



Western PA CoC  
Youth Homelessness  
Demonstration Program (YHDP)

Notice of Funding Opportunity - Request for Projects

Date Issued: Thursday, March 24, 2022

Submission Deadline: Wednesday, April, 27, 2022 by 5PM EST

Submit Proposals by email to: [westerncoc@pennsylvaniacoc.org](mailto:westerncoc@pennsylvaniacoc.org)

\*No late submissions will be considered

If you have any questions, please contact: Ciarra Johnson at  
[ciarra@dma-housing.com](mailto:ciarra@dma-housing.com)

This NOFO document is available electronically on the [CoC website](#)

## BACKGROUND

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July 27, 2021, the U.S. Department of Housing and Urban Development announced that it would competitively award \$145 million to 50 communities, including 16 rural areas, for the Youth Homelessness Demonstration Program (YHDP) through a notice of available funding. The Western PA Continuum of Care (CoC) was selected as a round 4/5 community and awarded \$3.7 million on September 15, 2021.

The Western PA CoC has been in the process of developing a coordinated community plan to prevent and end youth homelessness by creating a cohesive system of care that seeks to:

- o Identify all unaccompanied youth experiencing homelessness.
- o Use prevention/diversion strategies, and provide immediate access to low-barrier crisis housing/services to any youth who needs and chooses it.
- o Use the Coordinated Entry processes to link all youth experiencing homelessness to housing/services solutions that are tailored to their needs.
- o Act urgently to swiftly assist youth to move into non-time-limited housing options with appropriate services and supports.
- o Put resources, plans, and system capacity in place to continue to prevent and quickly end future experiences of homelessness among youth.

During the community planning process, a number of project types were identified as priorities for funding. These projects will build upon the current systems and initiatives in place across the region, such as the Coordinated Entry System, Host Homes, local learning collaboratives, and target identified gaps throughout the Western PA CoC. Implementation of these YHDP funded projects will support the community's system-wide goals for achieving [USICH's core outcomes](#) and ultimately prevent and end youth homelessness. Projects will be developed through this request for proposals and selection process, in which providers and partners will propose specific, innovative projects for YHDP funding.

## YHDP SHARED VISION

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The Western PA CoC believes that everyone deserves a home that is safe, affordable, and stable. We envision a youth homelessness response and housing stability system that is:

- youth-driven,
- built on a commitment to diversity, equity and inclusion,
- rooted in community,
- viewed through trauma-informed lens, and
- easily accessible by Youth Young Adults (YYA).

This system will meet youth where they are and help them to make lasting and stable connections that guide them to success.

This is the vision for the Youth Homeless Demonstration Program described within the coordinated community plan for the Western PA Continuum of Care. This vision will be implemented by and with YYA, so together we can create new opportunities and change systems, developing places in our communities where they can find the safety and security of stable housing to grow lasting roots, establish and/or continue on a path of meaningful education and employment, and to expand the collaborative abilities of community based prevention systems to meet the needs of young adults throughout the region.

# NOTICE OF FUNDING OPPORTUNITY DESCRIPTION

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The Western PA Continuum of Care is seeking proposals from nonprofit service providers and governmental agencies to implement projects to serve unaccompanied homeless youth, and pregnant/parenting youth, age 24 and younger, in support of the Western PA CoC's Coordinated Community Plan to Prevent and End Youth Homelessness, utilizing resources from the United States Department of Housing and Urban Development's (HUD's) Youth Homelessness Demonstration Program (YHDP).

Applications are requested from eligible organizations<sup>1</sup> across the Western PA Continuum of Care for seven (7) different project types, approved by the YHDP leadership team, to address a critical need for housing and supportive services for youth experiencing homelessness.

1. Joint Transitional and Rapid Rehousing
2. Coaching, Navigation, Outreach Response, Support Services
3. Diversion
4. Host Homes
5. Longer-term Rapid Rehousing
6. Permanent Supportive Housing
7. Coordinated Entry

*See Appendix A for detailed information for each project category*

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<sup>1</sup> Eligible organizations for funding include: nonprofit organizations, states, local governments and instrumentalities of state or local government see 24 CFR 578.15 "Eligible Applicants"

Applicants must respond to this Notice of Funding Opportunity using the provided application format and according to the schedule set forth in this announcement. Entities selected through this process will then submit an application to HUD via the e-SNAPS online grant management system. (Technical assistance will be made available.)

**Note:** Projects not selected for funding, may appeal the CoC's decision. To appeal, send an email within 24 hours of receiving accept/reject notification to [westerncoc@pennsylvaniacoc.org](mailto:westerncoc@pennsylvaniacoc.org) with the subject line, "YHDP Appeal". The email should provide any relevant rationale or documentation for consideration.

If selected, each project would be awarded for a minimum of two (2) years with the potential for future annual renewal through the annual HUD Continuum of Care Program competition. All applicants should ensure their proposed project(s):

1. was developed in partnership with YYA in the community;
2. follow the principles of Housing First for youth;
3. incorporate innovative and creative models and strategies;
4. further the goals and objectives of the community plan;
5. contain strategies for measuring effectiveness; and
6. are responsive to the need for communities to work with other youth serving entities to truly understand the needs of all systems and work to fix those gaps.

