



# YOUTH HOMELESSNESS DEMONSTRATION PROGRAM GRANT (YHDP)

## Funding Opportunity Information Session

JUNE 27, 2024

# AGENDA

1. Funding Opportunity
  - i. Overview
  - ii. Eligibility
  
2. YHDP
  - i. Essential Elements
  - ii. All Neighbors Coalition Program Models
  - iii. Applicant Requirements
  
3. Application and Scoring



# FUNDING OPPORTUNITY OVERVIEW

## WHAT

- CoC Program Funds – Youth Homelessness Demonstration Program grant
- Funds to be used for the following programs
  - Supportive Services Only (SSO)
    - Diversion/Coordinated Entry
  - Transitional Housing/Rapid Rehousing (TH/RRH)
    - Operates as Emergency Transitional
  - Rapid Rehousing (RRH)
    - 1-2 years of rental assistance
  - Permanent Supportive Housing (PSH)
    - Non-time limited supportive housing

## WHY

- Top Priority set by All Neighbors Coalition for reducing youth homelessness
- Expand services for youth and young adults experiencing homelessness



GOALS

Effectively End Veteran Homelessness

Significantly Reduce Chronic Unsheltered Homelessness

Significantly Reduce Family Homelessness

Significantly Reduce Unaccompanied Youth Homelessness

STRATEGIES

- Achieve Federal Declaration w/ United States Interagency Council on Homelessness (USICH)

- Sustain Expanded Rapid Rehousing
- Sustain Housing Navigation
- Implement Systemwide Diversion
- Scale Encampment Decommissioning and Coordinated Outreach
- Expand Permanent Supportive Housing w/ Integrated Behavioral Healthcare

- Sustain Expanded Diversion
- Expand Rapid Rehousing
- Revamp Housing Navigation
- Integrate DV sector into Coordinated Access System

- Build Youth Crisis Response and Rehousing System



# KEY TERMS

**Youth and Young Adult:** Unaccompanied individual 24 years old or younger, or head of household 24 and under

**Housing First:** Housing assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life.

**Coordinated Access System (CAS):** a community response to end homelessness that accounts for the diversity of needs of people experiencing homelessness and urgently responds to these needs with housing solutions. CAS has an easily accessible set of Access Points equipped to effectively assess the needs of individuals, match people to an intervention to end their experience of homelessness and rehouse them as quickly possible.

**Homeless Management Information System (HMIS):** a local information technology system used to collect data from service providers serving individuals or households experiencing or at risk of homelessness.



# YOUTH HOMELESSNESS DEMONSTRATION PROGRAM

## TARGET:

The funds available through this RFP are dedicated to serving youth and young adults ages 24 and under with the goal of permanent housing.

## HOW IT WORKS:

The YHDP grant covers four projects:

1. Supportive Services Only with Diversion/CAS Assessor
2. Transitional Housing and Rapid Rehousing joint component
3. Rapid Rehousing
4. Permanent Supportive Housing



# ELIGIBILITY

**Youth and young adults who meet the following categories of HUD defined homelessness:**

**Category 1:** Literal homelessness

1. Living in a place not meant for human habitation
2. Living in an unsheltered or shelter environment

**Category 2:** Imminent risk of homelessness

1. Residence will be lost within 14 days of the date of application for homeless assistance;
2. No subsequent residence has been identified; *and*
3. The individual or family lacks the resources or support networks needed to obtain other permanent housing.

**Category 4:** Fleeing/ attempting to flee domestic violence

1. Is fleeing, or is attempting to flee, domestic violence;
2. Has no other residence; and
3. Lacks the resources or support networks to obtain other permanent housing

[Definitions of Homelessness Found Here](#)



# ESSENTIAL ELEMENTS

## Supportive Services Only (SSO): Diversion

- Screening/Assessment
- Critical doc collection
- Mediation
- Family reunification
- Landlord negotiation
- Crisis housing search
- Problem solving
- Linkage to employment/increased income
- Linkage to community resources

**Program Description:** Diversion involves housing problem solving support, short-term case management, mediation, reunification with family or chosen family if possible, and limited financial assistance to divert homeless youth and young adults individuals and families from the shelter system, or rapidly exit them upon entry.

