

## Appendix A: Project Selection Process

This Appendix establishes the funding criteria for projects under the Youth Homelessness Demonstration Program (YHDP). HUD is making available \$75 million in Fiscal Year (FY) 2018 funds to implement projects in up to 25 communities—8 of which will be rural communities—to demonstrate how a coordinated community approach to serving homeless youth, age 24 and younger, can dramatically reduce homelessness.

### I. Overview

**A. Program Description.** As discussed in further detail in the full text of the NOFA, the YHDP was funded by Congress through the Consolidated Appropriations Act 2018 (Public Law 115-141) to implement projects that demonstrate how a comprehensive approach to serving homeless youth, age 24 and younger, can dramatically reduce homelessness. This Appendix provides information to selected communities about how they can apply for projects to support their community's coordinated community plan (as described in Section III.E.b. of the NOFA).

While this Appendix is the primary source of information for Project Applicants, Project Applicants should read the full YHDP NOFA in its entirety in conjunction with the Continuum of Care (CoC) Program interim rule (24 CFR part 578). All projects awarded through the YHDP will be administered in accordance with CoC Program requirements; however, project applicants may request waivers of specific provisions to carry out otherwise prohibited activities and practices. HUD strongly encourages Project Applicants to review Notices and HUD guidance provided in relation to the CoC Program.

### B. Overview of Application Process.

1. *Community Selection Process.* To be awarded projects under the YDHP, the community must have been selected by HUD to participate in the YHDP (see the main text of this NOFA for more information about how to apply to be a selected community).
2. *Project Selection Process.* All project applications must be submitted through *e-snaps* following the process outlined in this Appendix.

### C. Highlights.

1. *CoC Program Requirements.* To be eligible for funding under the YDHP NOFA, Project Applicants must meet all statutory and regulatory requirements of the McKinney-Vento Homeless Assistance Act (“the Act”) and 24 CFR part 578, unless a waiver to a provision in 24 CFR part 578 is approved by HUD. Project Applicants can obtain a copy of the Act and 24 CFR part 578 on the [HUD Exchange](#).
2. *Coordinated Community Plan.* HUD's central requirement of the YHDP is that each selected community will develop a community plan to prevent and end youth homelessness. More information is provided in the full text of the NOFA on the community plan; however, for purposes of the project application, it is required that all projects submitted are consistent with the community plan.

3. *CoC Involvement.* In addition to the involvement described in the full text of the NOFA, as it relates particularly to the project applications, HUD requires each CoC to implement a thorough review and oversight process at the local level for project applications submitted to HUD as part of the YHDP for projects proposed in their geographic area. HUD requires CoCs to closely review information provided in each project application to ensure that:
  - a. All proposed program participants will be eligible for the program component type selected;
  - b. The proposed activities are eligible under the 24 CFR part 578, or sufficient evidence to support a request for waiver of non-statutory requirements of an eligible activity is provided with the application;
  - c. Each project narrative is fully responsive to the question being asked and that it meets all the criteria for that question as required by the YHDP NOFA and included in the detailed instructions provided by HUD;
  - d. The data provided in various parts of the project application are consistent and accurate; and
  - e. All required attachments correspond to the attachments list in this Appendix, and the attachments contain accurate and complete information.
4. *Youth Action Board Approval.* It is important to HUD that youth, including homeless and formerly homeless youth, are involved in every step of the implementation of the YHDP at the local level, and it is for this reason that HUD is requiring selected communities to have a Youth Action Board. For purposes of the project applications, HUD requires that the Youth Action Board have an opportunity to review all project applications thoroughly and that any input will be implemented to the extent that it is feasible within statutory and regulatory guidelines. Additionally, HUD requires that the Youth Action Board approve all projects submitted to HUD for review and consideration.
5. *Serving Program Participants that Meet Paragraph (3) of the Definition of Homeless.* Project Applicants may request, as part of this YHDP, that up to 10 percent of the funding awarded to its selected community under this demonstration be approved to serve homeless households with children and youth defined as homeless under other Federal statutes who are unstably housed (paragraph 3 of the definition of homeless at 24 CFR 578.3). To request approval, a Project Applicant must submit, with the first project application requesting approval to serve this population, documentation demonstrating that serving this population is of equal or greater priority. This means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth, than serving the homeless as defined under paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3. Additionally, Project Applicants must thoroughly describe how the requirements described in Section 427(b)(1)(F) of the Act will be met. The decision to request to serve this population must be reflected in the Coordinated Community Plan.

If HUD does not approve the Project Applicant's request, the award for that project will be conditioned or rejected and HUD will prohibit the use of such funds to serve homeless households with children and youth defined as homeless under other Federal statutes who are unstably housed (paragraph 3 of the definition of homeless at 24 CFR 578.3). However, a project applicant may submit a subsequent request to serve this population with a subsequent project application.