An applicant may apply in partnership with one or more organizations. Joint applications should submit an MOU reflecting the role of project partners, and specify funding for each organization in the detailed budget. Collaboration is always encouraged.

Once selected as a Western PA YHDP funded project, all applicant(s) will be required to fulfill the following:

1. Submit a complete project application to HUD via e-snaps, which achieves the goals and objectives defined by the Coordinated Community Plan and approved by the YHDP Lead, Advocates for Change, the Western PA CoC's Youth Action Board, and Western PA CoC.
2. Comply with program requirements as per the Western PA Continuum of Care Written Standards, [HUD Continuum of Care Program Interim Rule](#), [FY2021 YHDP NOFO](#) and any HUD-approved waivers.

3. Comply with all HUD Continuum of Care and YHDP program reporting as well as Western PA CoC reporting.
4. Follow the Western PA CoC's Written Standards, [linked here](#).
5. Participation in [PA-HMIS](#), the CoC's Homeless Management Information System, or an HMIS-equivalent database if the applicant is a Victim Services Provider.
6. Participation in the Coordinated Entry System (CES) and adherence to the [CoC's CES policies and procedures](#) – agreeing to only admit participants who have been referred through coordinated entry, except when otherwise noted in Appendix A: Project Descriptions.
7. Operate the funded project consistent with Housing First principles as established by HUD and adopted by the Western PA CoC.

## PROPOSAL REQUIREMENTS

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- Format:** Please limit your written proposal to no more than fifteen (15) single spaced pages. Attachments are not counted towards page limit.
- Deadline:** Proposals must be received by Wednesday, April 27, 2022 at 5PM EST
- Submission:** Proposals MUST be submitted by email to [westerncoc@pennsylvaniacoc.org](mailto:westerncoc@pennsylvaniacoc.org) DO NOT submit proposals by mail, fax or hand delivery. The subject line should be, “YHDP proposal: organization name”.

### Proposal Components:

1. **Cover Page.** Including organization name, date of submission, and point of contact. (Not included in 15-page limit)
2. **Table of Contents.** (not included in 15-page limit)
3. **Interest.** Describe the unique needs and challenges of unaccompanied youth and pregnant/parenting youth experiencing homelessness within the proposed geographic area. Describe why your organization is interested in and committed to serving this population. Also, describe how the project is consistent with the vision, goals, and objectives of the Western PA CoC Coordinated Community Plan to Prevent and End Youth Homelessness.
4. **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 and pregnant/parenting youth experiencing homelessness.
    - Describe your organizational infrastructure and 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 describe.

b. **Collaboration and Knowledge of Community Resources.** Demonstrate organizational collaboration with other providers, especially youth-serving providers or agencies within the region of Western PA, as well as knowledge of community partners and resources serving unaccompanied youth and pregnant/parenting youth experiencing homelessness. Please provide evidence in the form of a letter of support or intent outlining specific coordination between your agency and the following youth-serving providers: Juvenile Probation, Children and Youth Services and education (early education, K-12, higher education, career and technical schools). Your letter of support or intent should describe how you are currently working together and how you plan to coordinate if awarded YHDP funding.

c. **Staff Qualifications and Experience.**

- Describe the youth-specific experience of the person on staff who will provide staff supervision and management of project activities. If the staff person does not have youth-specific expertise, please describe what your agency will do to help the staff person gain this expertise.
- 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 new staff will be recruited specifically for this project.
- Give a timeline for when staff will be available to implement project activities.
- The CoC is requiring that all program staff are trained in best practices for serving youth, including: Positive Youth Development, Motivational Interviewing, Managing Aggressive Behaviors, Trauma-Informed Care, Equity and Power Sharing and Racial and LGBTQIA+ Equity.
  - Have staff been trained in these practices?
  - If staff have not been trained on the above, please indicate that you commit to sending all staff (existing and new) to CoC-sponsored YHDP training sessions and implement these practices.

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 identify, in compliance with federal law.

- In addition, the CoC is requesting that all applicants adhere to the Western PA CoC's Diversity, Equity, Inclusion and Belonging pillars (DEIB). Please view the DEIB pillars [here](#), and include a copy signed by organizational leadership and project management that is directly responsible for overseeing the program with your application.
- If the applicant and/or any subrecipient partners have created an organizational Diversity, Equity and Inclusion Statement, please also include this document as part of the application.

5. **Program Description.** Please provide a general description of your proposed project. This should include a clear and concise description of the scope of the project, as well as responses for each of the below sections:

a. **Program Design.**

- Identify the population to be served by this project;
- Describe how the housing and supportive services 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 and pregnant/parenting youth experiencing homelessness;
- Anticipated project outcomes;
- Identify the geographic area your program will serve;
- Describe how the proposed project type is the most needed resource to enhance the local response to youth experiencing homelessness. How was this unmet need determined in your community (or the proposed geographic area)?
  - Applicants are encouraged to review and utilize CoC data regarding its system gaps:  
<https://public.tableau.com/app/profile/jessica.sones/viz/WesternPACoC2022GapsAnalysis-PreliminaryYouthDataforYHDPApplicants/WesternPACoC2021GapsAnalysis>

b. **Linkages to housing:**

- Describe how your project will address the crisis housing needs of participants (if applicable).
- Describe how your project will assist youth in locating and securing permanent housing.

