# YHDP Project Application / Rank & Review Questions
# Transitional Housing & Support Services Only
# ACCH, HSPB, and SNC CoCs

1. Applicant Information
    a. Agency Name:
    b. Primary Contact Name:
    c. Email Address:
2. Project Information
    a. Project Name:
    b. Project Type:

☐ Transitional Housing (TH) ☐ Support Services Only (SSO)
☐ Planning

3. Timeliness of Project Start: Will your project be able to begin by HUD's Estimated Performance Period Start Date of 10/01/26?

☐Yes ☐No

**If you select no- your project will not be able to move forward in the application process.**

4. HMIS Participation: If awarded YHDP funding, TH and SSO projects must agree to participate in the local HMIS system. Victim Service Providers (VSPs) must agree to use a comparable database. Do you agree to use HMIS, or in the case of VSPs, a comparable database?

☐Yes ☐No

**If you select no- your project will not be able to move forward in the application process.**

5. **Federal Certifications**

☐ I certify that our project will not engage in racial discrimination. This is consistent with the requirements of 2 CFR 200.300(a)

☐ I certify that our project will not operate a drug injection site of "safe consumption site" in violation of 21 U.S.C 856(a)(1), knowingly permit the use or distribution of illicit drugs on property under our control in violation of 21 U.S.C. 856(a)(2), or knowingly distribute drug paraphernalia in violation of 21 U.S.C. 863. This is consistent with the requirements of 2 CFR 200.300(a)

**If you cannot certify these statements, your project will not be able to move forward in the application process.**

☐ I understand that if my project scores highly enough to advance in this year's application, that does NOT mean that my project is guaranteed funding. Projects that advance in the local process will compete for funds from HUD in the national YHDP competition.

6. **Service Agreements:** To maximize points in the HUD Youth Homelessness Demonstration Program (YHDP) competition, HUD awards points when all Transitional Housing (excluding crisis residential transitional housing) projects have supportive service participation agreements with residents (e.g., case management, life skills, education services, or job training). Service agreements cannot be disability related (i.e., mental health treatment, outpatient health services, provision of medication). You may see an example of a support service agreement at the end of the application. Will your project have support service participation agreements with clients?

   ☐ Yes ☐ No ☐ N/A (SSO-Projects and crisis residential transitional housing)

7. Project Description

Provide a detailed description of the proposed project, including:

- Target population(s) to be served
- Geographic area served
- Number of beds and/or units (if applicable)
- Supportive services to be provided
- Staffing structure and anticipated staff-to-client ratio
- Coordination with other organizations and systems
- Anticipated project outcomes
- How YHDP funding will be used

8. Support Services, Positive Youth Development, and Trauma Informed Care (10 pts)

*For SSO and TH Projects:* Describe the supportive service model for this project. How will services promote Positive Youth Development (PYD) and support recovery from trauma through Trauma-Informed Care (TIC)? In your response, describe how the project is expected to contribute to one or more of HUD's four core youth outcomes: **(1) Safe and Stable Housing, (2) Social and Emotional Well-being, (3) Education or Employment, and/or (4) Permanent Connections.** (Descriptions of these outcomes are available on pg. 78 of the NOFO) Please answer in **500 words or fewer.**

9. Community Need and System Gaps (10)

Using information from the YHSI Youth Housing Program Data, YHSI Youth Survey, Youth PIT Report, YHSI McKinney Vento Data Dashboard, and/or local data, describe (In under 400 words):

- The community need or system gap this project addresses.
- Why this gap is significant.
- How the proposed project will improve outcomes for youth experiencing homelessness.

10. Youth Involvement (10 pts total)

a. Have youth and young adults with lived experience of homelessness participated in the development of this project?

☐ Yes (3pts) ☐ No

If yes, describe how in under 200 words:

b. Will youth be involved in the implementation of this project if granted funding?

☐ Yes (4pts) ☐ No

If yes, describe how in under 200 words:

c. Does your agency currently have a process for obtaining and incorporating youth feedback to improve services and project outcomes?