If HUD approves the request, the Project Applicant must submit notification with each additional project application whether that project will be serving this population.

6. *Project Types.* Projects funded under the YHDP may be renewed under the CoC Program; therefore, Project Applicants will be permitted to apply for all projects permitted under the CoC Program Competition so long as the projects limit their assistance to unaccompanied youth and pregnant and parenting youth. However, HUD recognizes that this is a demonstration designed to test models of assistance that could improve the effectiveness in reducing youth homelessness. Therefore, HUD will entertain waiver requests of nonstatutory requirements. Waiver requests may be submitted before project applications are submitted, but HUD will not grant waivers independent of project applications, or before project applications have been submitted. Unless and until a waiver is approved by HUD, project applicants must adhere to all CoC Program Regulations. HUD will also accept applications for project types that are not eligible under the CoC Program regulation where it is necessary to implement the community's coordinated community plan to end youth homelessness. HUD has suggested some projects types in Section II.C.3.b. of this Appendix. Additionally, HUD is open to considering other models and waivers of existing nonstatutory program requirements that are necessary to assist a Project Applicant or recipient of funds under the YHDP.
7. *Project geography:* Project funding under YHDP must only be used in the geographic area identified in the YHDP application; however, communities that apply for less than the total geographic area of their CoC can use planning funds in areas not included in the YHDP application if those communities are included in the planning process.
8. *Grant Terms.* Projects awarded under YHDP, except for planning projects, will be awarded for 2-year grant terms and eligible for renewal under the CoC Program when the initial grant term expires. Project Applicants should ensure that the budgets requested will be adequate to fund the project for the full 2 years. Planning grants will be awarded for a 1-year grant term and are nonrenewable. Collaborative applicants or their designee may apply for more than one planning grant during their YHDP.
9. *Fair Market Rent (FMR).* Funds awarded for rental assistance will be awarded using the FMRs published for FY 2019.
10. *Resubmitting Previously Rejected Projects.* There is nothing in this Appendix that prohibits a Project Applicant from resubmitting a project application that has been previously rejected or not funded by HUD in the YHPD competition. However, the

Project Applicant should carefully review the reasons that HUD rejected the project and make necessary revisions to ensure that the project passes the quality and threshold review. Applicants must submit all project applications, including resubmitted project applications, by the application deadline (see Section VI.A. of the YHPD NOFA).

**D. Definitions and Concepts.** The definitions contained in this section include terms that are important for all Project Applicants to understand in order to complete all parts of the Project Application in *e-snaps*.

**1. Definitions from 24 CFR 578.3**

- a. *Centralized or coordinated assessment system*
- b. *Collaborative applicant*
- c. *Continuum of Care*
- d. *Consolidated Plan*
- e. *Eligible applicant*
- f. *Homeless*
- g. *Homeless Management Information System (HMIS)*
- h. *Permanent Housing*
- i. *Permanent Supportive Housing (PSH)*
- j. *Private Nonprofit Organization*
- k. *Program participant*
- l. *Project*
- m. *Recipient*
- n. *Subrecipient*
- o. *Transitional Housing*
- p. *Unified Funding Agency (UFA)*

**2. YHDP Project Selection Process Definitions.** The following terms are not found in 24 CFR part 578 or the NOFA but are used in this Appendix to define concepts that specifically apply to the project selection process for the YHDP.

- a. *Coordinated community plan.* The plan developed by a selected community includes the following components and addresses the issues identified in Section III.E.b. of the NOFA.

- b. *Congregate Living.* Independent living in separate rooms or units, with opportunities to share activities of daily living with other residents, as one chooses.
- c. *Crisis Residential Transitional Housing.* A form of transitional housing that is short-term, low-barrier, utilizes a congregate living setting, and provides access to the following supportive services in particular: family engagement and unification, case management, emergency triage services and other supportive services whose purpose is to move youth rapidly into stable housing.
- d. *Host Home and Kinship Care.* A model in which a family agrees to permit a youth to reside with them. Recognizing that the addition of another person in the home may increase costs to the family, HUD will entertain applications that propose to house youth with families and to subsidize the additional costs attributable to housing the youth. The subsidies must be for eligible costs of the CoC program for the grant to be renewable. The residence is in a community-based setting. The family could be related to the youth and the length of stay may be time-limited or without time limits.
- e. *Housing First.* A model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Transitional housing and supportive service only projects are considered to be using a Housing First model for the purposes of this NOFA if they operate with low-barriers, work to quickly move people into permanent housing, do not require participation in supportive services and, for transitional housing projects, do not require any preconditions for moving into the transitional housing (e.g., sobriety or minimum income threshold).
- f. *Positive Youth Development (PYD) Model.* Defined by the Federal Interagency Working Group on Youth Programs as an intentional, pro-social approach that engages youth in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships and furnishing the support needed to build on their leadership strengths. PYD programs are generally focused on the following six youth outcomes: Confidence; Character; Connection; Competence; Caring; and Contribution. See the page entitled "Positive Youth Development" at: <http://youth.gov/youth-topics/positive-youth-development>.
- g. *Selected Community.* A community that is selected by HUD to participate in the YHDP.
- h. *Shared Housing.* A model of housing assistance where rental assistance is provided for a youth to reside with a family. The youth leases from the property owner and shares the unit with the family. The unit may be a house or an apartment. For this Demonstration "immediate family member" is defined to mean parents, grandparents, siblings and legal guardians.