- Describe how you will maintain positive working relations with property owners.
- Describe how your services will support long term housing stability.
- Provide your plan for in-home visitation.

c. **Supportive Services.**

- Describe the range of supportive services for youth included in the program design, 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.
- Describe how, directly or through linkages, mental health and substance use services will be made available to clients.
- Please describe how you handle warm-handoffs, meaning connecting youth to other service providers. Specifically, how you will minimize retraumatization during that process.
- Describe how your agency will conduct aftercare to ensure that youth, upon successful exit from your program, are supported in their permanent housing.

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.

- Describe how youth were identified for your YHDP planning process, the names of youth who were engaged and detail their involvement. Please have youth provide a letter of support signing off on your agency application. Sample letter in Appendix E.
- In addition to the designing of this project, describe other ways your organization has engaged youth to support their individual growth, the

planning/implementation of projects serving youth, systems change work, or other meaningful examples.

- 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/or foster care systems; and victims of sexual trafficking and exploitation. This should include how considerations for populations of focus will be incorporated into the project’s identification methods, infrastructure considerations, housing and/or service-delivery.
  - g. **Cultural Competency.**
    - Describe your organization’s methods of ensuring cultural competence at all levels of the organization. Address experience serving people with cultural sensitivity who are racially, ethnically and religiously diverse; who speak languages other than English; who have a range of physical and/or mental disabilities; who are lesbian, gay, bisexual or transgender; and who are extremely low-income and/or experiencing homelessness/housing instability.
    - 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” when offering assistance and providing referrals, without preconditions and barriers to entry such as treatment or service participation requirements.
6. **Alignment with HUD Principles and Prioritized Elements of the Western PA CoC Coordinated Community Plan.** Identify how this project will align with the HUD principles laid out in the list below and with the shared vision, goals, objectives, and action steps of the Coordinated Community Plan to End Youth Homelessness, once available. HUD principles that should be addressed by the applicant in this section include:
- a. **USICH Four Core Outcomes:** Program 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* includes 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. **Youth Choice.** Program 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 alternative options for youth based on their unique needs.
  - c. **Positive Youth Development and Trauma Informed Care.** Projects must incorporate Positive Youth Development (PYD) and Trauma Informed Care (TIC) models of housing and service delivery.
  - d. **Social and Community Integration.** Project promotes meaningful opportunities for community involvement, engagement and leadership for youth.
7. **Project Implementation Plan:** Applicants should identify and describe the prioritized innovative project elements established in the Coordinated Community Plan that will be incorporated into the project, as well as any innovative project elements not listed in the Coordinated Community Plan. *[See Appendix B for Elements of Housing Models.* This section shall address:
- a. **Timeline.** Include a timeline for project implementation including the hiring of staff and proposed project start date. **Note:** HUD expects to be under contract with agencies by September 30, 2022.
  - b. **HUD Timeliness Standards:** If this project is dependent on securing a facility, or is dependent on a construction timeline, please explain how the project will secure proof of site control, match, environmental review, and the documentation of financial feasibility within 6 months of the announcement

of the award. Note: YHDP funds cannot be used for site acquisition, rehab or new construction.

- c. **Access.** The plan should ensure that the project is incorporated into the Coordinated Entry System. All applicants should ensure that the project is well advertised so that its availability is known to unaccompanied youth and pregnant/parenting youth experiencing homelessness. The project and access to the system should be accessible by people with disabilities. Additionally, the project should be outwardly LGBTQ friendly.
- 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. Download the budget template [here](#).
- 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. For more information [click here](#).

## NOFO SELECTION PROCESS

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The YHDP Rank and Review Committee, including members of the Youth Action Board, will evaluate proposals utilizing the YHDP Project Scoring Tool *[See Appendix F]*.

All applicants will be informed via writing if their project was accepted or rejected as part of the Western PA Continuum of Care YHDP. All project applications are pending approval from HUD and may be amended per feedback from HUD.

If you have any questions, please contact Ciarra Johnson at [ciarra@dma-housing.com](mailto:ciarra@dma-housing.com).

