

2020 LOCAL PROJECT APPLICATION NOTICE OF FUNDING OPPORTUNITY



INFORMATION GUIDANCE

U.S. Department of Housing and Urban Development YOUTH HOMELESS DEMONSTRATION PROGRAM

FY 2020 through FY 2022

October 1, 2020 through September 30, 2022

Release Date: March 23, 2020

Due Date: April 23, 2020, 12:00 PM (Noon) EST

Palm Beach County (PBC) Board of County Commissioners (BCC)
Community Services Department
810 Datura Street Basement
West Palm Beach, Florida 33401
(561) 355-4700

Table of Contents

SECTION I: GENERAL INFORMATION	4
INTRODUCTION	4
BACKGROUND	4
ELIGIBILITY	4
YOUTH HOMELESS DEMONSTRATION PROGRAM	5
SECTION II: PROPOSAL SUBMISSION	5
PUBLISH/RELEASE DATE	6
DEADLINE DATE	6
TECHNICAL ASSISTANCE	6
ANTICIPATED SCHEDULE OF EVENTS	7
EXPENSE OF PROJECT APPLICATION(S)	9
MATCH OR LEVERAGE REQUIREMENTS	9
PROJECT APPLICATIONS OPEN TO THE PUBLIC	9
ADDRESSING REVIEWER BIAS	Error! Bookmark not defined.
CONE OF SILENCE	9
SECTION III: SCOPE OF SERVICES	9
CONTACT PERSON	9
TERMS & CONDITIONS	9
Terms and Conditions	9
SCOPE OF WORK	12
Target Population	17
SECTION IV: FY 2020 – 2022 YHDP LOCAL PROJECTS REVIEW PROCESS	18
GRIEVANCE POLICY AND APPEALS PROCEDURES	19
Grievance Policy	19
Appeals Procedures	20
SECTION V: WHERE TO FIND THE YHDP PROJECT DOCUMENTS YOU NEED	20
SECTION VI: THRESHOLD CRITERIA	22
SECTION VII: CONTENTS OF PROPOSALS AND INSTRUCTIONS	24
FY 2020 - 2022 YHDP LOCAL PROJECT APPLICATION	24
2020 – 2022 YHDP Local Projects Application Package Checklist/Cover Sheet and Instructions Certification	25
2020 – 2022 YHDP Local Projects Application	26
ESNAPS APPLICATION	38
SECTION VIII: COC/YHDP PROGRAM RECIPIENT CERTIFICATION	40

SECTION IX: 2020 MATCH DOCUMENTATION FORM43
SECTION X: HHA YHDP PROJECT APPLICATION GRIEVANCE FORM..... 44
SECTION XI: YHDP DEFINITIONS, CONCEPTS & PRINCIPLES..... 45
EXHIBIT A: YHDP PROJECT APPLICATION REVIEWER CONFLICT OF INTEREST FORM 54
EXHIBIT B: SCORECARD FOR YHDP PROJECT APPLICATIONS 56
 SCORING56
 SCORING GUIDE BY QUESTIONS56
 YHDP PROJECT SCORECARD.....57
EXHIBIT C: REQUIRED INSURANCE..... 61

IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS GUIDANCE AND DOCUMENTS LISTED CAN BE REQUESTED IN AN ALTERNATE FORMAT. AUXILIARY AIDS OR SERVICES WILL BE PROVIDED UPON REQUEST WITH AT LEAST THREE (3) DAYS NOTICE. PLEASE CONTACT YOUTH HOMELESS DEMONSTRATION PROGRAM AT 561 355-4776 or PBC-yhdpnofo@pbcgov.org.

SECTION I: GENERAL INFORMATION

INTRODUCTION

Palm Beach County Board of County Commissioners (BCC) Community Services Department (CSD), Division of Human and Veteran Services, hereinafter referred to as the “DHVS” or “COLLABORATIVE APPLICANT”, invites proposals from qualified entities, hereinafter referred to as “PROJECT APPLICANTS”, to participate in the development and implementation of a coordinated community approach to preventing and ending youth homelessness, and to share that experience and help mobilize communities around the country toward the same end.

BACKGROUND

In August 2019, the U.S. Department of Housing and Urban Development (HUD) announced that FL-605-Palm Beach County’s (PBCs) Continuum of Care (CoC), locally known as the Homeless & Housing Alliance (HHA), was selected to participate in the Youth Homeless Demonstration Program (YHDP) with an award of \$4,932,359. HHA is one of 23 CoCs selected out of 91 applications for the Fiscal Year 2018 YHDP Competition. Funding for this third year of YHDP was made on March 23, 2018 through the Consolidated Appropriations Act, 2018 (Public Law 115-141), which appropriated \$75 million. The Act requires HUD to implement projects to demonstrate how a comprehensive approach to serving homeless youth, age 24 and under, can dramatically reduce youth homelessness. The five (5) primary objectives of the demonstration are to build national momentum, evaluate the coordinated community approach, expand capacity, evaluate performance measures and establish a framework for federal and TA collaboration. (For more details see the YHDP NOFA FR-6200-N-35: <https://www.hud.gov/sites/dfiles/SPM/documents/YHDP-FR-6200-N-35.pdf>.)

Local YHDP PROJECT APPLICANTS will directly apply to and be funded from HUD and the COLLABORATIVE APPLICANT will administer the program, including the application ranking and rating process and monitoring of the program. YHDP falls under the CoC Program Competition guidelines, rules and statutes. HUD will use the program findings to accelerate its knowledge related to youth and the concepts of Housing First; Assessment and prioritization; Coordinated entry; Risk and protective factors for youth homelessness; Diversion from child welfare and systems of justice; Success in education and employment; Serving victims of violence, including trafficking; LGBTQ youth, youth under the age of 18, and pregnant and parenting teens; and System performance measures. (See the Definitions and Concepts section for details on these concepts.) Project applicants are expected to fully participate in HUD’s evaluation of the YHDP.

ELIGIBILITY

Qualified entities submitting project applications for YHDP funding 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.

PROJECT APPLICANTS can be 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 sub-recipients of grant funds. All sub-recipients must also meet the eligibility standards as described above.

PROJECT APPLICANTS must:

- Hold current and valid 501(c)(3) status as determined by the Internal Revenue Service.
- Be chartered or registered with the Florida Department of State, have been incorporated for at least one agency fiscal year, and have provided services for at least six (6) months.
- Create a Vendor Registration Account OR activate an existing Vendor Registration Account through Palm Beach County Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If PROJECT APPLICANTS intends to use sub-recipients, PROJECT APPLICANTS must also ensure that all sub-recipients are registered as agencies in VSS.
- Demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.
- Maintain contractual liability insurance as listed in Exhibit C, if PROJECT APPLICANTS are awarded YHDP funding.