- YHDP rental assistance cannot be provided to a youth to reside in a unit occupied by its owner or occupied by a person with any interest in the unit if the youth is an immediate family member.
  - YHDP rental assistance may be provided to a youth in a shared housing unit leased by a family if both the family and the youth are unrelated to the property owner or landlord. Both the family and the youth would have a lease for the entire unit. The youth may be an immediate family member of the family.
- i. *Trauma Informed Care (TIC) Model.* An approach that recognizes the widespread impact of trauma and understands potential paths for recovery, recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system, responds by fully integrating knowledge about trauma into policies, procedures, and practices and seeks to actively resist re-traumatization. TIC models generally include a focus on the following: Safety; Trustworthiness and Transparency; Peer Support; Collaboration and Mutuality; Empowerment; Voice and Choice; and Cultural, Historical, and Gender Issues.

## II. Eligibility Information

**A. Eligible Applicants.** Eligible Applicants for YHDP project funding (Project Applicants) are nonprofit organizations, States, local governments, and instrumentalities of State and local governments. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.

All subrecipients must also meet the eligibility standards as described above. HUD will review project subrecipient eligibility as part of the threshold review process. Project Applicants are required to submit documentation of their subrecipients' eligibility with the application.

Collaborative Applicants that are not UFAs may designate an Eligible Applicant to apply for and be the recipient of a planning grant. UFAs must apply for and be the recipient of all grants for their CoCs.

**B. Matching.** Provisions at 24 CFR 578.73 and the Consolidated Appropriations Act, 2018, establish match requirements for the CoC program. However, project applicants may request that HUD waive the matching requirement. If it is not waived, recipients may choose either to use program income as a source of match as authorized by the Consolidated Appropriations Act, 2018, or as permitted under 24 CFR 578.97. If program income is used as a source of match the project applicant must describe this in the project application.

### C. Other Project Eligibility Requirements

1. *Grant Terms.* All projects—except planning grants—will be awarded with 2-year grant terms. Planning grants will be awarded with a 1-year grant term.
2. *Eligible Program Participants.*

- a. Funds awarded under the YHDP may only be used to serve youth experiencing homelessness, including unaccompanied and pregnant or parenting youth, where no member of the household is older than 24.
  - b. Selected Communities may request, as part of this YHDP, that up to 10 percent of the funding awarded to projects for the selected community be approved to serve homeless households with children and youth defined as homeless under other Federal statutes who are unstably housed (paragraph 3 of the definition of homeless at 24 CFR 578.3). To request approval, a Project Applicant must submit, with the first project application requesting approval to serve this population, documentation demonstrating that serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth, than serving the homeless as defined under paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3. Additionally, Project Applicants must thoroughly describe how they will meet the requirements describe in Section 427(b)(1)(F) of the Act.
3. *Eligible Components and Costs.* Since the purpose of the YHDP is to demonstrate how a comprehensive approach to serving homeless youth can dramatically reduce homelessness, HUD will also allow selected communities to apply for projects that are not eligible through the CoC Program Competition in order to implement their coordinated community plan to prevent and end youth homelessness. To be renewable in the CoC program, the project must meet statutory requirements. The project application must demonstrate to HUD's satisfaction why the program design should be tested. Also, certain regulatory requirements that are specifically mentioned in this section may be waived upon HUD making a finding of good cause in connection with HUD's approval of the project for conditional award. In addition to grants for Planning projects, Project Applicants may apply for the following new projects:
- a. Eligible costs listed in 24 CFR 578.39 through 578.63 when used to establish and operate projects under the following program components established at 24 CFR 578.37:
    - (1) *Permanent housing*, including PSH and RRH
    - (2) *Transitional housing*, including Crisis Residential transitional housing
    - (3) *HMIS*
    - (4) *Supportive Service Only (SSO)*, including, but not limited to, projects dedicated to coordinated entry, housing search and placement services, case management, drop-in centers, legal services, or street outreach;
  - b. Projects or activities that are fundable under the Demonstration, do not require a waiver, and are renewable under the CoC program include:

- (1) *Host Homes and Kinship care.* YHDP funds may be used to subsidize the increased costs to the family that are attributable to housing the youth, if those costs are eligible CoC program costs. An example of eligible costs would be additional food or transportation costs, which are eligible supportive services under 24 CFR 578.53(e)(7). The project application must describe how the costs will be determined by the project applicant
- (2) *Shared housing.* YHDP funds may be used to provide tenant-based rental assistance for a youth to reside with a family. All CoC requirements that apply to rental assistance would apply to rental assistance provided in shared housing. These requirements include the following:
  - i. There must be a rental assistance agreement between the recipient or the subrecipient and the owner;
  - ii. The housing meets CoC habitability standards;
  - iii. The rental assistance is provided in accordance with applicable written standards;
  - iv. Rental assistance is not provided to a program participant who is receiving project-based rental assistance or operating assistance, through other public sources; and
  - v. The shared housing must meet the rent reasonableness standards.

FMR will be adjusted to the youth's pro-rata share of the FMR for the shared housing unit size. For example, in the case of a single youth who will occupy one bedroom in a 4-bedroom house, the FMR used would be the youth's pro-rata share of the 4-bedroom FMR (i.e. 1/4 of the 4-bedroom FMR).

- c. Some projects or activities that could be applied for and funded under the Demonstration, are renewable under the CoC program, but require a waiver include:
  - (1) *Rapid-rehousing 2.0:* Under current program regulations rapid-rehousing is limited to short and medium-term tenant-based rental assistance by 24 CFR 578.37(a)(ii). HUD recognizes that not all youth might be best served by this model. Some youth may need longer term assistance. Others may be unable to find landlords that are willing to rent to minors or young adults, in which case alternatives such as sponsor-based rental assistance, or the recipient using leasing funds to rent a unit it then would sublease to the youth, may better meet the needs of the individual homeless youth. HUD encourages applicants to design projects that will allow them to address the actual needs of the homeless youth they serve. This could include requesting funds for both rental assistance and leasing in the same project, with an assurance that the funds would not be used for the same individual or family and not in the same unit. HUD will



consider requests to waive regulations that limit rapid re-housing to short- or medium-term tenant-based rental assistance. HUD will also consider requests to waive the prohibition against combining rental assistance and leasing costs or rental assistance and operating costs in the same structure that is found in 24 CFR 578.87(c)(4) & (5), however the assistance may not be provided to the same individual or family or the same unit.

**(2) *Transition Aged Youth Rental Assistance.*** Applicants could design a PH-RRH project that would provide medium-term rental assistance under 24 CFR 578.51(a)(1)(i) to transition aged youth until the person turns 25. To serve program participants who are under 23 years old, applicants would need to secure a waiver of 24 CFR 578.37(a)(1)(ii)(C), so that rental assistance could be provided for more than twenty-four months. HUD will also consider requests for a waiver of 24 CFR 578.37(a)(1)(ii)(E), the requirement to reassess a program participant's continued eligibility for assistance annually because HUD recognizes that some youth may exit a program but not necessarily into stable housing and may need ongoing but intermittent assistance. Project Applicants must demonstrate in their application that the CoC has developed policies and procedures for determining and prioritizing which eligible youth will receive this assistance.

**(3) *Increased Security Deposits.*** Because some landlords are reluctant to rent to youth for reasons such as lack of credit history and have concerns about property damage, they may demand additional security to rent units to be occupied by youth. To address this barrier to housing, HUD will consider waiving the two-month limitation on security deposits found at 578.49(b)(4) for leasing funds and 578.51(a)(2) for rental assistance. When requesting a waiver, applicants need to show good cause for the waiver and that landlords are requesting additional security for units that will be occupied by youth. The security deposits paid must be required in the written lease. For example, the lease must say a security deposit in the amount of 4 months' rents is required.

Good cause for a waiver would require showing that individual landlords are demanding extra security for minor and youth tenants and would also require showing that the increased deposit is permitted under State and local laws and ordinances. In jurisdictions where security deposits are limited by law to 2 months, no waiver can be granted.

**d.** Some projects or activities that could be applied for and funded under the YHDP, but cannot be renewed under the CoC program include:

*Host Homes and Kinship care.* For the purposes of this Demonstration, recipients can use YHDP for other costs of the host family such as additional utility costs. However, under the Act, these utility costs are not eligible. Therefore, this activity is not renewable under the CoC program. Similar to paying food or meals costs to a host home, the project

application must describe how the costs will be determined by the project applicant. HUD will be flexible in determinations of amount and supporting documentation.