### **NOFO TIMELINE:**

March 28, 2022:	RFP Released
April 27, 2022:	Proposals due
May 18, 2022:	Applicants notified if proposal was accepted or rejected
May 20, 2022:	Applicants with rejected proposals may submit appeal to CoC
May 25, 2022:	Appeals review and notification (if necessary)
June 8, 2022:	Applicants complete application in HUD e-snaps online application system and submit to DMA for review
June 22, 2022:	Applicants receive feedback from DMA regarding corrections to be made to project in e-snaps
June 28, 2022:	Final project application due in e-snaps
September 30:	HUD deadline to commit all YHDP funds

## APPENDIX A: PROJECT DESCRIPTION<sup>2</sup>

<b>Joint Transitional Housing/ Rapid Rehousing</b>	
Summary	Interventions of this type are designed to allow for immediate emergency housing of youth while permanent Rapid Rehousing solutions are obtained. With the absence of sufficient (geographically limited) emergency shelter in the CoC, the joint TH-RRH programming is an excellent model to quickly provide crisis housing as needed (through Transitional Housing) while youth are being connected with appropriate permanent housing solutions.
Target Population	TH: Youth under age 24; RRH: Youth aged 18 -24
Project Requirements	<p>Proposed project adheres to the Housing First model.</p> <p>Proposed projects will be targeting geographic areas of need.</p> <p>Proposed projects will have supportive services to meet each individual's needs. This will be provided either through YHDP grant or connection to other services.</p> <p>Proposed project provides enough rapid re-housing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. (This is generally described as having twice as many RRH units available than TH crisis beds.)</p> <p>Projects may serve persons for up to 24 months total in each project component.</p> <p>Projects can utilize TH as crisis intervention, in cases of emergency (e.g. safety, lack of emergency shelter resources, etc), but should otherwise follow the Written Standards for filling units. When TH is used as emergency housing, youth must be assessed and added to the CES within 24 hours following enrollment.</p> <p>Proposed projects will house 100% of youth through CE for RRH.</p>
HUD Homeless Categories & HUD CoC Project Type	<p>Category 1, 2, &amp; 4</p> <p>Joint Transitional Housing - Rapid Rehousing (TH-RRH)</p>
Innovation Opportunities	<p>A joint TH-RRH project could provide support to youth in higher education for gap housing (over winter and/or summer break) and/or year-round housing services.</p> <p>RRH portion could be in the youth's own apartment or shared housing.</p>
Resources	<a href="https://files.hudexchange.info/resources/documents/YHDP-TH-RRH-Joint-Component-Project.pdf">https://files.hudexchange.info/resources/documents/YHDP-TH-RRH-Joint-Component-Project.pdf</a>

<sup>2</sup> YHDP projects may choose to take advantage of the special YHDP activities described in Appendix D.

<b>Coaching, Systems Navigation, Outreach Response, Support Services</b>	
Summary	<p>(a) Services may be provided through coaching, peer support, outreach, systems navigators and/or a team-based approach, providing a primary point of contact for youth, supporting youth to navigate the homelessness system, and coordinating services as needed.</p> <p>(b) A system that supports and advocates for/with youth as they navigate through systems (housing, education, child welfare, juvenile justice, mental health, etc) within the county(ies). This includes establishing and implementing a long-term housing stabilization plan; building or rebuilding a family (biological or chosen; if desired); and community support networks.</p> <p>(c) Flexible funds available to provide youth, including but not limited to those pursuing education (postsecondary, GED, technical school - their chosen education pathway) and/or job training/workforce development with support. Note: find full list of YHDP flexibilities in Appendix D.</p>
Target Population	Youth 24 and under
Project Requirements	<p>Proposed project adheres to the Housing First model.</p> <p>Proposed projects will be targeting geographic areas of need.</p> <p>Proposed projects will have supportive services to meet each resident's individual needs. This will be provided either through YHDP grant or connection to other services.</p> <p>Proposed projects will assist youth from CE and/or community/agency referrals.</p>
HUD Homeless Categories & HUD CoC Project Type	Category 1, 2, & 4 Supportive Services Only (SSO)
Innovation Opportunities	<p>Ensure quick identification of youth at-risk of or experiencing homelessness that would not generally present through the traditional homeless service entry points. Schools, mainstream service providers (e.g., health care, SNAPs, workforce programs, Head Start), law enforcement, and foster care and juvenile justice systems will work with the system navigator to connect youth to the coordinated entry system and/or prevention/diversion resources. Training in schools for teachers on identifying youth who may be at risk and connection to this resource.</p> <p>Training for law enforcement on youth cultural competency, trauma informed care, and how to identifying youth at risk of homelessness, and connecting to this program or other resources for youth who are at risk.</p>



<b>Diversion</b>	
Summary	This program will assist youth at imminent risk of homelessness with financial support and wraparound services. Youth remain connected to support systems, stabilize, and maintain current housing or connect to safe and supportive housing options.
Target Population	Youth 24 and under
Project Requirements	Proposed project adheres to the Housing First model. Proposed projects will be targeting geographic areas of need. Proposed projects will have supportive services to meet each resident's individual needs. Applicants will need to identify the staffing model for the delivery of diversion services. Staffing models may include coordinated entry workers, diversion specialists, shelter and street outreach workers, and/or system partners such as school liaisons or child welfare specialists.
HUD Homeless Categories & HUD CoC Project Type	Category 1, 2, & 4 Supportive Services Only (SSO)
Innovation Opportunities	Please view YHDP flexibilities: Appendix D.