☐ Yes (3pts) ☐ No

if yes, describe how in under 200 words:

11. Housing and Recovery Support (2pts total)

Does your agency currently operate any sober living housing programs for youth or will this project be a sober living housing program? (1 pt)

☐Yes (1 pt)
☐No

Will the project you are proposing require participation in substance abuse treatment services as a condition of continued participation in the program? (1 pt)

☐Yes (1 pt)
☐No

12. Project Budget

Please complete the attached Project Budget Worksheet to complete this question.

For TH projects: Is at least 20% of your budget dedicated to support services?
☐Yes (2 pts)
☐No

13. Sub Populations Served

Will this project specifically serve or prioritize any of the following populations? (3 pts for any sub population)

☐youth aging out of foster care
☐youth with substance use disorder
☐youth with mental health disorders
☐domestic violence survivors
☐parenting or pregnant youth
☐justice-involved youth

# FY24-25 YHDP Competition
# Rank & Review Certification Project Threshold Review

**Instructions**: All agencies applying for funding through the FY26 Youth Homelessness Demonstration Program (YHDP) must review and acknowledge the applicable project eligibility thresholds and project requirements outlined in the FY26 YHDP NOFO. Please return to CARES with your Rank & Review applications.

**Project Eligibility Threshold (pg. 76-pg. 78 of FY25-25 Youth NOFO)**

Applicants who fail to meet the following threshold eligibility requirements are ineligible to apply for funds during this competition. Please review the following requirements and sign off at the end of the document to verify your project eligibility.

1. Project Applicants and potential subrecipients must meet the criteria for Eligible Applicants outlined in Section II.A of the Youth Homelessness NOFO 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. Project Applicants and subrecipients must demonstrate the population to be served meets the criteria for "Eligible Program Participants" in II.F.2 of this appendix.
4. Project Applicants and subrecipients must demonstrate that the project is cost effective, including costs of 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 any grant 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. Project applicants of dedicated HMIS grants must demonstrate that grant funds will 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 developing YHDP specific reports) or add youth organizations to the HMIS.

7. Project applicants for SSO projects specifically for coordinated entry processes must demonstrate that grant funds will only be used to implement the youth specific component of a community's coordinated entry process.
8. Project Applicants for planning grants must demonstrate that the grant will only be used for the costs of activities that are described in 24 CFR 578.39 and are specific to preventing and ending youth homelessness (e.g., developing youth specific guidance for the next PIT Count).
9. Project Applicants for supportive services or housing assistance to projects must demonstrate that the project incorporates Positive Youth Development (PYD) and Trauma Informed Care (TIC) models of housing and service delivery.
10. Project Applicants for housing and SSO projects, except SSO grants for coordinated entry, must demonstrate that the project is likely to achieve a positive outcome in at least one of the four core outcomes for homeless youth:
    i. Safe and Stable Housing. Youth will be provided or transition to safe and stable housing that appropriately matches their level of need. Housing options may include moving in with family, other permanent housing, residential treatment centers, or substance abuse treatment facilities.
    ii. ii. Social and Emotional Well-being. Youth will connect to trauma informed providers for services related to physical health, substance abuse, mental health, personal safety (such as potential trafficking situations), and sexual risk behaviors (Sexual Risk Avoidance | The Exchange).
    iii. Education or Employment. Youth will connect to school or vocational training programs, improve job search skills, or obtain employment.
    iv. Permanent Connections. Youth will experience positive ongoing attachments to their families, communities, schools, and other social networks. A positive ongoing attachment may look like youth having at least one adult in their life to whom they can go for advice or emotional support.

I Certify that my project is eligible to apply for HUD CoC funding under the above criteria:
Signature of applicant: _____
Date: _____

# FY24-25 YHDP Competition
# Rank & Review Certification Project Quality Threshold Review

**Instructions**: All agencies applying for funding through the FY26 Youth Homelessness Demonstration Program (YHDP) must review and acknowledge the applicable project quality thresholds and project requirements outlined in the FY26 YHDP NOFO. Please return to CARES with your Rank & Review applications.