Waiver requests necessary to carry out an activity described in the project application must be submitted with the project application or prior to application. Project Applicants should submit waivers anticipated to be necessary at the time of project application submission for any activity referenced in the project application. However, HUD understands that the recipient may also need to request a waiver during the course of the project's activity. HUD will not grant waivers of fair housing and civil rights requirements.

Waivers must be submitted as an attachment to the project application in *e-snaps* or prior to project submission. All applicants must demonstrate that their YHDP funds will be used for eligible activities as described in the Act, for the grants to be eligible for renewal in the CoC program. For good cause, the Secretary may grant waivers of regulations. Requests to waive 24 CFR part 578 provisions must be addressed to the Secretary of HUD. The project application must describe how the costs will be determined by the project applicant and include the following:

- (1) A description the project
- (2) The citation from the CoC Program Interim rule that the Project Applicant requests HUD to waive
- (3) A description of how the waiver will accomplish a needed outcome
- (4) Why the project outcomes could not be met without the waiver

HUD may, during the review of an application, determine that the project design requires an additional waiver or that additional information is needed to make a determination regarding a submitted waiver request. In these cases, HUD may contact the project applicant at any time prior to award announcement and request that the applicant submit a waiver request for consideration or additional information to support a previous request.

The Secretary cannot grant waivers of requirements imposed by the McKinney-Vento Homeless Assistance Act.

Project Applicants will be notified if their waiver has been approved when award announcements are made for the applicable project, or in the case of waivers submitted after the award, within 30 days of HUD receiving the waiver. Project applicants are cautioned that not all waiver requests may be approved.

### **III. Threshold Criteria.**

HUD will only select projects for funding that pass the following threshold criteria. If a project does not originally pass threshold criteria and is rejected by HUD, the project applicant may resubmit the project application to HUD; however, the Project Applicant and the selected community should review the project carefully prior to resubmitting and address all deficiencies.

**A. Ineligible Applicants.** HUD will not consider an application from an ineligible Project Applicant. For grants for planning funds for a UFA, the application must be from the

UFA. For a dedicated HMIS grant, the application must either be from the Collaborative Applicant or the HMIS Lead that will be the grant recipient.

- B. DUNS Number Requirement.** All Project Applicants seeking funding under the YHDP NOFA must have a DUNS number and include the number in the Standard Form 424 (SF-424). The SF-424 must be submitted along with the project application in *e-snaps*.
- C. Active Registration in SAM.** All Project Applicants seeking funding under the YHDP NOFA must have an active SAM registration. HUD will not issue a grant agreement for awarded funds to a Project Applicant until it verifies that its SAM registration is active.
- D. Project Eligibility Threshold.** HUD will review all projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard. If HUD determines that the applicable standards are not met for a project, the project will be rejected. However, there is nothing to prohibit a project that has been rejected from addressing the deficient project application and resubmitting it to HUD, with the approval of the selected community, for consideration. Further, HUD reserves the right to condition a project, rather than reject it provided that the Project Applicant will address the deficiency and pass the threshold criteria before HUD signs a grant agreement. A determination that a project meets the project eligibility threshold is not a determination by HUD that a recipient is in compliance with applicable fair housing and civil rights requirements.
1. Project Applicants and potential subrecipients must meet the eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility required in the project application (e.g., nonprofit documentation).
  2. Project Applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer Federal funds. Demonstrating capacity may include a description of the Project Applicant or subrecipients experience with similar projects and with successful administration of CoC Program funds or other Federal funds.
  3. The population to be served must meet program eligibility requirements as described in the Act and NOFA, and the project application must clearly establish the eligibility of Project Applicants and subrecipients.
  4. The project must be cost effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
  5. Project Applicants, for anything other than SSO grants for coordinated entry and for Planning costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database.
  6. The population to be served must meet program eligibility requirements as described in the Consolidated Appropriations Act, 2018 and the NOFA, and the project

application must clearly establish the eligibility of Project Applicants. This means that all persons served must be youth aged 24 or younger, including unaccompanied youth and pregnant or parenting youth, and the following:

- a. Dedicated HMIS grants may only be used for recipient costs of implementing or expanding youth specific HMIS system components (e.g., adding youth-specific data standards, evaluating this program, or to develop YHDP specific reports) or to add youth organizations to the HMIS;
  - b. SSO grants specifically for coordinated entry process may only be used to implement the youth specific component of a community's coordinated entry process; and
  - c. Grants for CoC planning funds may only be used for the costs of planning activities at 24 CFR 578.39 as it relates to preventing and ending youth homelessness in the selected community (e.g., developing youth specific guidance for the 2018 PIT Count or developing the Youth Action Board).
7. Projects providing supportive services or housing assistance to program participants must incorporate Positive Youth Development (PYD) and Trauma Informed Care (TIC) models of housing and service delivery.