<b>Host Homes</b>	
Summary	<p>Interventions of this type are to provide crisis housing in existing homes or recruited host homes with adult hosts for all youth ages 24 and under that are experiencing homelessness/housing instability. Host Home programming opens up housing options in rural communities where crisis options are extremely limited and creates the opportunity for youth integration into stable communities. The Host Home program model has worked effectively in parts of the CoC and should be as effective in all areas of the CoC.</p> <p>Host Homes also serve as a diversion from system placement in collaboration with Children Youth and Service, and other youth-serving agencies.</p>
Target Population	Youth 24 and under
Project Requirements	<p>Proposed project adheres to the Housing First model.</p> <p>Proposed projects will be targeting geographic areas of need.</p> <p>Proposed projects will have supportive services to meet each resident's individual needs. This will be provided either through YHDP grant or connection to other services.</p> <p>Projects can utilize Host Homes as crisis intervention, in cases of emergency (e.g. safety, lack of emergency shelter resources, etc), but should otherwise follow the Written Standards for filling units. When Host Homes is used as emergency housing, youth must be assessed and added to the CES within 24 hours following enrollment.</p>
HUD Homeless Categories & HUD CoC Project Type	Category 1, 2, & 4 Supportive Services Only (SSO)
Resources	<a href="https://www.pointsourceyouth.org/host-homes">https://www.pointsourceyouth.org/host-homes</a>

<b>Rapid Rehousing, including Longer Term Rapid Rehousing</b>	
Summary	<p>Programs assist youth experiencing homelessness to find a rental unit and execute a lease between the youth and landlord; financial assistance for rent and utilities; and housing stability services, which may include services such as education, employment, health/mental health services and life skills classes, etc.</p> <p>Rapid Rehousing projects funded through YHDP can provide assistance for up to 36 months.</p>
Target Population	Youth 18-24
Project Requirements	<p>Proposed project adheres to the Housing First model.</p> <p>Proposed projects will have supportive services to meet each resident's individual needs. This will be provided either through YHDP grant or connection to other services.</p> <p>Proposed projects will be targeting geographic areas of need.</p> <p>Proposed projects will house 100% of youth through Coordinated Entry.</p>
HUD Homeless Categories & HUD CoC Project Type	<p>Category 1, 2, &amp; 4</p> <p>Rapid Rehousing (RRH)</p>
Innovation Opportunities	<p>RRH assistance may be provided for up to 36 months.</p> <p>Housing could be in the youth's own apartment or shared housing.</p>

<b>Permanent Supportive Housing</b>	
Summary	Permanent supportive housing programs provide non-time limited housing assistance and supportive services for youth ages 18-24 with disabilities.
Target Population	Youth age 18-24 with disabilities. Note: youth do not age out at 24.
Project Requirements	Proposed projects adhere to the Housing First model. Proposed projects will offer supportive services to meet each resident’s individual needs. This will be provided either through YHDP grant or connection to other services. Proposed projects will be targeting geographic areas of need. Proposed projects will house 100% of youth through Coordinated Entry.
HUD Homeless Categories & HUD CoC Project Type	Category 1, 2 & 4 Permanent Supportive Housing (PSH)
Innovation Opportunities	Housing could be in the youth’s own apartment or shared housing.

<b>Coordinated Entry</b>	
Summary	The Coordinated Entry system is a no-wrong door system that identifies, diverts, assesses, prioritizes, and provides referrals to households experiencing homelessness in the CoC. All ESG/CoC-funded projects are required to enroll project participants using the Coordinated Entry prioritized housing list.
Target Population	Youth aged 24 and under.
Project Requirements	Only the CoC’s Coordinated Entry Lead Agency is eligible to apply.
HUD Homeless Categories & HUD CoC Project Type	Category 1 & 2, 4 Supportive Services Only - Coordinated Entry

## APPENDIX B: ELEMENTS OF HOUSING MODELS

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- Shared housing models: Inclusion of pilot programs for roommate matching, host homes, and peer-led supportive housing that incorporate youth choice that respond to housing market constraints. Renting rooms in underoccupied homes.
- Serving the most vulnerable youth: Prioritized, low-barrier entry for the most vulnerable youth as identified by the coordinated entry system
- Innovative adoption of Housing First principles: This includes the absence of barriers to entry and service participation requirements, and provision of targeted, intensive supports to ensure housing success
- Transition planning: Immediate/ongoing transition planning from entry through placement; may include housing navigation support and links to adult or other ongoing supportive housing
- Innovation in education and employment: Links to demonstrated, flexible, youth-led and -appropriate education and/or employment support
- Youth-centered case management: Adoption of principles of flexible, youth-centered case management focused on the individualized needs of youth, which may include making connections to schools, caring and trusted adults, health care providers, and youth development organizations.
- Employ Positive Youth Development principles: Use Positive Youth Development to build strengths and promote resiliency and to provide services with a focus on skills-building, leadership, and community involvement.
- Trauma-informed care approach: Staff are trained to provide trauma-informed care, including crisis intervention, conflict resolution, counseling services and specialized services for populations of focus that are responsive to their histories of trauma.
- Foster permanent connections: Provide services for the development and strengthening of ongoing attachments to biological and chosen family and other positive social relationships. Services may include reunification, crisis intervention, or family finding services; mentoring programs; and family engagement services, including counseling, mediation services and parental support center.
- Promote social and community integration: Offer meaningful opportunities for community involvement, engagement and leadership for youth, including access to community-based activities, neighborhood events, and volunteer opportunities.

