project prevent participants from eviction while in the project? If participants are evicted or must leave the housing unit to avoid eviction, how will the project ensure participants are not terminated from the project? What are potential reasons for termination from a project and what steps will be taken to avoid this outcome?

- Describe policies and procedures to avoid eviction (e.g., mediation, repayment plans, moving to a new unit, etc.)
- Explain project policies and procedures to find alternate housing and prevent program termination
- List potential reasons for termination and steps taken to avoid it. Include examples of past situations if applicable

19. Is the applicant (or potential subrecipients) a member of the Local Planning Body/Bodies and Balance of State Committees/Subcommittees? Yes/No

- Describe in detail applicant's regular involvement in Local Planning Body/Bodies and participation in at least one other MIBOSCOC Committee or Subcommittee

20. Describe the racial composition of the persons or households who are expected to benefit from your proposed grant activities, including a description of how you analyzed the local population to determine this.

- Describe the racial composition of applicant's local youth population, detailing the methods used to analyze and determine this composition
- Highlight the reliability and appropriateness of applicant's analysis methods

21. Identify at least one barrier to persons or communities of color equitably benefiting from your proposed grant activities. How will the applicant reduce barriers to services and successful outcomes for all participants with attention paid to barriers for BIPOC, LGBTQ+, and persons with disabilities?

- Identify at least one barrier to equitable access

- Present a clear, realistic, achievable plan to reduce barrier(s)
- Specify who is responsible for implementing the plan and how progress will be measured

22. How will the applicant ensure supportive services are offered in non-discriminatory and affirming ways to support housing stability regardless of sexual orientation, gender identity or expression, race or ethnicity?

- Present a realistic, achievable plan to ensure non-discriminatory and affirming services
- Specify who is responsible for implementing the plan and how progress will be measured

23. Describe the measures in place to track progress and evaluate the effectiveness of efforts to advance racial equity through the grant activities.

- Present a realistic and achievable plan for tracking progress
- Specify who is responsible for implementing the plan and how progress will be measured
- Describe how the effectiveness of racial equity efforts will be evaluated

24. Explain the proposed process for actively seeking, receiving, and incorporating feedback from project participants.

- Present a realistic and achievable plan for seeking, receiving, and incorporating feedback
- Specify who is responsible for implementing the plan and measuring progress
- Plan should consider potential pitfalls of the chosen system and outline ways to combat them or adjust the process as needed

25. Detail participation in the agency and the project from homeless and formerly homeless persons currently and how this project will include youth and young adults with lived experience of homelessness in peer navigator or other roles. Include how people with lived experience of homelessness were involved in the development of this project and application.

- Show that the project was designed with direct input from people with lived experience of homelessness
- Provide examples demonstrating the applicant's commitment to hiring and valuing people, particularly youth, who have experienced homelessness

26. Describe how this project will implement services that are consistent with the following approaches to care: a) trauma informed care, b) harm reduction, c) positive youth development, d) housing first, e) anti-racism.

- Explain *each* approach with clear examples of how the applicant currently uses the approach
- Detail how each approach will be applied in serving youth in the project
- Answers must do more than provide a definition of each term

27. How will the project staff ensure youth are connected to community supports related to employment, education, child care, medical and mental health care, child welfare system supports, Tribal resources, and social/emotional well-being supports? How will the staff become experts on all potential youth supports?

- Detail the training that project staff will receive in the areas listed above, and how it will be approached as an ongoing commitment
- Describe relations with the community to support this effort

28. Describe the experience of the applicant (and potential subrecipients) in working with the proposed target population and in performing the activities proposed in the application. Provide concrete examples to illustrate the experience and expertise in a) working with and addressing the housing and supportive service needs of the target population; and, b) developing and implementing relevant projects and/or services.

- Provide an overview with the following references:
 - Applicant's experience, expertise, and cultural fluency in serving youth and the project's proposed target population
 - Applicant's understanding of the proposed housing resource and any experience or expertise in providing this resource, or plans to build expertise if this is a new project type for applicant
 - Applicant's (and any subrecipient's) understanding of best practices, skills, and housing models that would enable a successful project

29. Describe the experience of the applicant and potential subrecipients (if any) in providing housing and services to Black, Indigenous, People of Color (BIPOC) experiencing homelessness.