YOUTH HOMELESS DEMONSTRATION PROGRAM

The DHVS is accepting two-year project applications for the YHDP for Fiscal Years (FY) 2020 – 2022 (October 1, 2020 through September 30, 2022). Applicants will apply directly to HUD but DHVS will administer the application process and monitor the programs on HUD's behalf. \$4,439,124 will be available for two-year projects, which may be renewable for one-year terms in the third year and after through the CoC Program Competition when the initial grant terms expire. The CoC Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381–11389) (the Act), and the CoC Program regulations are found in 24 CFR part 578 (the CoC Program interim rule). Project budgets must be a minimum of \$200,000/annually and a maximum of \$500,000/annually.

YHDP PROJECT APPLICANTS can apply for projects permitted under the CoC Program Competition so long as the projects only serve youth experiencing homelessness, including unaccompanied and pregnant or parenting youth, where no member of the household is older than 24. Project types include congregate living, crisis residential transitional housing, host home, kinship care, shared housing, permanent supportive housing (PSH), transitional housing (TH), rapid rehousing (RRH), joint TH – RRH. See Section XI for definition of these terms. Project applications must be specific to the project type and must be consistent with the YHDP [Coordinated Community Plan](#) and the *Leading the Way Home: Palm Beach County's Plan to End the Cycle of Homelessness*.

SECTION II: PROPOSAL SUBMISSION

The YHDP project application process is a two (2)-step process.

Step 1: PROJECT APPLICANTS shall submit their project application to DHVS, along with required local application materials and match documentation through the DHVS NOFO submission website, located at <https://pbcc.samis.io/go/nofo/>. All documents in the local application package must be submitted by the deadline date per application instructions.

- Late applications will not be accepted.
- Incomplete applications cannot be cured for the Non Conflict Grant (NCG) Review Committee. If an application is incomplete, the application will not move forward in the rating process.

PROJECT APPLICANTS must submit one project application package for each project to be considered for funding.

Step 2: Once project applications are rated by the NCG Review Committee and DHVS has recommended updates to PROJECT APPLICANTS, PROJECT APPLICANTS shall complete and submit their project applications directly to HUD on eSnaps. DHVS will announce when the eSnaps portal is available. **Note:** The local application will be modeled from the HUD application on eSnaps so applicants can cut and paste application responses where required.

PUBLISH/RELEASE DATE

Monday, March 23, 2020

DEADLINE DATE

PROJECT APPLICANTS must complete their project applications on eSnaps and submit their application packages to DHVS NOFO submission website by **12:00 noon, Thursday, April 23, 2020**. Application packages must be submitted to:

<https://pbcc.samis.io/go/nofo/>

Once applications are ranked and scored by the NCG Review Committee, PROJECT APPLICANTS must submit their updated project applications directly to HUD through eSnaps by **5:00 pm Monday, June 1, 2020 (Contingent on HUD release. Only awarded projects will submit an application on eSnaps)**.

TECHNICAL ASSISTANCE

DHVS will hold a Technical Assistance Workshop for YHDP PROJECT APPLICANTS at 10:00 am to 12:00 pm (noon) on **Friday, April 10, 2020**.

To maintain a fair, impartial and competitive process, additional requests for assistance must be made in writing and emailed to PBC-yhdpnofo@pbcgov.org. All questions and answers will be made available for the public to review at on the HHA website at <http://discover.pbcgov.org/communityservices/humanservices/Pages/HHA.aspx>. DHVS will avoid private communication with applicants regarding this NOFO, other than via email as noted above, during the proposal preparation and evaluation period.

The deadline to submit YHDP application questions by email to DHVS is **12:00 pm (noon), Friday, April 17, 2020**, which is two (2) business days before the project application submission deadline.

This NOFO Information Guidance is available at the following locations:

- <http://discover.pbcgov.org/communityservices/humanservices/Pages/HHA.aspx>
- <http://discover.pbcgov.org/BusinessOpportunities/Pages/default.aspx>

The YHDP NOFO Information Guidance is for reference purposes only since the proposal must be submitted through the DHVS NOFO submission website.

ANTICIPATED SCHEDULE OF EVENTS

Local YHDP Project Application Timeline

DATE	ITEM	RESPONSIBLE
December 29, 2019	Draft of Coordinated Community Plan Due to HUD	PBC Human and Veteran Services Division (DHVS)
February 27, 2020	HHA Executive Committee Review and Approve YHDP NOFO	HHA Exec. Committee PBC DHVS
February 27, 2020	HHA Executive Committee Set Priorities for YHDP Projects	HHA Exec. Committee PBC DHVS
March 23, 2020	YHDP NOFO for Project Application Release Date NOFO Publicly Posted – Meeting HUD Requirement for 30-Day Posting – Cone of Silence Begins	PBC DHVS
April 10, 2020	Technical Assistance (TA) Workshop for YHDP Project Applicants (Remote Only)	PPC DHVS YHDP Project Applicants
April 17, 2020	Deadline for YHDP Project Applicants to Submit Questions	PPC DHVS YHDP Project Applicants
April 23, 2020	YHDP Project Application Package Submission To DHVS Deadline Date 12:00 PM (Noon)	YHDP Project Applicants
April 24, 2020	Submitted YHDP Project Applications Reviewed for Fatal Flaw	PBC DHVS
April 29, 2020	Non Conflict Grant (NCG) Review Committee Training of Scoring Process	NCG Review Committee PBC DHVS
May 6, 2020	NCG Review Committee Scoring Meeting (Applications are Publicly Scored)	NCG Review Committee PBC DHVS
May 6, 2020	YHDP Project Applicants Informed of the Scoring Meeting Results	PBC DHVS
May 6, 2020	Results of NCG Review Committee Scoring Meeting Publicly Posted to HHA Website	PBC DHVS
May 15, 2020	Deadline for YHDP Project Applicants to Submit Grievance of Selection Process 5:00 PM	YHDP Project Applicants

DATE	ITEM	RESPONSIBLE
May 23, 2020	Youth Action Board (YAB) Ratify HHA Executive Committee's Approval of NCG Review Committee Scoring Recommendations	YAB PBC DHVS
May 27, 2020	HHA Grievance Committee Share its Decision with Agency	HHA Grievance Committee PBC DHVS
May 28, 2020	HHA Executive Committee Approves NCG Review Committee Scoring Recommendations	HHA Executive Committee PBC DHVS
May 28, 2020	HHA General Membership Ratify HHA Executive Committee's Approval of NCG Review Committee Scoring Recommendations	HHA General Membership PBC DHVS
May 28, 2020	NCG Review Committee Scoring Recommendations Posted on Website for Public Comments	PBC DHVS
May 4, 2020	YHDP Project Application Package Walk-Thru Process	PBC DHVS
June 1, 2020	YHDP Project Applications Submitted on eSnaps Deadline Date (Contingent on HUD Release Dates and only for approved projects) 5:00 PM	YHDP Project Applicants
June 2, 2020	Cone of Silence Ends	PBC DHVS
June 2, 2020	YHDP Project Application Package Final Public Posting to Website	PBC DHVS
June 8, 2020	YHDP Project Application Package Submitted to HUD	PBC DHVS
July, 1, 2020	HUD Submission Deadline Date for YHDP Project Application Package	PBC DHVS
April 29, 2020	Final Coordinated Community Plan Deadline Date to HUD	PBC DHVS

EXPENSE OF PROJECT APPLICATION(S)

All expenses involved with the preparation and submission of YHDP project applications shall be borne by PROJECT APPLICANTS.