- Immediate and ongoing access to age-appropriate mental-health treatment: Onsite or mobile case management and/or behavioral health treatment and supports, including substance treatment and peer-led supports
- Innovative links to other systems of care: Housing with direct, innovative links from other systems (child welfare, juvenile and adult court, adult probation, educational institutions, healthcare) and targeted services for those subpopulations
  - Targeted subpopulation housing and services: Housing with targeted community and peer supports for identified subpopulations (LGBTQ, CSEC, African American, Latinx, parenting TAY, justice- and foster-involved youth)
  - Innovation in identifying and measuring outcomes: Demonstrated, outcomes-based furtherance of goals and objectives outlined in the community plan
  - Creative service models: Service models that create incentives for client participation by acknowledging and supporting youth needs (for example, employment training programs that compensate youth for time spent at case management or mental health appointments as well as for time spent at work)
  - Expansion of housing options and supply: Creative engagement with community residents and landlords and increase youth access to housing through new housing models specifically targeted toward youth needs.

## APPENDIX C: CASE MANAGEMENT STANDARDS FOR ALL PROJECTS

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### Overall Job Description and Duties:

Every Case Manager should have a written job description detailing their major responsibilities and required/preferred qualifications. Case Managers should demonstrate an ability to work with diverse populations, presenting with a wide variety of needs. **Typical case management responsibilities, at a minimum, facilitate the following:**

- Development of a **Housing Stability Plan** ([See Templates for CoC and ESG related programs Supplemental Resource](#)) with households. Plans are highly participant-driven without predetermined goals, and should build on each participant's needs, goals, and strengths. The Housing Stability Plan should be reviewed monthly and revised, at a minimum, every 3 months. More frequent revisions will be needed during times of acute crisis.
- Creative problem solving to help households to self-resolve their housing crisis.
- Linkage to community-based services per the Housing Stability Plan.
- Promote access to and effective utilization of mainstream benefits:
  - Transportation assistance
  - Assistance with enrollment in income and non-income benefits
  - Follow-up at least annually to ensure benefits are received and renewed
  - Ensure access to SSI/SSDI technical assistance
- Engage participants from day one to assess housing barriers, develop housing plans, and link households to the right types of assistance to facilitate movement into permanent housing or maintenance of permanent housing. Projects should involve households in decisions about what they need to end their homelessness. This programming and planning should be respectful, incorporate strengths-based approaches and consumer choice.
- Help households address issues that may impede access to housing (such as credit history, arrears, and legal issues).
- Assist households with finding, moving into and maintaining housing. This may include engaging landlords and working closely with landlords to facilitate participant move-in and ongoing success in housing.
- Make appropriate and time-limited services and supports available to families and individuals to allow them to move quickly to permanent housing and/or retain permanent housing.
- Collect required documentation, per funder requirements.
- Provide or assist the household with connections to resources that help them improve their safety and well-being and achieve their long-term goals. This includes providing or ensuring that the household has access to resources including childcare, education,

employment and job training, financial literacy, health, legal services, public benefits access, substance use recovery, and transportation, among others (if needed and appropriate) so that they can sustain permanent housing upon exit. This includes providing advocacy on behalf of households as needed to access necessary services.

- For scattered site projects: assist with housing location, lease negotiation, determining rent reasonableness, and inspection.
- For SSO, ES, and TH projects: Help households identify and select among various permanent housing options based on their unique needs, preferences, and financial resources.

## Principles of Case Management

- Person-Centered
  - Case Managers practice a person-centered approach that “ensures that the person who has experienced homelessness has a major say in identifying goals and service needs, and that there is shared accountability. The goal of case management is to empower people, draw on their strengths and capabilities, and promote an improved quality of life by facilitating timely access to the necessary supports, thus reducing the risk of homelessness and/or enhancing housing stability.”<sup>[1]</sup> Services should be client-directed, highly individualized and tailored to participant’s needs, respectful of individuals’ rights to self-determination, and voluntary. Case Managers should be trained in person-centered case management strategies including Trauma-Informed Care, Motivational Interviewing, Critical Time Intervention and Harm Reduction, among others.
- Housing-Focused
  - Projects should focus on the goal of assisting clients to secure and maintain permanent, stable, affordable housing. For clients not currently in safe, decent, affordable housing, the primary goal is to develop a strategy to assist them in securing housing. For those already housed, the goal is to assure that adequate supportive services are in place so the client can maintain housing.
- Trauma-informed care
  - Trauma-informed care is an organizational structure and framework that involves understanding, recognizing, and responding to the effects of all types of trauma. It emphasizes physical, psychological and emotional safety for both participants and providers, and helps participants rebuild a sense of control and empowerment. Trauma-informed care operates with the following principles:
    - **Consumer empowerment:** Using individuals’ strengths to empower them in the development of their goals;
    - **Choice:** Informing consumers regarding Project and housing options so they can choose the options they prefer;