**Project Quality Threshold (pg. 78-pg. 80 of FY25-25 Youth NOFO)**

HUD will review all project applications to determine if they meet the following project quality threshold requirements. As specified below, not all the criteria in paragraphs E.2 through E.6 must be shown for conditional selection of a project. However, if awarded, each project must meet all the criteria that applies to its project type. Project Applicants are required to submit documentation of their subrecipients' eligibility under these threshold requirements. 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. If HUD rejects a project that does not meet the minimum point requirements, HUD reserves the right to use FY2025 funds for all projects included in the priority listing for the community with the rejected application, even if the community selection score qualifies the community to be funded with FY2024 funds. HUD reserves this right in order to work with project applicants and YHDP community recipients to submit projects that meet the requirements in the Youth Homelessness NOFO and this Appendix.

1. 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. Transitional housing projects must meet the following criteria below but will pass threshold if they receive at least 4 out of the 6 points for those criteria.

a. The type, scale, and location of the housing fit the needs of the program participants (1 point);
b. 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. The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education) (1 point);
d. Program participants are assisted to obtain and remain in housing in a manner that fits their needs (1 point);
e. 100 percent of the proposed program participants meet the criteria for "Eligible Program Participants" in II.A of this appendix (1 point);
f. Project Applicants engage all program participants in supportive services to meet their individual needs and adequately track participant progress during their time in transitional housing (1 point)

3. SSO projects–except for SSO projects specifically for coordinated entry must meet the following three criteria if awarded YHDP funds but will pass threshold if they receive at least 2 out of the 3 points available.
    a. The type, scale, and location of the supportive services fit the needs of program participants (1 point);
    b. The supportive services are clearly designed to help youth quickly exit homelessness by obtaining or retaining housing (1 point); and
    c. c. 100 percent of the proposed program participants meet the criteria for "Eligible Program Participants" in II.F.2 of this appendix (1 point).
4. SSO projects specifically for coordinated entry must meet the 5 criteria below if awarded YHDP funds but will pass threshold if they receive at least 3 out of the 5 points available.
    a. The coordinated entry process is easily available for all youth within the CoC's geographic area, and is accessible for youth with disabilities, who are seeking information regarding homeless assistance (1 point);
    b. There is a strategy for advertising the coordinated entry process that is designed to specifically reach homeless youth with the highest barriers within the CoC's geographic area (1 point);

c. The coordinated entry process has a standardized assessment process that is appropriate for youth (1 point);
d. The coordinated entry process ensures that youth are directed to appropriate housing and services that fit their needs (1 point);
e. The specific plan for ensuring that program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).

5. Dedicated HMIS projects must meet the 4 criteria below if awarded YHDP funds but will pass threshold if they receive at least 3 out of the 4 points available for the following criteria:
    a. The HMIS funds will be expended in a way that furthers the CoC's implementation concerning youth (1 point);
    b. The HMIS collects all Universal Data Elements as set forth in the HMIS Data Standards (1 point);
    c. The HMIS un-duplicates client records (1 point); and
    d. 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. Projects for Planning funds must meet the 4 criteria below if awarded YHDP funds but will pass threshold if they receive at least 3 out of 4 points using the following criteria:
    a. The CoC conducts meetings that are inclusive and open to all members, including youth (1 point);
    b. The CoC has CoC-wide planning committees, subcommittees, or workgroups that are tasked with specifically addressing the needs of homeless youth 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 described at 24 CFR 578.39 and specific to preventing and ending youth homelessness (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).

I certify that that my project is eligible to apply for HUD CoC funding under the above criteria:
Signature of Applicant: _____ Date: _____

# FY24-25 YHDP Competition

# Rank & Review Certification Project Quality Threshold Review

If your project is chosen for funding in this round of the competition you must agree to follow the applicable provisions in the Administrative, National & Departmental Policy Requirements and Terms for HUD Financial Assistance-2026. You must comply with these applicable provisions: . Please return to CARES with your Rank & Review applications.