MATCH OR LEVERAGE REQUIREMENTS

YHDP PROJECT APPLICANTS require cost sharing, matching or leveraging as described in the regulation at 24 CFR 578.73, unless PROJECT APPLICANTS request and receives an exemption to this requirement from HUD. Cost sharing, matches or leveraging, except for leasing funds, shall be no less than 25 percent of funds or in-kind contributions from other sources. YHDP PROJECT APPLICANTS are encouraged to identify their match at the time of their local application submission but are required to secure their match should they be invited to submit to HUD.

PROJECT APPLICATIONS OPEN TO THE PUBLIC

PROJECT APPLICANTS are hereby notified that all information submitted as part of, or in support of, YHDP project applications will be available for public inspection in compliance with the Florida Public Records Act.

CONE OF SILENCE

This NOFO includes a Cone of Silence. PROJECT APPLICANTS will be advised of the *Lobbying "Cone of Silence"* and are advised that the "[Palm Beach County Lobbyist Registration Ordinance](#)" (Ordinance) is in effect. "Cone of Silence" refers to a prohibition on any non-written communication regarding this NOFO between any PROJECT APPLICANT or designated representative and any County Commissioner or Commissioner's staff or any employee authorized to act on behalf of the Commission to award a contract. A PROJECT APPLICANTS' representatives shall include but not be limited to PROJECT APPLICANTS' employee, partner, officer, director or consultant, lobbyist, or any actual or potential sub-recipient or consultant of the PROJECT APPLICANTS'. The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including contract negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, rejects all proposals or otherwise takes action that ends the solicitation process.

SECTION III: SCOPE OF SERVICES

CONTACT PERSON

This NOFO is issued, as with any addenda, for BCC and HHA by CSD, the County's COLLABORATIVE APPLICANT. The contact for all YHDP inquiries is 561-355-4776 at PBC-yhdprnofo@pbcgov.org

TERMS & CONDITIONS

YHDP Project Term: 24 months

YHDP Project Anticipated Start Date: October 1, 2020

YHDP Project Anticipated End Date: September 30, 2022

Terms and Conditions

1. Proposal Guarantee:

YHDP PROJECT APPLICANTS guarantee their commitment, compliance and adherence to all requirements of the NOFO by submission of their proposal.

2. Late Proposals, Late Modified Proposals:

YHDP PROJECT APPLICANTS shall save any unfinished proposals and continue to modify the proposals until the proposals are submitted. Once submitted, the proposals are final. Proposals and/or modifications to proposals submitted after the deadline are late and shall not be considered.

3. Costs Incurred by Proposers:

All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by YHDP PROJECT APPLICANTS. No payment will be made for proposals received or for any other effort required of or made by YHDP PROJECT APPLICANTS, prior to commencement of work as defined by a contract approved by the BCC.

4. Public Record Disclosure:

YHDP PROJECT APPLICANTS are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection in compliance with the Florida Public Records Act.

5. Palm Beach County Office of the Inspector General Audit Requirements:

Office of the Inspector General has been established in PBC Code 2-421 through 2-440, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths and require the production of records, and audit, investigate, monitor and inspect the activities of the winning Proposer's agency, officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interference or impede any investigation shall be in violation of PBC Code 2-421 through 2-440, and punished pursuant to Section 125.69, Florida Statutes (F.S.), in the same manner as a second degree misdemeanor.

6. Commencement of Work:

The County's obligation will commence when the contract is approved by the BCC or their designee and upon written notice to the YHDP PROJECT APPLICANTS. The County may set a different starting date for the contract. The County will not be responsible for any work done by the YHDP PROJECT APPLICANTS, even work done in good faith, if it occurs prior to the contract start date set by the County.

7. Non-Discrimination:

The proposer must warrant and represent that all of its employees are treated equally during employment without regard to race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, disability or genetic information.

8. Application Certifications and Assurances:

By submitting and signing the project application for HHA and HUD, YHDP PROJECT APPLICANTS and its signing authorized representative affirm that they have reviewed the certifications and assurances associated with the application for federal assistance and (1) are aware the submission is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to YHDP PROJECT APPLICANTS. If it is later determined the signing authorized representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for YHDP PROJECT APPLICANTS, YHDP PROJECT APPLICANTS and individuals who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to YHDP PROJECT

APPLICANTS or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission to HUD, including those applicable to all applicants, those applicable only to federally-recognized Indian tribes, and those applicable to applicants other than federally-recognized Indian tribes. All program-specific certifications and assurances are included in the program Instructions Download on Grants.gov.

9. Lead Based Paint Requirements:

When providing housing assistance funding for purchase, lease, support services operation, or work that may disturb painted surfaces, of pre-1978 housing, YHDP PROJECT APPLICANTS must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

10. Discrepancies between the NOFA on Grants.gov and Other Documents:

After the rating process and YHDP PROJECT APPLICANTS receive notice to submit their applications on eSnaps, the HUD Program NOFA posted at the Grants.gov website is the official document HUD uses to solicit applications. Applicants are advised to review their application submission against the requirements in the posted HUD Program NOFA. If there is a discrepancy between the HUD Program NOFA posted on Grants.gov and other information provided in any other copy or version or supporting documentation, the posted Program NOFA located at www.Grants.gov prevails. If discrepancies are found, please notify HUD immediately by calling the program contact listed in the HUD Program NOFA. HUD will post any corrections or changes to a Program NOFA on the Grants.gov website. Applicants must enroll an email address at the application download page to receive an e-mail alert from Grants.gov in the event the opportunity is changed.