- **Collaboration:** Maximizing collaboration among staff, participants and their families in organizational and individual goal planning;
    - **Safety:** Developing healthy home settings and activities that ensure consumers' physical and emotional safety; and
    - **Trustworthiness:** Creating clear expectations with consumers about what proposed Projects entail, who will provide services, and how supports will be provided.
  - In addition to providing trauma-informed care to clients, the CoC believes it is important that staff receive trauma-informed supervision and support. Staff support under YHDP can be budgeted under supervision.
- Progressive engagement
  - Progressive Engagement is an approach to helping households end their homelessness as rapidly as possible, despite barriers, with minimal financial and support resources. More supports are offered to those households who struggle to stabilize and cannot maintain their housing without assistance.
  - Progressive engagement recognizes that there is no way to accurately predict how much help someone may need to end their homelessness and avoid a return to the streets or shelter. While we know that many people can successfully exit homelessness and avoid immediately returning with a small amount of assistance, we also know that there are no dependable predictors to guide the amount of assistance needed. In this approach, participants are initially offered “light-touch” assistance, including help creating a reasonable housing placement/stabilization plan, housing information and search assistance, and limited financial assistance (first month's rent, security deposit, short-term rental assistance). Progressive engagement may involve more frequent contacts during a participants' early time in the project. All client check ins should include a discussion of the housing stability plan to review progress, barriers and supports needed.
  - Projects using Progressive Engagement regularly reassess housing barriers and seek to close cases as soon as housing retention barriers are resolved. Projects should strive to provide the minimum level assistance necessary (i.e., lightest possible touch or just enough) for the shortest time possible to achieve housing stability.
- Housing First (as related to case management)
  - Supportive services emphasize housing procurement over therapeutic goals. Participation in services or project compliance is not a condition of staying in the project.
  - Case managers/service coordinators are trained in and actively employ evidence-based practices for client/tenant engagement such as motivational interviewing and client-centered counseling.

- Services are informed by a harm reduction philosophy that recognizes that drug and alcohol use and addiction are a part of tenants' lives, where tenants are engaged in non-judgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices.
- Refer to “General Standards for All Projects- Housing First and Low-Barrier Access” and “General Standards for All Projects-Termination” already mentioned for more detail. [Can be found in the Written Standards.](#)

**Frequency** The frequency of case management services depends on the unique needs and situation of every project participant. Case Managers should be in direct contact with their clients at least once a month. The frequency of direct contact may increase due to the household’s homeless status, acute needs, and overall lack of housing stability. In-person meetings with clients are preferred. The level of Case Management support is to match the needs of the household, addressing factors that can negatively impact housing stability. As such, the intensity of Case Management frequency, duration, and support can and will change over time.

Case management is always offered to anyone enrolled in programming and is strengths-based, trauma-informed, progressive, culturally competent, and client-centered. It is the client's right to choose their level of involvement, and case management is an integral part of establishing stabilization when permitted to be incorporated. Those receiving Rental Assistance and/or Financial Assistance will always be offered case management.

**Location/Timing** Case management should occur at whatever location works best for the client. While home-based visits are ideal for persons residing in scattered-site housing, case management can also occur in the office or in the community. Case management hours can also be flexed to be able to meet a client before or after "typical" working hours. Case managers that are working evenings and weekends can have a different pay scale than Case managers working “typical” working hours.

**Caseload** Use the case management guidelines that are found [here](#) on the HUD website to identify appropriate staffing levels.

## APPENDIX D: YHDP FLEXIBILITIES

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YHDP projects may choose to take advantage of the special YHDP activities and other options listed. The following options would not meet CoC program requirements but may be used to carry out YHDP projects and either require notification or approval from the Dept. of Housing and Urban Development Deputy Assistant Secretary.

- YHDP housing projects may have leases for a minimum term of 1 month under rental assistance budget line items.
- YHDP recipients may use project administrative funds to support costs associated with involving youth with lived experience in project implementation, execution, and improvement.
- YHDP recipients may employ youth who are receiving services, including housing, from the recipient organization. Recipients that utilize this special YHDP activity must maintain documentation that discloses the nature of work that the youth does, and that the youth is not in a position that creates a conflict of interest.
- YHDP recipients may provide moving expenses more than one time to a program participant.
- YHDP recipients may provide payments of up to \$500 per month for families that provide housing under a host home and kinship care model in order to offset the increased costs associated with having youth housed in the unit. (If payments in excess of \$500/month are needed and can be justified, a HUD waiver may be granted to cover up to \$1,000.)
- YHDP grant funds may be used for the following if they are necessary to assist program participants to obtain and maintain housing. Recipients and subrecipients must maintain records establishing how it was determined paying the costs was necessary for the program participant to obtain and retain housing and must also conduct an annual assessment of the needs of the program participants and adjust costs accordingly.
  1. Security deposits for units in an amount not to exceed 2 months of rent;
  2. The costs to pay for any damage to housing due to the action of a program participant, which may be paid while the youth continues to reside in the unit. The total costs paid for damage per program participant may not exceed the cost of two months' rent.
  3. The costs of providing household cleaning supplies to clients.