- Describe applicant's experience in serving BIPOC youth experiencing homelessness
- Explain applicant's understanding of any limitations, and detail plans for additional training needed to improve service delivery for this population

30. Describe the plan for rapid implementation of the project, documenting how the project will be ready to begin housing the first household. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award. *(500 word limit)*

- Describe how the project will avoid delays and start the project as quickly as possible
- Outline the milestones of the proposed project at 60, 120, 180 days post-award

31. Does the applicant commit to participation in the continuous quality improvement work the Youth Advisory Board will lead and adherence to the CoC's Service Standards? Describe participation plan below. *(500 word limit)*

- Describe the applicant's commitment to participation in continuous quality improvement with the Youth Advisory Board, including who in the organization will participate
- Detail how this participation will impact the proposed project and organization activities

32. Describe the key staff positions and qualifications of individuals who will carry out the project. (500 word limit)

- Detail the positions needed to successfully implement this project
- Specify expectations of staff experience/education for each role
- Discuss how the organization will balance professional credentials and work experience while seeking to hire youth with lived experience of homelessness

Section V. Application Review

This section is answered and scored by CoC staff.

33. *Is the application fully and correctly completed?*

If any question is left unanswered or the question was answered wrongly (fully irrelevant answer) points will be deducted. Points will not be deducted for poorly constructed narrative answers here, those will only result in a low score for the question. Applicants should be aware that this includes all Attachments.

34. *Was the application submitted on or before the due date?*

If an applicant knows that they will be submitting late, they should notify CoC staff and request an extension. However, these points will be deducted even in the case of extensions granted.

Appendixes A and B

The project budget must be fully completed with all relevant budget lines completed for the project type requested.

HUD projects require match funding that is equal to at least 25% of the total HUD funding request. This includes project and administrative costs but excludes leasing assistance.

Match can be cash or in-kind. Any in-kind match must have a Memorandum of Understanding in draft to document the value and scope of the in-kind match.

These projects may request a match waiver but must submit a justification for the waiver in eSnaps that fully articulates how the project will leverage funds. HUD may deny the waiver.

Match for CoC Program funding is calculated as a straight 25% of the amount of requested funding. Ex: \$100,000 in CoC Program funds must have \$25,000 in matching funds.

For further guidance on appropriate match and match documentation, visit the HUD Virtual Binder on Match (<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/match-requirements/>)

Appendix C

The application and all attachments are sent electronically to the Balance of State Continuum of Care Coordinator. Use the guidance provided to appropriately name the attachments sent electronically with the application.

Please note that attachments are required as part of the application and any missing attachments may result in the disqualification of the application.

For documentation of all match—planned match for the FY2023 funding allocations does not need to have signed MOUs at this stage. Drafted MOUs should be attached for CoC staff review to verify that they will meet HUD requirements.

Appendix D

HUD General Section Certificates

Each of the items listed in this attachment are required compliance items for any applicant, recipient, or subrecipient of HUD funding. The reference for each item is included in the attachment.

The applicant is responsible to ensure compliance to each item and can provide proof of compliance upon request during any monitoring visit.

Submission Details

Completed applications are recommended to be saved as a pdf to reduce chances of corruption to the narrative answers provided. Please provide the application as a separate file from attachments. The attachments may be provided as one pdf document. Zipped files are also acceptable.

All applications are due by June 7, 2024 at 5pm. Applications should be emailed to coordinator@miboscoc.com. A confirmation email will be sent within 24 hours, if this is not received, the applicant should contact the Director at the same email address to inquire about the application's receipt. Late applications cannot be accepted.

Applications should be sent with the subject line: *YHDP Application Submission* and the application and attachments should be combined into as few PDF documents as possible without being too large to send.

There will be announced opportunities to support applicants and answer questions. Applicants may also email coordinator@miboscoc.com with questions. Questions asked after June 5th, 5pm are not guaranteed an answer before the deadline.

Tip: When naming your project, please avoid names like “Rapid Rehousing” or using the funding year “2023 PSH”. The project name will stay with it every year and having 15 projects in the CoC named “Rapid Rehousing” becomes confusing. This is a great time to be creative. A previous project named “Stability and Beyond” was never confused with other projects nor had to update a grant year in the title. This also will make local planning discussions and By Name List meetings easier since the project will be differentiated from the other resources available.