11. Application Certifications and Assurances:

By submitting and signing the project application for HHA and HUD, YHDP PROJECT APPLICANTS and its signing authorized representative affirm that the certifications and assurances associated with the application are material representations of the facts upon which HUD will rely when making an award to the applicant. If it is later determined that the signatory to the application submission knowingly made a false certification or assurance or did not have the authority to make a legally binding commitment for the applicant, the applicant may be subject to criminal prosecution, and HUD may terminate the award to the applicant organization or pursue other available remedies. YHDP PROJECT APPLICANTS are responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to federally-recognized Indian tribes, and those applicable to applicants other than federally-recognized Indian tribes. All program-specific certifications and assurances are included in the program Instructions Download on Grants.gov.

12. HUD CoC Program Compliance:

All projects awarded through the YHDP will be administered in accordance with HUD CoC Program requirements. However, YHDP PROJECT APPLICANTS may request waivers of specific provisions to carry out otherwise prohibited activities and practices.

Additional terms and conditions will be included in the project contract/agreement and are contained in Exhibit X.

SCOPE OF WORK

As indicated in the [Palm Beach County Coordinated Community Plan](#) to Prevent and End Homelessness (Palm Beach County CCP), Palm Beach County’s YHDP funds may be used to fund up to five types of projects to end youth homelessness. YHDP PROJECT APPLICANTS are permitted to choose to apply for eligible CoC project component types in accordance with the guidance below. YHDP Project Applicants may apply for budget amounts within the ranges permitted for each project as described below. Projects may include requests for Alternative Requirements in accordance with HUD’s NOFA (see Section V of this NOFO, page 22):

Permanent Supportive Housing (PSH)	
Project Summary	This project is meant to provide permanent supportive housing with indefinite leasing or rental assistance paired with supportive services to assist homeless youth with a disability or youth families with a youth or child member with a disability achieve housing stability. Should be conducted in accordance with housing first and Long-Term move-out/move-on strategies scan also be considered in order to preserve this resource for eligible young adults.
Population	Youth and young adults with a disability who are able to legally sign a lease at enrollment and have not yet reached their 25 th birthday at enrollment into the project.
Project Component Type Options and Time Frame	PH-PSH Permanent/indefinite
Ideal Provider Characteristics	Knowledge or Experience of homelessness and homeless service agencies; Experience operating a PSH program; Positive Youth Development and Trauma Informed Care, Housing First, Equal Access, Fair Housing, and Youth Choice.
Other Project Requirements	
Desired Outcomes	<ul style="list-style-type: none"> • Decrease length of time youth are literally homeless • Reduce returns to homelessness • Increase Successful housing outcomes • Increase support for youth in achieving education, employment, health and well-being goals
Estimate Number of Funded Projects	1 to 3
Annual Award Amount	\$500K - \$700K annually; \$1 million to \$1.4 million over the 2-year project period.
Annual Match Amount Needed (25% of Award Amount)	\$125K - \$175K annually; \$250K to \$350K over the 2-year project period.

Rapid-Rehousing (Rental Assistance Model)	
Project Summary	Rapid re-housing (RRH) emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless youth (with or without a disability) as rapidly as possible into permanent housing. Extension to length of services up to 36 months; RRH assistance for youth also ensures that youth receive assistance forming connections with desired and needed community-based services and supports youth to maintain housing, establish healthy permanent connections with peers and supportive adults, and achieve their educational, employment, and health-related goals.
Population	Youth and young adults who are able to legally sign a lease at enrollment and have not yet reached their 25 th birthday at enrollment into the project.
Project Component Type Options and Time Frame	PH-RRH Up to 24 months without approved Alternative Requirements; up to 36 months and/or the ability to stay enrolled without rental assistance up to 25 th birthday with approved Alternative Requirements
Ideal Provider Characteristics	Knowledge or Experience of homelessness and homeless service agencies; Partnerships with agencies such as ChildNet, DJJ, PBCSD, etc. Experience and/or willing to participate in CoC meetings and trainings; Experiencing operating a TIP program; Positive Youth Development and Trauma Informed Care;
Other Project Requirements	For projects that plan to include Alternative Requirements, YHDP PROJECT APPLICANTS must include justifications for their proposed alternative requirement in accordance with the YHDP detailed instructions. YHDP PROJECT APPLICANTS should describe how they will use progressive engagement techniques to help young adult clients move to independence as quickly as possible, even in circumstances that allow some clients to receive rental assistance for longer durations than typical RRH projects.
Desired Outcomes	<ul style="list-style-type: none"> • Decrease length of time youth are literally homeless • Reduce returns to homelessness • Increase Successful housing outcomes • Increase support for youth in achieving education, employment, health and well-being goals
Estimate Number of Funded Projects	1 to 4
Annual Award Amount	\$500K - \$700K annually; \$1 million to \$1.4 million over the 2-year project period.
Annual Match Amount Needed (25% of Award Amount)	\$125K - \$175K annually; \$250K to \$350K over the 2-year project period.

Transition In Place Models (Master Leasing)	
Project Summary	Transitional housing (TH) is designed to provide homeless youth with the interim stability and support to successfully move to and maintain permanent housing. Youth staying in the TH component of the program will receive a safe place to stay – crisis housing – and have access to wrap-around supportive services as needed by program participants, as well as access to the RRH component or other permanent housing assistance to help them move to permanent housing as quickly as possible. Joint TH/RRH meets the immediate needs of youth who are literally homeless and need more youth-centered, safe, and low-barrier TH while they are assisted in obtaining permanent housing.
Population	Youth and young adults who are able to legally sign a lease at enrollment and have not yet reached their 25 th birthday at enrollment into the project. May also include some youth who have not yet reached their 25 th birthday who are not legally able to sign a lease in certain circumstances.
Project Component Type Options and Time Frame	TH; PH-RRH; TH-RRH (Note: TH Projects will answer same questions as PH-PSH) Up to 24 months without approved Alternative Requirements; up to 36 months and/or the ability to stay enrolled without rental assistance up to 25 th birthday with approved Alternative Requirements. For TH-RRH projects; YHDP PROJECT APPLICANTS may propose to provide leasing or rental assistance up to 24 months in each component of the project (instead of 24 months across both components of the project).
Ideal Provider Characteristics	Knowledge of Coordinated Entry process and homeless services agencies; Knowledge of continuum of services across CoC; Partnerships with agencies such as ChildNet, DJJ, PBCSD, etc.
Other Project Requirements	This model is intended to serve youth and young adults in scattered site leased apartments where the lease agreement is between the recipient and the landlord, and the recipient has a subleasing or master leasing relationship with the client. YHDP PROJECT APPLICANTS should not apply for projects that intend to serve youth and young adults in a congregate living setting.
Desired Outcomes	<ul style="list-style-type: none"> • Shortened length of time young adults are unsheltered to 30 days or less • Increase access to crisis housing • Decrease length of time youth are literally homeless • Reduce returns to homelessness • Increase Successful housing outcomes <p>Increase support for youth in achieving education, employment, health and well-being goals</p>
Estimate Number of Funded Projects	1 to 3
Annual Award Amount	\$400K - \$600K annually; \$800K to \$1.2 million over the 2-year project period.