4. Housing start-up expenses for program participants, including furniture, pots and pans, linens, toiletries, and other household goods, not to exceed \$300 in value per program participant.
  5. Grantees may provide moving expenses more than one time to a participant.
  6. The one-time cost of purchasing a cellular phone and service for program participant use, provided that access to a cellular phone is necessary to obtain or maintain housing and the costs of the phone and services are reasonable per 2 CFR 200.404.
  7. The cost of the internet in a program participant's unit.
  8. Payment of rental arrears consisting of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
  9. Payment of utility arrears of up to 6 months per service.
  10. Up to three months of utilities for a program participant, based on the utility costs schedule for the unit size and location.
  11. In addition to bus/uber/taxi transportation costs, a recipient may pay gas and mileage costs for a program participant's personal vehicle for trips to and from medical care, employment, childcare, or other eligible services.
  12. Legal fees, including court fees, bail bonds, and required courses and equipment.
  13. Program participant's past driving fines and fees that are blocking a young person from being able to obtain or renew a driver's license and impacting their ability to obtain or maintain housing. Additionally, recipients may pay for program participants costs for insurance and registration for personal vehicles, if the personal vehicle is necessary to reach medical care, employment, childcare, or other services eligible under this section.
- A recipient may provide up to 36 months of Rapid Rehousing rental assistance to a program participant if the recipient demonstrates (1) the method it will use to determine which youth need rental assistance beyond 24 months and (2) the services and resources that will be offered to ensure youth are able to sustain their housing at the end of the 36 months of assistance.
  - YHDP recipients may continue providing supportive services to program participants for up to 24 months after the program participant exits homelessness, transitional housing or after the end of housing assistance if the recipient demonstrates: 1) the proposed length of extended services to be provided; 2) the method it will use to determine whether services are still necessary; and 3) how those services will result in self-sufficiency and ensure stable housing for the YHDP program participant.

- YHDP recipients may continue providing supportive services to program participants for up to 36 months after the program participant exits homelessness, if the services are in connection with housing assistance, such as the Foster Youth to Independence initiative, or if the recipient can demonstrate that extended supportive services ensures continuity of case workers for program participants.

## APPENDIX E: SAMPLE YOUTH LETTER OF SUPPORT

**Written by Western PA Youth Action Board (YAB), Advocates for Change (A4C).**

**Note: this is a sample, and agencies can work with youth they have engaged to change as they see fit.**

To Whom It May Concern:

I/we (single or multiple youth) have been working in coordination with (agency) for the last (insert timeframe) on (insert project(s), and support their project (insert proposed project name) for the Youth Homelessness Demonstration Program (YHDP). We will continue to (insert how they will continue to work with the agency) on (projected project if awarded YHDP funds).

I write this letter in support of the YHDP project and confirm that (agency name) has conferred with me regarding this project. If selected for the YHDP project, I will be involved in every step of the implementation and continue to be supported during this process (describe support).

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**Print Name:**

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**Signature:**

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**Date:**

## APPENDIX F: REQUIREMENTS AND SCORING FACTORS FOR YHDP GRANT APPLICATIONS

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### **Threshold Factors (all applicants will be required to meet the following):**

- Active SAM registration with current information, and maintains an active SAM registration annually.
- Valid DUNS/TIN/EIN number in application.
- Financial and management capacity to carry out the project as described, including the capacity to administer federal funds.
  - HUD will not award or disburse funds to applicants that do not have a financial management system that meets Federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received Federal financial assistance, where HUD Program officials have reason to question whether a financial management system meets Federal standards, or for applicants considered high risk based on past performance of financial management findings.
- No outstanding delinquent federal debts.
- No Debarments and/or Suspensions.

### **Requirements for all projects selected under this RFP:**

- HMIS participation
- Participates in Coordinated Entry
- Follows applicable Written Standards
- Participates in YHDP related training, including the participation of all staff operating YHDP-funded projects

### **Scored Factors:**

- Applicant experience: up to points 10
- Plan to address housing and services needs: up to 20 points
- Clear and compelling description of community/regional need: up to 10 points
- Staff training plan and implementation of training principles: up to 10 points
- Appropriateness of case management approach and ratio based on project description: up to 3 points
- Authentic youth engagement and youth voice:
  - Engaging youth in project planning, and continued engagement throughout implementation: up to 15 points
  - Examples provided demonstrating meaningful engagement with youth: up to 12 points

- Diversity, Equity, Inclusion and Belonging (DEIB) and agency cultural competence: up to 10 points
- Timeliness – rapid implementation post award: up to 5 points
- Financial – Cost-effective, match is met, budget is reasonable: up to 5 points