**E. Project Quality Threshold.** HUD will review all project applications to determine if they meet the following project quality threshold requirements with clear and convincing evidence. These projects are required to meet the requirements outlined in this section of this Appendix. The housing and services proposed must be appropriate to the needs of the program participants, unaccompanied youth age 24 and younger and pregnant and parenting youth age 24 and younger, and the community. A determination that a project meets the project quality threshold is not a determination by HUD that a recipient is in compliance with applicable fair housing and civil rights requirements. HUD will reject projects that do not meet the minimum point requirements described in this section.

1. To be considered as meeting project quality threshold, all projects must meet the following criteria related to project eligibility, capacity, timeliness, and performance:
  - a. Project Applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for any existing grant(s), as applicable, that are funded under the CoC Program, as evidenced by timely reimbursement of subrecipients (as applicable), quarterly drawdowns, and timely resolution of monitoring findings; and
  - b. Project Applicants must demonstrate that they will be able to meet all timeliness standards established at 24 CFR 578.85.
2. To be considered as meeting project quality threshold, housing projects (i.e., permanent housing and transitional housing) must receive at least 3 out of the 5 points for the following criteria:
  - a. Whether the type, scale, and location of the housing fit the needs of the program participants (1 point);

- b. Whether the type and scale of the supportive services fit the needs of the program participants—this includes all supportive services regardless of funding source (1 point);
  - c. Whether the specific plan for ensuring program participants will be individually assisted to obtain the benefits of the mainstream health, social, education, and employment programs for which they are eligible to apply meets the needs of the program participants (1 point);
  - d. Whether program participants are assisted to obtain and remain in housing in a manner that fits their needs (1 point); and
  - e. Whether 100 percent of the proposed program participants meet paragraphs 1, 2, and 4 of the definition of homeless found at 24 CFR 578.3 (1 point).
- 3. To be considered as meeting project quality threshold, SSO projects—except for SSO projects specifically for coordinated entry—must receive at least 2 out of the 3 points available for the following criteria:
  - a. Whether the type, scale, and location of the supportive services fit the needs of program participants (1 point);
  - b. Whether the supportive services are clearly designed to help youth quickly exit homelessness by obtaining or retaining housing (1 point); and
  - c. Whether 100 percent of the proposed program participants meet paragraphs 1, 2, and 4 of the definition of homeless found at 24 CFR 578.3 (1 point).
- 4. To be considered as meeting project quality threshold, SSO projects specifically for coordinated entry must receive at least 2 out of the 4 points available for the following criteria:
  - a. Whether the coordinated entry process is easily accessible for all youth within the CoC's geographic area, including youth with disabilities, who are seeking information regarding homeless assistance (1 point);
  - b. Whether there is a strategy for advertising the coordinated entry process that is designed to specifically reach youth experiencing homelessness with the highest barriers within the CoC's geographic area (1 point);
  - c. Whether the coordinated entry process has a standardized assessment process that is appropriate for youth (1 point); and
  - d. Whether the coordinated entry process ensures that youth are directed to appropriate housing and services that fit their needs (1 point).
- 5. To be considered as meeting project quality threshold, dedicated HMIS projects must receive at least 3 out of the 4 points available for the following criteria:
  - a. How the HMIS funds will be expended in a way that furthers the CoC's implementation concerning youth (1 point);

- b. Whether the HMIS collects all Universal Data Elements as set forth in the [HMIS Data Standards](https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf) as listed here: <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf> (1 point);
  - c. Whether the HMIS un-duplicates client records (1 point); and
  - d. Whether the HMIS produces all HUD required reports, and provides data as needed for HUD reporting (e.g., APR, quarterly reports, data for CAPER/ESG reporting) and HHS/RHY reporting as applicable (1 point).
6. To be considered as meeting project quality threshold, projects for Planning funds must receive at least 3 out of 4 points using the following criteria:
- a. Whether the CoC conducts meetings that are inclusive and open to all members, including youth (1 point);
  - b. Whether the CoC has CoC-wide planning committees, subcommittees, or workgroups that are tasked with specifically addressing the needs of youth experiencing homelessness in the CoC's geographic area and that recommend or set policy priorities for the CoC (1 point);
  - c. The proposed planning activities that will be carried out with grant funds are compliant with the provisions at 24 CFR 578.7 except that they are limited to planning related to preventing and ending youth homelessness in the selected community (1 point); and
  - d. The funds requested will improve the ability to evaluate the CoC's success at preventing and ending youth homelessness in the selected community (1 point).