Transition In Place Models (Master Leasing)	
Annual Match Amount Needed (25% of Award Amount)	\$100K - \$150K annually; \$200K to \$300K over the 2-year project period.

SSO Non-CE (Youth 18 – 24 Diversion)	
Project Summary	Through Coordinated Entry (CE) a youth specialists who will engage and assist youth who are literally homeless or imminently at-risk of homelessness to prevent youth from entering into homelessness. The youth specialists will work with youth in a variety of settings, such as community-based access points, drop-in centers, unsheltered locations, and emergency shelters, as well as remotely via phone, email, text, and social media.
Population	Young adults between 18-24 years old who will not be targeted into subsidized housing assistance.
Project Component Type Options and Time Frame	SSO (Note: SSO Projects will answer same questions as PH-PSH) N/A
Ideal Provider Characteristics	Knowledge of Coordinated Entry process and homeless services agencies; Knowledge of continuum of services across CoC; Partnerships with agencies such as ChildNet, DJJ, PBCSD, etc.
Other Project Requirements	YHDP PROJECT APPLICANTS may consider applying for Alternative Requirements that permit using small amounts of rental assistance dollars to support stable housing situations that divert youth from other housing assistance needs.
Desired Outcomes	<ul style="list-style-type: none"> • Reduce youth seeking shelter services • Decrease entry into homelessness • Decrease length of time youth are literally homeless • Reduce returns to homelessness • Increase Successful housing outcomes • Increase support for youth in achieving education, employment, health and well-being goals
Estimate Number of Funded Projects	1
Annual Award Amount	\$100K - \$200K annually; \$200K to \$400K over the 2-year project period.
Annual Match Amount Needed (25% of Award Amount)	\$25K - \$50K annually; \$50K to \$100K over the 2-year project period.

SSO Non-CE (Youth under 18- Minors)	
Project Summary	Through Coordinated Entry (CE) a youth specialists will engage and assist minor youth who are literally homeless or imminently at-risk of homelessness to prevent minors from becoming homeless. The youth specialists will work with youth a variety of partner agencies to ensure that minor youth are not homeless by allowing temporary rental assistance for financial assistance while seeking alternative housing options and/or engaging in mediation to link minor youth to permanent housing.
Population	Youth under the age of 18
Project Component Type Options and Time Frame	SSO (Note: SSO Projects will answer same questions as PH-PSH) N/A
Ideal Provider Characteristics	Knowledge of Coordinated Entry process and homeless services agencies; Knowledge of continuum of services across CoC; Partnerships with agencies such as ChildNet, DJJ, PBCSD, DCF, etc.
Other Project Requirements	YHDP PROJECT APPLICANTS may consider applying for Alternative Requirements that permit using small amounts of rental assistance dollars to support stable housing situations that divert youth from other housing assistance needs.
Desired Outcomes	<ul style="list-style-type: none"> • Increase mediation services for Youth under 18 • Reduce youth seeking shelter services • Decrease entry into homelessness • Decrease length of time youth are literally homeless • Reduce returns to homelessness • Increase Successful housing outcomes • Increase support for youth in achieving education, employment, health and well-being goals
Estimate Number of Funded Projects	1
Annual Award Amount	\$300K - \$400K annually; \$600K to \$800K over the 2-year project period.
Annual Match Amount Needed (25% of Award Amount)	\$75K - \$100K annually; \$150K to \$200K over the 2-year project period.

YHDP PROJECT APPLICANTS shall, if there is organizational capacity, apply for one or more project type. YHDP PROJECT APPLICANTS shall submit one complete application for each project for which they apply (i.e. one project, one application; two projects, two applications, etc.) YHDP PROJECT APPLICANTS are encouraged to collaborate with other agency providers in the community. Under a collaborative model, one organization shall apply as the lead YHDP PROJECT APPLICANT and the other organization(s) shall be sub-recipients. Sub-recipients are required to meet all COLLABORATIVE APPLICANT and HUD thresholds and requirements.

Equity

Research has found significant racial and ethnic disparities in rates of homelessness. Specifically, black and Native American persons experience homelessness at disproportionately higher rates compared to other races. YHDP PROJECT APPLICANTS' efforts to prevent and end homelessness should consider and address racial inequities to successfully achieve positive outcomes for all persons experiencing homelessness. YHDP PROJECT APPLICANTS must address how they are measuring and considering racial inequities and other disparities in the risks for, and experiences of homelessness in the community, consistent with fair housing and civil rights requirements

Target Population

The target population for the YHDP funds is youth who are under age 25 experiencing homelessness, including unaccompanied and pregnant or parenting youth, where no member of the household is older than 24. Under YHDP, homelessness meets HUD, CoC and ESG Programs definitions of homelessness. See definition for homelessness under Section XI.

YHDP PROJECT APPLICANTS are encouraged to consider how their project designs will address the unique needs of youth and young adults who are often at a greater risk of experiencing homelessness and have unique needs that should be considered and appropriately addressed for youth and young adults to have better outcomes as they transition out of homelessness, in accordance with the [Palm Beach County CCP](#). These populations are:

- Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual young people;
- Pregnant and Parenting Youth and Young Adults;
- Youth and Young Adults involved in the Juvenile Justice System;
- Youth involved in the Foster Care System;
- Victims of Trafficking and Exploitation;
- Minorities; and
- Youth and Young Adults with Disabling Conditions

HHA and the YHDP PROJECT APPLICANTS are expected to help HUD meet its five primary objectives for the demonstration:

- Build national momentum: Motivate state and local homelessness stakeholders across the country to prevent and end youth homelessness by forming new partnerships, addressing system barriers, conducting needs assessments, testing promising strategies, and evaluating their outcomes;
- Evaluate the coordinated community approach: Evaluate coordinated community approaches to preventing and ending youth homelessness, including local and state partnerships across sectors and other planning operations;
- Expand capacity: Demonstration communities will expand their capacity to serve homeless youth, pilot new models of assistance, and determine what array of interventions is necessary to serve the target population in their community
- Evaluate performance measures: Evaluate the use of performance measurement strategies designed to better measure youth outcomes and the connection between youth program outcomes and youth performance measures on overall system performance for the Continuum of Care (CoC);
- Establish a framework for federal program and TA collaboration: Determine the most effective way for federal resources to interact within a state or local system to support a coordinated community approach to preventing and ending youth homelessness.