### Program Administration

- Up to 90 days of diversion case management as needed
- Caseload – 1:10 client ratio
- Anticipate funding 2 Diversion Specialists, 1 housing Case Manager, and .15 Program Manager
- Housing Forward technical assistance and training and YAB support





# ESSENTIAL ELEMENTS

## Emergency Transitional Housing

- Screening/Assessment
- Access to basic needs, employment/increased income and community resources
- Critical document collection
- Mediation, family reunification, landlord negotiation
- Crisis housing search, problem solving, transportation assistance, and household management support
- Linkage to medical services, RX management, and mental health resources
- Mentoring/life coaching, therapy/counseling services

**Program Description:** Transitional Shelter is a safe, non-congregate place to stay- transitional housing- with financial assistance and wrap around supportive services for up to 6 months as participants are assisted to move to permanent housing as quickly as possible.

### Program Administration

- Up to 6 months' emergency transitional housing and case management as needed
- Caseload – 1:25 client ratio
- Anticipate funding 1 Case Managers and .05 Program Manager
- Housing Forward technical assistance and training and YAB support



# ESSENTIAL ELEMENTS

## Rapid Rehousing

- Critical doc collection
- Housing stabilization/exit planning
- Housing location
- Employment assistance
- Linkage to mainstream resources, including physical and psychological health
- Transportation
- Financial, lease, and household management
- Landlord mediation
- Home visits, minimum once per month
- Life skills support
- Young parenting support

**Program Description:** Medium-term rental assistance and supportive services program that rapidly re-houses and stabilizes homeless households into permanent housing. Rental assistance amount is not variable based on household income. RRH programs participate in HMIS and accept referrals from Coordinated Access System (CAS). Program enrollments can be administered virtually and signed electronically.

### Program Administration

- Up to 24 months housing and case management as needed (can provide 36 months maximum if client meets qualifications)
- Caseload - 1:25 client ratio
- Anticipate funding 5 Case Managers and .15 Program Manager
- Housing Forward technical assistance and training and YAB support



# ESSENTIAL ELEMENTS

## Permanent Supportive Housing

- Home visits tailored to client needs
- Housing barrier assessment
- Safety & basic needs assessment
- Critical document collection
- Housing search (facility tours, apartment navigation)
- Problem solving
- Landlord negotiation and mediation
- Linkage to physical healthcare and behavioral healthcare
- Linkage to employment/increased income/SSI
- Wrap around services/life skills

**Program Description:** PSH offers a non-time limited housing subsidy supported by intensive case management intended to support a qualifying household transitioning from homelessness to safe, permanent housing. PSH programs participate in HMIS and accept referrals from Coordinated Access System (CAS). Program enrollments can be administered virtually and signed electronically.

### Program Administration

- Non-time limited housing subsidy
- Caseload – 1:20 client ratio
- Anticipate funding 1 Case Managers and .15 Program Manager
- Housing Forward technical assistance and training and YAB support



# HELPFUL LINKS

## Program Models

- [YOUTH Transitional Shelter Program Model](#)
- [YOUTH System-wide Diversion Program Model](#)
- [YOUTH RRH Program Model](#)
- [YOUTH PSH Program Model](#)

## Other Links

- [Housing Forward Website with RFP Info](#)
- Budget Template (on website)
- [Scorecard](#)

# APPLICATION AND SCORING



# TIMELINE



# APPLICANT REQUIREMENTS

Eligible applicants include the following:

- Non-profit organizations that are members of the All Neighbors Coalition; and
- Can meet the following financial management thresholds:
  - Applicant must have the ability to execute a cost reimbursable contract by meeting the following requirement:
    - Maintain the financial capacity to fund program eligible activities.

Note: It can take up to thirty (30) days to process reimbursement of funds after a Request for Payment Form is submitted.