**F. Resolution of Outstanding Civil Rights Matters Threshold.** Outstanding civil rights matters must be resolved to HUD's satisfaction prior to grant award, provided that all applicable legal processes have been satisfied.

**G. Certification of Consistency with the Consolidated Plan.** Each Project Applicant must submit a certification by the jurisdiction in which the proposed project will be located that the Project Applicant's application for funding is consistent with the jurisdiction's HUD-approved consolidated plan. The certification must be made in accordance with the provisions of the consolidated plan regulations at 24 CFR part 91, subpart F. Applicants must complete and submit form HUD-2991.

**H. Obligation Deadlines.** All Project Applicants must demonstrate in their application that they will be able to meet statutory deadlines in order for HUD to obligate their grant funds by September 30, 2020, as required in the Consolidated Appropriations Act, FY 2018.

#### IV. Other Requirements.

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

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

#### V. Application and Submission Information

**A. Application Package.** The submission summary in *e-snaps* provides the list of elements required to complete each type of project application. A Project Applicant will not be able to submit a project application to HUD until all required parts are completed. Once available, the project application can be accessed at <https://esnaps.hud.gov/>.

**B. Content and Form of Submission.** Collaborative Applicants must approve all project applications submitted to HUD for projects that will be located and operate in the geographic areas of their respective CoCs. Each project application must also include the following parts, all of which must be submitted through *e-snaps* or uploaded attachment:

1. Project application charts, narratives, and attachments;
2. SF-424 Application for Federal Assistance;
3. The SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application is for private nonprofit organization applicants only and completion/submission of this survey is voluntary;
4. Document of Applicant and Subrecipient Eligibility—all Project Applicants must attach documentation of eligibility—subrecipient eligibility must also be attached to the project application;

## 5. Applicant Certifications:

- a. Form HUD-2880, Applicant/Recipient Disclosure/Update Report. The HUD-2880 must include the correct amount of HUD assistance requested;
- b. SF-LLL, Disclosure of Lobbying of Activities (if applicable);
- c. Applicant Code of Conduct. The Code must be attached in *e-snaps* or on file with HUD at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/conduct](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct);
- d. Form HUD-50070, Certification for a Drug-Free Workplace dated no earlier than January 1, 2018;
- e. HUD-2991, Certification of Consistency with the Consolidated Plan must be from the jurisdiction(s) where the projects will be located.

## VI. Submission Dates and Times

- A. **Deadline.** Project Applicants may submit projects until July 1, 2020. HUD will reject any projects that are submitted by communities that HUD has not selected to apply for funding under YHDP. Additionally, for selected communities, HUD will only approve planning projects until HUD approves the coordinated community plan.
- B. **Exporting Project Application for Applicant Records.** HUD strongly encourages Project Applicants to use the “Export to PDF” functionality of *e-snaps* to print a hard copy of all submission documents for their records. This can be completed prior to or after submission.

## VII. Other Submission Requirements

### Waiver of Electronic Submission Requirements.

- A. The regulatory framework of HUD’s electronic submission requirement is the final rule established in 24 CFR 5.1005. Project Applicants seeking a waiver of the electronic submission requirement must request a waiver in accordance with 24 CFR 5.1005. HUD regulations allow for a waiver of the electronic submission requirement for good cause. Similar to the CoC Program Competition, HUD is defining good cause for the YHDP Competition as follows:
  1. there are no computers that could be used by the Project Applicants or the Collaborative Applicant that are newer than 5 years old anywhere within the selected community’s geographic area; or
  2. there are no computers that could be used by Project Applicants or the Collaborative Applicant anywhere within the selected community’s geographic area; or
  3. there is no internet access that could be used by Project Applicants or the Collaborative Applicant anywhere within the selected community’s geographic area.



- B. To request a waiver of HUD’s electronic submission requirement, the Collaborative Applicant should address written notification to Norm Suchar, Director, Office of Special Needs Assistance Programs (SNAPs), and submit the request to [YouthDemo@hud.gov](mailto:YouthDemo@hud.gov).
- C. If HUD grants the waiver, its response will include instructions on how and where the paper project application must be submitted. HUD will not extend the application deadline for Project Applicants that are granted a waiver of the electronic submission requirement. Therefore, Project Applicants seeking a waiver of the electronic submission requirement should submit their waiver request with sufficient time to allow HUD to process and respond to the request. For this reason, HUD strongly recommends that if a Project Applicant finds it cannot submit its project application electronically and must seek a waiver of the electronic grant submission requirement, it should submit the waiver request SNAPS at [YouthDemo@hud.gov](mailto:YouthDemo@hud.gov) no later than 30 days after the opening of the project application portion of the competition. To expedite the receipt and review of each request, Project Applicants may fax their written requests to Norm Suchar, at (202) 401-0053. If HUD does not have sufficient time to process the waiver request, HUD will not grant a waiver. Finally, HUD will not consider paper applications received without a prior approved waiver or after the established deadline.