HUD has strong interest in projects that are committed to focusing attention on the following issues, which are promising strategies with limited evidence to support replication of best practices, particularly as they relate to youth:

- Housing First
- Assessment and prioritization
- Coordinated entry
- Risk and protective factors for youth homelessness
- Diversion from child welfare and systems of justice
- Success in education and employment
- Serving victims of violence, including trafficking
- LGBTQ youth, youth under the age of 18, and pregnant and parenting teens
- System performance measures

For more detailed information on these issues, see the [Palm Beach County CCP](#).

All YHDP projects funded through this RFP are required to align project design and implementation with the guiding principles outlined above. For more detailed information on the Guiding Principles, please refer to the [Palm Beach County CCP](#):

- The United States Interagency Council on Homelessness (USICH) Youth Framework and the Four Core Outcomes.
- USICH Criteria and Benchmarks for Achieving the Goal of Ending Youth Homelessness
- Responding to the needs of special populations
- Positive Youth Development and Trauma-informed Care
- Family engagement
- Immediate access to housing with no preconditions
- Youth choice
- Individualized and client-driven supports
- Social and community integration
- Coordinated Entry

YHDP PROJECT APPLICANTS shall review and comply with the FY 2018 Youth Homeless Demonstration Program NOFA.

SECTION IV: FY 2020 – 2022 YHDP LOCAL PROJECTS REVIEW PROCESS

While all decisions about YHDP local project review process are subject to review and approval by the HHA, PBC community values public input and community discussion around all aspects of YHDP. In the event of requirements or policy directives from HUD YHDP NOFA that necessitate changes to the scoring process, CSD DHVS will endeavor to update the community via email and its website as quickly as possible.

- Local YHDP PROJECT APPLICATION NOFO shall be announced electronically through email to the CoC listserve, on the CoC website and PBC Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>, and announced at the monthly HHA general and committee meetings.
- DHVS collects and reviews Annual Performance Reviews (APRs) or equivalent, Data Quality Reports or equivalent and supplemental information, as needed, and prepares project evaluations for YHDP PROJECT APPLICANTS who have received past CoC Program Competition funding.
- YHDP PROJECT APPLICANTS shall be invited to complete and submit project applications to DHVS, along

with required local application materials and match documentation through the DHVS NOFO submission website, located at <https://pbcc.samis.io/go/nofo/> by the application deadline date.

- YHDP PROJECT APPLICANTS shall submit copies of letters or documentation for all match resources listed in their application.
- All documents in the local application package shall be submitted by the deadline date per application instructions.
 - Late applications will not be accepted.
 - Incomplete applications cannot be cured for NCG Review Committee Scoring Meeting but, if selected for funding by the NCG Review Committee, must be corrected prior to HUD submission.
- HHA will offer a Technical Assistance Meeting to YHDP PROJECT APPLICANTS.
- DHVS shall recruit NCG Review Committee members, prioritizing members who have served on the Committee in the past or who have other relevant experience and are approved by the HHA Executive Committee. NCG Review Committee members, which will include Youth Advisory Board members, shall sign YHDP Project Application Reviewer Conflict Of Interest Form (See Exhibit A)
- DHVS shall review submitted project applications and determines whether projects meet local and HUD thresholds requirements.
- NCG Review Committee members shall be trained, as appropriate, and receive submitted applications. Committee members shall review, but not score, applications prior to Scoring Meeting.
- NCG Review Committee shall meet during the Scoring Meeting to review and discuss project applications and finalize individual project scores. NCG Review Committee scores shall be added and the average score for each application shall be the project's score.
 - Projects shall be scored based on the New Project Scoring Tool (See Exhibit B).
 - HHA prioritizes projects with established track records in enhancing system performance. New projects must promote system performance by increasing housing stability, preventing returns to homelessness and shortening episodes of homelessness.
- Preliminary scoring results shall be delivered to applicants with a reminder about the appeals process.
- Appeals, if any, shall be reviewed by the HHA Appeals Committee, including Youth Advisory Board members.
- HHA Executive Committee members shall review and approve the NCG Review Committee project recommendations and HHA general membership shall ratify the Executive Committee's approval.
- YHDP PROJECT APPLICANTS shall also be invited to complete the HUD application on eSnaps by the local HUD application deadline date once the portal is available. Note that the local application is comprised of HUD application questions and shall be used to complete the HUD application on eSnaps. Submission of applications on eSnaps will be final submission to HUD.
- **The HHA Executive Committee's final recommended YHDP PROJECT APPLICATIONS shall be presented to the Palm Beach County Board of County Commissioners (BCC) for final approval.**

The process is welcoming to persons with disabilities, persons who have experienced homelessness, and persons with limited English proficiency. If you need any accommodations, please contact 561.355.4776 or PBC-yhdpnof@pbccgov.org.

GRIEVANCE POLICY AND APPEALS PROCEDURES

Grievance Policy

Grievances shall be filed by an agency submitting a project application for HUD YHDP funding to provide homeless services to youth in Palm Beach County (PBC).

Eligible Appeals

Applicants shall appeal if the project is not funded.

Grievances must be submitted on the HHA YHDP Project Application Grievance Notice Form (See Section X). All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed. The decision of the HHA Appeals Committee is final.

The HHA Appeals Committee consists of three (3) members of the HHA Executive Committee, CSD Director, DHVS Director and one non-voting representative from the NCG Review Committee. The HHA Executive Committee includes YAB representatives. The voting members will not have participated on the original NCG Review Committee or have a conflict of interest with any of the agencies applying for YHDP funding. The role of the HHA Appeals Committee is to read and review only those areas of the application that are being appealed.

Appeals Procedures

- Agencies wishing to file grievances must request copies of their scoring sheets and relevant Committee comments within one (1) business day of the NCG Review Committee Scoring Meeting. An appeal must be submitted in writing on the HHA YHDP Project Application Grievance Notice Form (See Section X) within seven (7) business days of the NCG Review Committee Scoring Meeting.
- Requests for scoring sheets must be submitted electronically to PBC-yhdpnofo@pbcgov.org.
- All notices of appeal must be submitted electronically to Wendy Tippett at wtippett@pbcgov.org by the appeals deadline date listed in the YHDP TimeLine.
- The notice of appeal must include a written statement specifying in detail each and every one of the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the appealing applicant (i.e., Executive Director, CEO, CFO) and must include (highlight and/or cite) the specific sections of the application on which the appeal is based. The appealing applicant must specify facts and evidence sufficient for the HHA Appeal Committee to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed and must also clearly explain why the information provided is adequate to gain additional points. The HHA Appeal Committee may take notice of the fact that issues are being raised that could and should have been raised in final submissions and may use their discretion in reviewing those and other factors during the Appeals Process.
- The HHA Appeals Committee will review and evaluate all notices of appeal and decide whether or not the appeal has any validity based on the appeal policy.
- All valid appeals will be read, reviewed and evaluated by the HHA Appeals Committee.
- HHA Appeals Committee deliberates and votes electronically.
- Appealing Applicants will receive, in writing, the decision of the HHA Appeals Committee within three (3) business days of the appeal's submission.
- HHA Appeal Committee List is submitted for consideration and approval by the HHA Executive Committee.