- Must have completed an independent audit or a review of certified financial statements within the last 18 months;



# APPLICANT AGREEMENTS

All applicants must agree to:

- Receive all referrals through the All Neighbors Coalition Coordinated Access System (CAS); and
- Deliver services in alignment with CoC and Housing First principles; and
- Fully participate in the Homeless Management Information System (HMIS); and
- Deliver services in accordance with the All Neighbors Coalition's program model described for the component type being applied for; and
- Attend required annual training to include topics such as, but not limited to, HMIS, Privacy and Security, and Housing Best Practices; and
- Work with the All Neighbors Coalition Youth Action Board (YAB) for program implementation, evaluation, and improvement planning





# SCORING RUBRIC

Selection Criteria	Total Points Available
Agency Experience – Working with Youth	15
Agency Experience – Specified Component	Varies by component
Program Design – General	60
Program Design – Specified Component	Varies by component
Promoting Equity and Inclusion	35
<b>Total Points Available (General App)</b>	<b>110</b>
<b>Points for Diversion</b>	<b>20</b>
<b>Points for Emergency Transitional</b>	<b>35</b>
<b>Points for Rapid Rehousing</b>	<b>35</b>
<b>Points for Permanent Supportive Housing</b>	<b>25</b>



# SCORING TIPS

- Make sure response has full details, including specific examples of past work and how this is related to the project they are applying for.
- No answer given, left blank, or does not answer the question being asked will not receive full points
- Limited response that is incomplete and/or does not fully answer the application prompt will receive partial points

**Applicants containing all required items and submitted by the deadline will be reviewed and scored by the Independent Review Committee and members of the Youth Action Board (YAB) based on the selection criteria outlined in the scorecard.**

**Organizations must receive at least 70% of the available points to be considered for funding by the Independent Review Committee.**



# BUDGET TEMPLATE

PROJECT BUDGET	SAMPLE BUDGET	Housing Case Manager	Diversion Specialist	Parameters
<b>Personnel Expenses - Salaries &amp; Wages</b>				
<b>Number of Staff</b>	1			
<b>Staffing</b>	\$ 55,000			Max \$60,000 base salary per staff
<b>Fringe Benefits</b>	\$ 11,000			Max 20% of base salary per employee
<b>Program Manager</b>	\$ 9,900			Max 15% FTE for supervision by a program manager
<b>Total Personnel Expenses</b>	<b>\$ 75,900</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Non-Personnel Expenses</b>				
<b>Equipment</b>	\$ 1,410			Laptop + hotspot
<b>Mileage</b>	\$ 3,125			0.625 @ 20 miles/day @ 5 days/week @ 50 weeks/year
<b>Total Non-Personnel Costs</b>	<b>\$ 4,535</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total Project Expenses</b>	<b>\$ 80,435</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Administrative Fee</b>	<b>\$ 4,022</b>			Max of 5% of total project expenses
<b>TOTAL EXPENSES (Personnel + Non-Personnel + Direct Assistance + Admin)</b>	<b>\$ 84,457</b>	<b>\$ -</b>	<b>\$ -</b>	

# TOUR OF AMPLIFUND



# AMPLIFUND ACCOUNT REGISTRATION

AmpliFund

## Login

Email

Password  [show](#)

Remember my email [Forgot your password?](#)

[Register](#) [Login](#)

# AMPLIFUND ACCOUNT REGISTRATION

## Create New Account

If you have already registered, please click [here](#) to login.

### User Information

Email Address\*

Role Administrator

Password\*

Confirm Password\*

Only one administrator for your organization should register. The administrator then adds users and sends an invite to join.

### Contact Information

First Name\*

Middle Name

Last Name\*

Suffix

# ADDING ORGANIZATION USER



APPLICANT PORTAL

*Getting Started on the Applicant Portal*

## Warning

Each user must have a que email address across all Applicant Portal accounts.

5. Add the user's **Email Address**.



User Information

Email Address\*

Role\* Editor ?

6. Select the user's **Role**.
  - **Administrator:** Administrators can create, edit, delete, and withdraw applications; create and edit accounts; and add new users.
  - **Editor:** Editors can edit applications and update their account settings.

## Contact Information

7. Add the **user's name, mailing address, and phone number**. Required fields are marked with an asterisk (\*).
8. Click **Invite**.