## **VIII. Award Administration Information**

### **A. Award Notices**

- 1. **Conditional Selection.** HUD will notify conditionally selected Project Applicants in writing. HUD may subsequently request conditionally selected applicants to submit additional project information—which may include documentation to show the project is financially feasible; documentation of firm commitments for match; documentation showing community control; information necessary for HUD to perform an environmental review, where HUD determines to conduct the environmental review in accordance with 24 CFR 58.11(d); a copy of the organization’s Code of Conduct; and such other documentation as specified by HUD in writing to the Project Applicant, that confirms or clarifies information provided in the project application. HUD will require the submission of the additional project information no later than 30 days after the date of the letter for such information, except as otherwise provided in 24 CFR 578.21(c). In the event that a community must withdraw from the demonstration, HUD will reallocate the remaining balance to the other selected communities or to alternative communities if appropriate communities can be identified and sufficient funds are available.

### **B. Administrative and National Policy Requirements**

**Participation in a HUD-Sponsored Program Evaluation.** As a condition of the receipt of a project funded under this NOFA, all recipients will be required to cooperate with all HUD staff, contractors, or selected recipients performing research or evaluation studies funded by HUD.

### **C. Reporting**

1. In accordance with program regulations at 24 CFR 578.103, Project Applicants must maintain records and within the time frame required, make any reports, including those pertaining to race, ethnicity, gender, and disability status that HUD may require. Recipients may report this data as part of their APR submission to HUD. Also, recipients who expend \$750,000 or more in 1 year in Federal awards are reminded they must have a single or program-specific audit for that year in accordance with the provisions of 2 CFR part 200, subpart F.
  2. *Section 3 Reporting Regulations.* In accordance with 24 CFR 135.3(a)(2), the Section 3 requirements apply to housing and community development assistance that is used for housing rehabilitation, housing construction and other public constructions. Recipients of YHDP project funds must submit Form HUD-60002 to the Office of Fair Housing and Equal Opportunity (FHEO) at the time they submit their APR to the Office of Special Needs Assistance Programs. This form must be completed electronically at [www.hud.gov/section3](http://www.hud.gov/section3).
  3. Award notices may also include requirements for sub-award reporting in compliance with the requirements of the Federal Financial Assistance Accountability and Transparency Act of 2006 (Pub. L. 109-282) (Transparency Act).
  4. Agency Contacts. HUD staff will be available to provide general clarification on the content of the YHDP NOFA. Until HUD has selected the selected communities that will be participating in the YHDP, HUD staff is prohibited from assisting any Project Applicant in preparing the project application(s). However, once the selected communities have been selected by HUD, HUD staff and technical assistance providers may assist Project Applicants in preparing their project application(s) in *e-snaps*.
- A. Assigned Technical Assistance Provider.** Each selected community will be assigned technical assistance providers. Communities and Project Applicants should use their assigned technical assistance provider to advise them how to design and implement the coordinated community plan as well as to design and implement projects that support the coordinated community plan.
- B. Training and Resources.** Project Applicants that need assistance completing the applications or understanding the program requirements under this NOFA may access training materials, and program resources via the HUD Exchange at [www.hudexchange.info/homelessness-assistance/](http://www.hudexchange.info/homelessness-assistance/).
- C. The HUD Exchange Ask A Question (AAQ).** Project Applicants that require information and technical support concerning the YHDP NOFA and the project applications may submit an electronic inquiry via the HUD Exchange at [www.hudexchange.info/get-assistance/](http://www.hudexchange.info/get-assistance/). The AAQ is accessible 24 hours each day. Starting 2 days prior to the application deadline for funds, the AAQ will respond only to emergency technical support questions up to the deadline of 11:59:59 p.m. Eastern time. Project Applicants that are experiencing technical difficulty should contact the AAQ immediately for assistance and document their attempts to obtain assistance.

**D. HUD Homeless Assistance Listserv.** HUD may provide Project Applicants with additional information through HUD web site located at [www.hud.gov](http://www.hud.gov) and [www.hudexchange.info](http://www.hudexchange.info), and via the CoC Program listserv. Visit the following web site to join the listserv: [www.hudexchange.info/maillinglist](http://www.hudexchange.info/maillinglist). This additional information will not change the selection criteria or selection process included in this NOFA, but may include items such as updates on the status of *e-snaps* and reminders of impending deadlines.