SECTION V: WHERE TO FIND THE YHDP PROJECT DOCUMENTS YOU NEED

Timeline: Please refer to Section II YHDP Local Project Timeline for deadline dates.

YHDP PROJECT APPLICANTS shall submit the following for each project:

1. Local Project Application Package

Visit HHA website to access the YHDP Local Project NOFO:

- <http://discover.pbcgov.org/communityservices/humanservices/Pages/HHA.aspx>

- Visit DHVS NOFO Application Submission Website: <https://pbcc.samis.io/go/nofo/>

2. HUD YHDP Project Application Package

After YHDP Project Applications Final Public Posting to Website (Only approved projects)

- Visit eSnaps to complete HUD Project Application: <https://esnaps.hud.gov/grantium/frontOffice.jsf>
- Training Modules can be found at the HUD Exchange CoC Program Competition Resources page: <https://www.hudexchange.info/programs/yhdp/>
- FY 2018 New Project Application Navigational Guide: <https://files.hudexchange.info/public/resources/documents/FY-2019-New-Project-Application-Navigational-Guide.pdf>
HHA will publish the most recent guide as soon as it becomes available. HUD has not modified the project application in *eSnaps* to conform to the requirements for YHPD projects. Instead, there are certain questions within the FY 2018 new project CoC forms for which special instructions are given below.

These instructions mirror the eight parts of the new project application in eSnaps:

- Part 1 and Part 2 are the same regardless of the project type;
- The visibility of eSnaps screens and questions for Parts 3 through 6 are largely dependent on the project type and are separated for each of the five eligible new project types: Permanent Housing-Permanent Supportive Housing (PH-PSH, TH, SH, and SSO Non CE), Permanent Housing-Rapid Rehousing (PH-RRH), Joint Transitional Housing and Permanent Housing-Rapid Rehousing (Joint TH and PH-RRH), Supportive Services Only for Coordinated Entry (SSO-CE), and Homeless Management Information Systems (HMIS); and
- Part 7 and Part 8 are the same regardless of the project type.
- HUD added the following forms directly into the eSnaps project application. HUD-2880: Applicant/Recipient Disclosure/Update Report, HUD-50070: Certification for a Drug Free Workplace, Certification Regarding Lobbying, and SF-LLL: Disclosure of Lobbying Activities. For project applicants with multiple CoC Program-funded projects, HUD built functionality into the HUD-2880 in the Project Applicant Profile so project applicants are only required to fill out the form's fields once for the combined total amount for all YHDP projects being submitted.
- CoC FY 2018 New Project Application Detailed Instructions – Youth Homeless Demonstration Project: <https://files.hudexchange.info/resources/documents/FY-2019-New-Project-Application-Detailed-Instructions-Version-2.pdf>

3. HUD 2880 – Applicant/Recipient Disclosure/Update Report

- Visit HUD at: <https://portal.hud.gov/hudportal/documents/huddoc?id=2880.pdf>
This document is required for construction projects only. However, it is built into the eSnaps project application as noted above.

4. Most recent audited financial statement

- Agencies' finance office

5. Match Forms

- Section IX of this NOFO or visit HHA website at:
<http://discover.pbcgov.org/communityservices/humanservices/Pages/HHA.aspx>

6. HUD 2018 Youth Homeless Demonstration Program NOFA

- Visit HUD Exchange at: <https://www.hudexchange.info/programs/yhdp/>

7. 24 C.F.R. Part 578 Continuum of Care Program

- Visit or other sources online: <https://www.law.cornell.edu/cfr/text/24/part-578>

8. [Palm Beach County Coordinated Community Plan \(CCP\)](#)

- Visit HHA website at: <http://discover.pbcgov.org/communityservices/humanservices/Pages/HHA.aspx>

SECTION VI: THRESHOLD CRITERIA

Required but not scored. If “no” for any threshold criteria, the project is ineligible but will be presented to the Non Conflict Grant Review Committee.

Item	Yes, No, NA
HUD Threshold Requirements	
System for Award Management (SAM) Registration: Applicant must have active SAM registration with current information.	
DUNS Number: Applicant must have valid DUNS number in application	
Delinquent Federal Debts: Applicant must have no outstanding Delinquent Federal Debts, unless (a) negotiated repayment schedule is established and the repayment schedule is not delinquent, or (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.	
Debarments & Suspensions: Applicant must have no Debarments and/or Suspensions.	
Accounting System: Applicant must have a financial management system that meets with federal standards as described at 2 CFR 200.302.	
Federal Criminal Law Violations: Applicants must disclose in a timely manner, in writing to HUD, all violations of federal criminal law involving fraud, bribery or gratuity violations potentially affecting federal award. This mandatory disclosure requirement also applies to sub-recipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.	
Eligible Project Applicants: Applicants must demonstrate they are eligible project applicants under the McKinney-Vento Homeless Assistance Act 24 CFR 578 and 24 CFR 5.100 for YHDP.	
Certifications: Applicants must submit required certifications as specified in the YHDP Information Guidance.	

Item	Yes, No, NA
Cost Effectiveness with Reasonable Project Costs: Applicant must demonstrate the project(s) cost effectiveness, including costs of construction, operations and support services. Such costs must not deviate substantially from the local norm for the type of structure or activity.	
HMIS Implementation: Applicants that do not participate in HMIS are not eligible for YHDP funding, unless the project is a victim-service agency, serving survivors of domestic violence or a legal services agency.	
Match: Applicant must demonstrate a minimum match of 25% of the grant for the project as required under 24 CFR 578.73 and .97, as well as under the Consolidated Appropriations Act, 2018.	
Project Quality Threshold: Applicants and potential sub-recipients must have satisfactory capacity, drawdowns and performance for existing grant(s) funded under SHP, S+C or CoC Program as evidenced by timely reimbursement of sub-recipients, regular drawdowns and timely resolution of any monitoring findings.	
Project Quality Threshold: Applicant must demonstrate ability to meet all timeliness standards per 24 CFR 578.85.	
Project Quality Threshold: Applicant must receive 3 out of 5 points for the following criteria: Type, scale and location fit housing needs of program participants; fit supportive services needs of program participants; specific plan ensures program participants obtain mainstream benefits; ensures program participants obtain housing in a manner that fits their needs; 100% of program participants fits definition of homeless as defined in 24 CFR 578.3.	
Jurisdictional Consolidated Plan(s): All projects must be consistent with the relevant jurisdictional consolidated plan(s).	
Program Participants: Funds awarded shall only serve youth experiencing homelessness, including unaccompanied and pregnant or parenting youth, where no member of the household is older than 24.	
PYD and TIC: 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.	
Compliance with the General Administrative Requirements and Terms for HUD Financial Assistance.	
Palm Beach County HHA Threshold Requirements	
Coordinated Entry Participation: Applicants that have not agreed to participate in Coordinated Entry, when it is available for the project type, are not eligible for funding. Victim-service agencies or those serving survivors of domestic violence shall participate with Coordinated Entry while protecting client data and safety to ensure fair and equal access to the coordinated entry process, and housing and services opportunities.	
Housing First and/or Low Barrier Implementation	
Feasibility: Project is financially feasible.	