**Post Award Requirements and Administration (pg 47-49)**

You must follow the applicable provisions in the Administrative, National & Departmental Policy Requirements and Terms for HUD Financial Assistance – 2026:

Administrative

1. Build America, Buy America (BABA) (Sections 70901-52 of Public Law 117-58; 41 U.S.C. 8301 et seq; and 2 CFR Part 184)
2. Uniform Relocation Assistance and Real Property Acquisition Policies Act (42 U.S.C. § 4601 et seq.; 49 CFR part 24; and applicable program regulations)
3. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200)
4. HUD requirements related to safeguarding resident/client files consistent with 2 CFR 200.303(e)
5. The Federal Funding Accountability and Transparency Act (FFATA) (2 CFR part 170)
6. Eminent Domain
7. Participation in HUD-Sponsored Program Evaluation (12 U.S.C. 1701z-1; 12 U.S.C. 1702z 2; 24 CFR part 60; and FR-6278-N-01)
8. The Freedom of Information Act (FOIA) (5 U.S.C. § 552(b) and 24 CFR 15.107(b))
9. Presidential Executive Actions affecting federal financial assistance programs

- Executive Order (EO) 14332 (Improving Oversight of Federal Grantmaking)
- EO 14303 (Restoring Gold Standard Science)
- EO 14219 (Ensuring Lawful Governance and Implementing the President's "Department of Government Efficiency" Deregulatory Initiative);
- EO 14218 (Ending Taxpayer Subsidization of Open Borders);
- EO 14202 (Eradicating Anti-Christian Bias);
- EO 14205 (Establishment of the White House Faith Office)
- EO 14182 (Enforcing the Hyde Amendment);

- EO 14173 (Ending Illegal Discrimination and Restoring Merit-Based Opportunity);
- EO 14168 (Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government)
- EO 14151 (Ending Radical and Wasteful Government DEI Programs and Preferencing); and
- EO 14148 (Initial Rescissions of Harmful Executive Orders and Actions)

Civil Rights and Other Protections

10. The Fair Housing Act (42 U.S.C. 3601-3619) and Civil Rights laws (24 CFR 5.105(a))

11. Affirmatively Furthering Fair Housing (AFFH) requirements (42 U.S.C. § 3608(e)(5) and 24 CFR 5.150 et seq)

12. Economic Opportunities for Low-and Very Low-income Persons (12 U.S.C. § 1701u and 24 CFR part 75)

13. Compliance with Immigration Requirements (8 U.S.C. § 1601-1646; and Executive Order 14218, Ending Taxpayer Subsidization of Open Borders)

14. Accessible Technology requirements (29 U.S.C. § 794d; 29 U.S.C. 794; and 42 U.S.C. 12131-12165 and implementing regulations at 36 CFR part 1194 (Section 508 regulations), 24 CFR § 8.6 (Section 504 effective communication regulations), 28 CFR part 35, subpart H (DOJ Web Access Rule), and 28 CFR part 35, subpart E (DOJ's Title II communications regulations))

15. Ensuring, when possible, the consideration of small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms consistent with 2 CFR 200.321

16. Equal Participation of Faith-based Organizations in HUD Programs and Activities consistent with 42 U.S.C. 2000bb et seq.; 24 CFR 5.109; Executive Order (EO) 14202, Eradicating Anti-Christian Bias; and EO 14205, Establishment of the White House Faith Office

17. Accessibility for Persons with Disabilities requirements (29 U.S.C. § 794 and implementing regulations at 24 CFR parts 8 and 100; 28 CFR part 35)

18. Applicable Violence Against Women Act (VAWA) requirements in the Housing Chapter of VAWA (34 U.S.C. § 12491-12496); 24 CFR part 5, subpart L; and program-specific regulations

19. Trafficking in persons (Section 106(g) of the Trafficking Victims Protections Act of 2000 (TVPA), as amended 22 U.S.C. § 7104(g) and implementing regulations at 2 CFR part 175)