# ADDING ORGANIZATION USER

## How To Invite Users to Your Organization Account

Prerequisite: Must be an Administrator user. The first user to register in an organization is an Administrator by default.


1. Open the **Applicant Portal**.
2. Click the **logo** in the top-left corner of any page.

The logo for AmpliFund, featuring the word "AmpliFund" in a bold, black, sans-serif font. To the right of the text is a green graphic consisting of several horizontal lines of varying lengths, resembling a stylized bar chart or signal.

3. Click **Users**.

A horizontal navigation menu with four items: "Applications", "Account Information", "Users", and "FAQ". The text is in a green, sans-serif font. The "Users" item is highlighted with a green background.

4. Click **+ Add User**.

A screenshot of a user management interface. At the top, there is a grey header bar with the text "User Information" in a dark grey font. Below the header, there is a white area with a green vertical bar on the left side. At the bottom of the white area, there is a green button with a white plus sign and the text "+ Add User". Below the white area, there is a dark grey footer bar with the text "YRDP RFP INFO SESSION" in a white font.



# AMPLIFUND ACCOUNT REGISTRATION

## Youth Homelessness Demonstration Program: TX-600

[Print](#) [Help](#) [Download](#) [Save](#) [Apply](#)

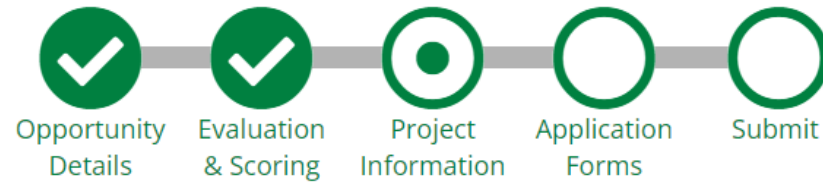
- Opportunity Details
- Evaluation & Scoring**

### Opportunity Information

Title	Youth Homelessness Demonstration Program: TX-600
Description	In 2023, the All Neighbors Coalition was awarded the largest amount of funding through the Youth Homelessness Demonstration Program across the country. Since then, Housing Forward, the Youth Action Board (YAB), and youth-serving providers and partners of the All Neighbors Coalition have worked together to build a comprehensive Coordinated Community Plan for significantly decreasing youth homelessness in our community utilizing the funds available. The funds available through this RFP are dedicated to serving youth and young adults ages under 25 with the goal of permanent housing.
Awarding Agency Name	Housing Forward

# NAVIGATING THE APPLICATION

## Youth Homelessness Demonstration Program: TX-600



### Project Information

Help

Download

Save

Save & Continue

Application Information

# NAVIGATING THE APPLICATION

## Primary Contact Information

Name*	<input type="text" value="Sally Smith"/>
Email Address*	<input type="text" value="sally.smith@projectdiversion.org"/>
Address Line 1*	<input type="text" value="1234 Anywhere Lane"/>
Address Line 2	<input type="text"/>
City*	<input type="text" value="Dallas"/>
State/Province*	<input type="text" value="TX"/>
Postal Code*	<input type="text" value="75104"/>
Phone Number	<input type="text"/>

- Save: Saves the current page and stays on this page
- Mark as Complete: When done with page, will check to make sure all required fields are completed. If not, an error will show on the page.
- Save & Continue: Saves the current page and moves to the next page of the application

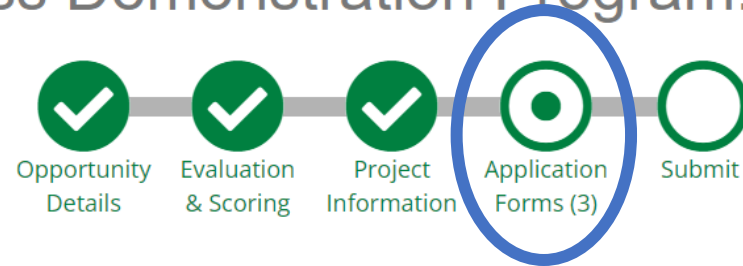
Save

✓ Mark as Complete

Save & Continue

# NAVIGATING THE APPLICATION

## Youth Homelessness Demonstration Program: TX-600



### Forms

Help

Download

Save & Continue

Name	Status	Print
Financial Management	New	
Application Questions	New	
Budget	New	