Environmental

20. Environmental requirements that apply in accordance with 24 CFR part 50 or part 58; 42 U.S.C. 4321 et seq.

Business Integrity

21. Conducting Business in Accordance with Ethical Standards (Code of Conduct), including 2 CFR

200.317, 2 CFR 200.318(c), and other applicable conflicts of interest requirements
22. Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment (41 U.S.C. § 3901 and 2 CFR 200.216)
23. Waste, Fraud, Abuse, and Whistleblower Protections (41 U.S.C. § 4712)
24. Drug-Free Workplace (2 CFR part 2429)
In addition, if any part or provision of the award agreement or terms of this NOFO are enjoined or held to be void or unenforceable in any jurisdiction, they shall be ineffective as to such jurisdiction and only to the extent of such prohibition or enjoinment and shall not invalidate or affect the legality or enforceability of the remaining provisions and applications of the Agreement and Notice. In the event the enjoinment of such provisions is stayed, dissolved, or reversed, the full terms of the award agreement and NOFO, including such provisions, will automatically become effective. This clause is self-executing and will become effective, binding, and enforceable automatically upon issuance of this NOFO.
In addition:

1. Awards made under this NOFO will not be used to engage in illegal racial discrimination, including racial preferences.
2. Awards made under this NOFO will not be distributed in a way that violates or otherwise is used to interfere with constitutional protections guaranteed for speech and religious beliefs and the free exercise of religion.
3. Awards made under this NOFO will not be used to fund any project, service provider, or organization that operates illegal drug injection sites or "safe consumption sites" in violation of 21 U.S.C. § 856, knowingly permit the use or distribution of illicit drugs on property under their control in violation of 21 U.S.C. 856(a)(2), or knowingly distribute drug paraphernalia in violation of 21 USC 863. This is not a requirement that program participants must be sober in order to receive assistance, participate in treatment in order to receive assistance, or be evicted or exited from assistance for a first-time violation of a drug-related program policy or lease requirement.

4. Pursuant to 2 CFR 200.332(b)(2), all agreements or contracts made with subrecipients under this NOFO must contain the same terms and conditions as those in the grant agreement issued by HUD. Any conflicting terms and conditions must be approved by HUD.

I certify that if my project is awarded funding in the FY26 CoC NOFO Competition, I will comply with all of the above per the CoC Application requirements:
Signature of applicant: _____
Date: _____

# CARES YHDP Community Policy for Advancing Recovery and Compliance

## 1. Purpose

The purpose of this policy is to ensure that all recipients of federal funding under the Youth Homelessness Demonstration Program (YHDP) Program comply with the Project Eligibility Threshold Requirements outlined in the FY2024-25 Youth Homelessness NOFO (page 76-78) and applicable federal regulations.

HUD is committed to promoting equal access to YHDP programs for individuals and families experiencing homelessness, regardless of race or other protected characteristics. Consistent with federal requirements, the use of federal funds for unlawful discriminatory practices, including but not limited to racial preferences, is prohibited. All YHDP-funded projects must comply with applicable nondiscrimination laws, including 2 CFR 200.300(a), and operate in a manner that promotes fair, equitable, and inclusive access to housing and services.

Additionally, YHDP-funded projects must comply with all applicable federal laws related to controlled substances. Project applicants and recipients must not:

- Operate drug injection sites or "safe consumption sites" in violation of 21 U.S.C. § 856(a)(1);
- Knowingly permit the use or distribution of illicit drugs on property under their control in violation of 21 U.S.C. § 856(a)(2); or
- Knowingly distribute drug paraphernalia in violation of 21 U.S.C. § 863.

At the same time, CARES encourages all YHDP-funded housing projects to support participants experiencing substance use disorders through voluntary, recovery-oriented services. Projects are encouraged to establish partnerships with substance use disorder treatment providers, connect participants to recovery housing when appropriate and available, and provide referrals to evidence-based treatment, recovery supports, and other behavioral health services.

This policy is consistent with Section III.B of the YHDP Program Competition and 2 CFR 200.300(a).

Nothing in this policy requires program participants to:

- Maintain sobriety as a condition of receiving assistance;
- Participate in substance use treatment as a condition of receiving assistance; or
- Be terminated or exited from assistance for a first-time violation of a drug-related policy or lease requirement.

Nothing in this policy shall be construed to restrict or prohibit YHDP-funded housing projects from requiring program participants to maintain sobriety or participate in substance use treatment as a condition of assistance when such requirements are permitted under 24 CFR Part 578 and are consistent with the project's approved program model and applicable HUD requirements.

The YHDP Community Applicant (CARES of NY, inc.) is responsible for:

- Ensuring compliance with HUD regulations and program requirements;
- Identifying noncompliance and providing technical assistance to resolve deficiencies;
- Promoting access to substance use disorder treatment and recovery supports;
- Supporting consistent and effective program operations;
- Protecting participant rights and HUD investments; and
- Strengthening overall program accountability.

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## 2. Regulatory Authority

This policy is established in accordance with the following authorities:

- 2 CFR 200.300(a)
- 21 U.S.C. § 856(a)(1) and § 856(a)(2)
- 21 U.S.C. § 863
- 24 CFR Part 578 (CoC Program Rule as referenced in the YHDP NOFO)
- HUD YHDP Competition NOFO Requirements
- HUD Equal Access Rule
- HUD Fair Housing and Civil Rights Requirements

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## 3. Scope

This policy applies to all organizations applying for and, if awarded, receiving funding through the FY2024–2025 Youth Homelessness Demonstration Program (YHDP) Competition administered by CARES of NY, Inc.

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## 4. Monitoring Frequency and Areas of Review

The YHDP Community Applicant, shall conduct monitoring activities at least annually for all YHDP-funded projects, or more frequently if concerns arise regarding potential noncompliance.

### Monitoring activities include, but are not limited to:

- Review of project policies, procedures, and operations;
- Assessment of compliance with HUD requirements and threshold eligibility criteria.

### Areas of review may include:

#### Program Administration

- Grant agreements
- Threshold eligibility compliance

#### Program Eligibility

- Eligibility determination processes
- Discharge and exit determinations

#### Housing Requirements

- Lease agreements
- Occupancy agreements
- Service participation agreements

#### Support Services

- Individual service plans
- Case management documentation
- Participant service delivery

#### Policies and Procedures

- Termination policies
- Fair Housing policies
- Equal Access policies

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## 5. Monitoring Process

### Step 1: Notification

The YHDP Community Applicant will provide written notification prior to conducting a compliance review. The notice may include:

- Deadlines for submission of requested materials;
- A list of required documents; and
- Submission instructions.

### Step 2: Document Review

The YHDP Community Applicant may request and review:

- Client files;
- Policies and procedures;
- Supporting documentation and records.

### Step 3: Compliance Review

The review may include:

- Client file analysis;
- Policy and procedure evaluation;
- Verification of compliance with applicable regulations.

### Step 4: Exit Discussion

Preliminary observations and findings will be discussed with agency staff prior to issuing the final report.

### Step 5: Compliance Report

A written report will be issued summarizing:

- Areas reviewed;
- Identified deficiencies or concerns;
- Required corrective actions; and
- Recommendations for technical assistance.

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## 6. Classification

The following term shall be used consistently:

**Deficiency**
A condition in which an agency is found to be in violation of HUD-related policies, regulations, or requirements and is not in compliance with current standards.

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## 7. Corrective Action Procedures

Programs with identified deficiencies will receive written notification outlining required corrective actions.

- Agencies must submit corrective actions within **14 calendar days**, unless otherwise specified.
- Responses must include:
  - Revised or updated documentation;
  - Updated policies and procedures;
  - A detailed explanation of corrective measures taken;
  - Evidence of staff training, where applicable.

The Community Applicant may provide technical assistance during the corrective action period.