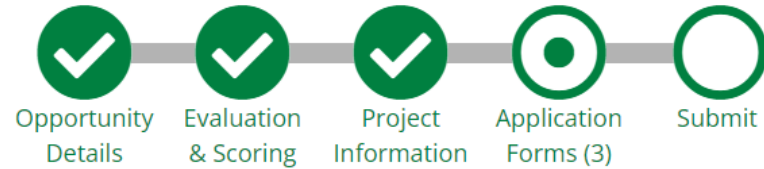
Navigation: [Home] [Previous] [1] [Next] [End] [25] [Dropdown]

1 - 3 of 3 items

Save & Continue

# APPLICATION FORMS

## Youth Homelessness Demonstration Program: TX-600



### Forms

[Help](#) [Download](#) [Save & Continue](#)

Name	Status	Print
Financial Management	Complete	
Application Questions	In Progress	
Budget	New	

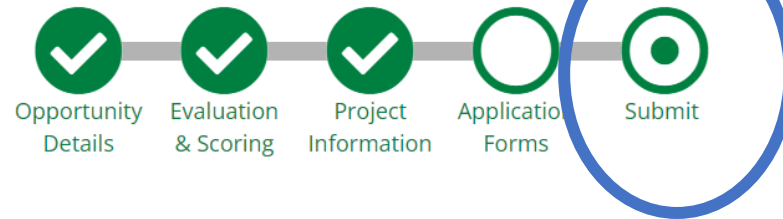
Navigation: [Previous] [1] [Next] [25] [Dropdown]

1 - 3 of 3 items

[Save & Continue](#)

# NAVIGATING THE APPLICATION

## Youth Homelessness Demonstration Program: TX-600



You are about to submit your application, **test**, to **Housing Forward**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

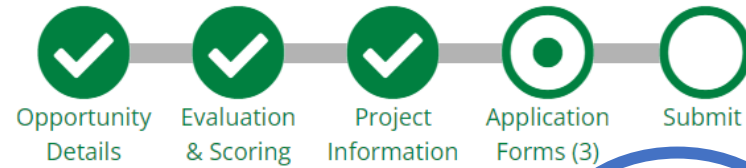
When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

You have forms containing required fields which have not been completed!



# NEED HELP?

## Youth Homelessness Demonstration Program: TX-600



### Forms

[Help](#) [Download](#) [Save & Continue](#)

Name	Status	Print
Financial Management	Complete	
Application Questions	In Progress	
Budget	In Progress	

Navigation: [Previous] [1] [Next] [Last] | 25 | 1 - 3 of 3 items

[Save & Continue](#)

# NEED HELP?

## Help

### Application Help Information

For questions about the application questions or content, please reach out to the contact below.

The Youth Homelessness Demonstration Program RFP with detailed instructions are located on Housing Forward's funding website.

<https://housingforwardntx.org/funding/>

Application Help Email: Leah.Williams@HousingForwardNTX.org

Application Help Name: Leah Williams

Application Help Phone  
Number: 832.465.0503

### Technical Help Information

For questions related to inputting of application information into Amplifund, please reach out to the contact below.

Technical Help Email: sydney.ford@housingforwardntx.org

Technical Help Name: Sydney Ford

Technical Help Phone Number: 469-875-6036



# KEY TAKE-AWAYS FOR AMPLIFUND

- One person from your organization must register as the account administrator FIRST, then user accounts can be added
- The application can be downloaded as a pdf prior to filling out the online application.
- Application will time out after 20 minutes and lose any unsaved work.
- You will not be able to submit your application without all pages and forms marked completed.
- Use the "HELP" button for AmpliFund and/or application questions.

# KEY CONTACTS

- Sydney Ford: ([sydney.ford@housingforwardntx.org](mailto:sydney.ford@housingforwardntx.org)) for all AmpliFund questions
- Leah Williams: ([leah.williams@housingforwardntx.org](mailto:leah.williams@housingforwardntx.org)) for all other questions