Failure to implement required corrective actions may result in additional monitoring, referral to HUD as appropriate, and may be considered by CARES during future YHDP funding or project selection processes, consistent with HUD requirements.

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## 8. Technical Assistance

The YHDP Community Applicant will provide technical assistance when compliance concerns are identified.

Technical assistance may include:

- One-on-one consultations;
- Training sessions or workshops;
- Written guidance and clarification;
- Resource materials;
- Policy templates and tools.

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## 9. Policy Review

This policy shall be reviewed annually and updated as necessary to reflect changes in HUD regulations, YHDP NOFO requirements, and other applicable federal requirements.

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Applicant Certification

By signing below, the applicant acknowledges that they have reviewed and understand the **CARES YHDP Community Policy for Advancing Recovery and Compliance**.

The applicant certifies that, if awarded funding through the **FY2024–2025 Youth Homelessness Demonstration Program (YHDP)**, the organization agrees to comply with the requirements outlined in this policy, including all applicable federal regulations and HUD requirements.

Signature of Applicant: _____
Date: _____

## Transitional Housing Budget Proposal

Please submit a budget proposal for the entire term of the grant (24 months)

| Activity | Proposed YHDP Funds | Notes |
|---|---|---|
| A. Leasing | | |
| B. Rental Assistance | | |
| C. Supportive Services | | |
| 1. Salaries | | |
| 2. Benefits | | |
| 3. Other | | |
| D. HMIS | | |
| E. VAWA (New Eligible activity) | | |
| F. Rural Costs (New Eligible activity) | | |
| G. Operating | | |
| H. Admin | | |
| I. Total Project Costs | | |
| Match | Amount | Source |
| J. 25% Match Requirement | | |

## Support Services Only Budget Proposal

Please submit a budget proposal for the entire term of the grant (24 months)

| Activity | Proposed YHDP Funds | Notes |
|---|---|---|
| A. Supportive Services | | |
| 1. Salaries | | |
| 2. Benefits | | |
| 3. Other | | |
| B. HMIS | | |
| C. VAWA (New Eligible activity) | | |
| D. Rural Costs (New Eligible activity) | | |
| E. Admin | | |
| F. Total Project Costs | | |
| Match | Amount | Source |
| G. 25% Match Requirement | | |

# SUPPORT SERVICES AGREEMENT FOR TH

I agree to accept the following services from the agencies listed below at least as often and for as long as is stated:

1. _____

2. _____

3. _____

I understand that [Agency Name] has agreed to provide me with housing assistance, and I agree to participate in the above noted individualized planning and/or employment as needed as a condition of my receipt of housing assistance. Participation is a core component of the program model and is necessary to support housing stability and self-sufficiency outcomes. If a participant is not engaging in services, staff will implement progressive engagement strategies, including outreach, re engagement planning, and barrier reduction. Continued lack of engagement may result in reassessment of program fit and transition planning to more appropriate housing or service settings. I understand that continued noncompliance can result with corrective action steps.

- The First corrective actions steps would be _____
- The Second corrective actions steps would be _____
- The Final corrective actions steps would be _____

I further understand that the purpose of this program is to link housing assistance to supportive services for homeless persons and their families to achieve long-term housing stability. In recognizing the importance of receiving supportive services to achieve housing stability, I certify that the above individualized services plan was developed in a coordinated effort between myself and [Agency Name]. I understand that this agreement will be reviewed, and if necessary, revised no later than six months from the date it is signed, or sooner if there are serious changes in my health or support services needs.

In consideration of the housing assistance and other services I will be receiving from [Agency Name] and other service providers, I agree to cooperate with such services providers and follow their recommendations. This includes receiving supportive services deemed appropriate for me by such services during the duration of my housing assistance. I understand that in the event I do not comply with the agreed upon service plan and corrective action steps, my participation in [Agency

Name] and continued housing assistance will be terminated.

Participant Signature: _____

Participant Name (Print): _____

Date: _____

[Agency Name] Signature: _____

Representative Name & Title (Print): _____

Date: _____