Item	Yes, No, NA
Active Participation: Applicant must be an active participant in the HHA or, within a month of being funded, become an active participant.	
Completed Application: Applicant must submit a complete application and the data within the application must be consistent.	
Utilization Rate: Project's bed/unit utilization rate must be at or above (\geq) 95 percent (%).	
Organizational Audit & Financial Review: Applicant must demonstrate an acceptable organizational audit and financial review.	
Deadline Date: Applicant must submit project applications by the date and time specified in the NOFO.	
Member in Good Standing: Applicant must be a member in good standing per the HHA's Bylaws or become a member in good standing within a month of being funded.	
Data Quality: Applicant's data quality must be at or above (\geq) 90 percent (%).	
CoC Strategic Plan Compliance: Applicant project aligns with the Coordinated Community Plan and the <i>Leading the Way Home: Palm Beach County's Plan to End the Cycle of Homelessness</i> and the <i>Coordinated Community Plan</i> .	
Equal Access and Non-Discrimination: Applicant ensures equal access to program participants regardless of their race, color, national origin, religion, sex, sexual orientation, gender identity, age, familial status or disability. Applicants complies with all federal and state civil rights and fair housing laws, including the Fair Housing Act, Title VI of the Civil Rights Act and the Equal Access Rule.	

SECTION VII: CONTENTS OF PROPOSALS AND INSTRUCTIONS

FY 2020 - 2022 YHDP LOCAL PROJECT APPLICATION

Except where noted, all agencies applying for HUD 2020 YHDP Local Project funds must complete and submit all items listed below.

The deadline for application package submission is **Thursday, April 23, 2020 by 12:00 noon**. Application Package shall be submitted on the Palm Beach County, Community Services Department, Division of Human and Veteran Services NOFO Application Submission Website:

<https://pbcc.samis.io/go/nofo/>

The Scoring meeting, during which the Non Conflict Grant Review Committee will review, score and rank all applications, is scheduled to take place on **Wednesday, May 6, 2020** from 9 am to 4 pm at:

**Division of Human and Veteran Services
Palm Beach County, Community Services Department,
Human Services Conference Room, Suite 350 (2nd Floor)
810 Datura Street
West Palm Beach, FL 33401**

Fatal Flaws

- If an agency fails to submit any information by the **deadline date and time**, the project will not be rated or considered for HUD YHDP Local Project funding.
- There will be **NO** exceptions made.

Project Scoring:

- Overall project scoring will be based on percentage of applicable points on which projects are eligible to be scored.

NOTE: Unified Grant Guidance

YHDP Grant Recipients will be required to comply with 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

2020 – 2022 YHDP Local Projects Application Package Checklist/Cover Sheet and Instructions Certification

ORDER	ITEM	CHECK
	YHDP Application Package Checklist/Cover Sheet and Instructions Certification signed and dated	<input type="checkbox"/>
	YHDP Local Project Application on DHVS NOFO Website	<input type="checkbox"/>
	YHDP Grantee Certification signed and dated (See Section VIII) <ul style="list-style-type: none"> • All applicants must certify that they will meet the Palm Beach County Division of Human and Veteran Services (DHVS) and Homeless and Housing Alliance (HHA) expectations for grant reporting, program standards, performance, collaboration, community engagement, transparency, and grant monitoring. 	<input type="checkbox"/>
	Match Documentation Form (See Section IX) <ul style="list-style-type: none"> • A 25% cash or in-kind match is required for all budget components except leasing. Match is required for all projects. Matching agency must complete the attached form on their letterhead or provide a match letter relate directly to the project application. Below outlines the details that must be included in the letter documenting the match. Match may be cash or in-kind goods or property. • Letters must meet the following criteria: <ul style="list-style-type: none"> ○ Be on letterhead from the organization providing the contribution ○ Contain the cash amount or dollar value of the in-kind contribution. ○ Contain the specific date the contribution will be made available and the time period during which the contributions will be available. ○ Contain the name of the applicant agency to which the contribution is being given. ○ Contain the specific grant name and the fiscal year. ○ Contain a description of the goods/services that will be provided (for in-kind contributions) or a description of what the funds will be spent on (for cash contributions). 	<input type="checkbox"/>
	Letter explaining any issue that may be unique to the items requested.	<input type="checkbox"/>
	Most recent HUD monitoring report or if not HUD funded currently, most recent monitoring report from largest funder.	<input type="checkbox"/>
	Current Independent Audited Financial Statement & Management Letter	<input type="checkbox"/>

ORDER	ITEM	CHECK
	<ul style="list-style-type: none"> If an agency does not have an independent audit, it must submit a copy of its annual financial statements, including a profit and loss statement, from the last fiscal year. 	
	eLOCCS Screen documenting expended funds to date <ul style="list-style-type: none"> Applicant with current HUD funding must provide a screen shot of your current "Project Portfolio" from eLOCCS documenting the previous grant amount awarded and the amount expended to date. Applicants with no current HUD funding must provide a letter on agency letterhead signed by an authorized signer stating the agency has no current HUD funding. 	<input type="checkbox"/>
	Organizational Chart <ul style="list-style-type: none"> Applicant requesting new project funding must submit an organizational chart demonstrating the agency's administrative capacity and the agency's capacity to provide the services proposed. 	<input type="checkbox"/>
	Agency Budget <ul style="list-style-type: none"> Submit a copy of the agency's total budget for the current fiscal year as well as a program budget for proposed program. 	<input type="checkbox"/>
	Board of Directors List <ul style="list-style-type: none"> Applicants must submit a current list of the agency's board of directors. 	<input type="checkbox"/>
	Board of Directors Minutes <ul style="list-style-type: none"> Applicants must submit a copy of the minutes for the three most recent board meetings. 	<input type="checkbox"/>

I have read, understand and agree to comply with the 2020 Palm Beach County YHDP Local Projects Application Guidance and Project Scoring Tool.

Authorized Agency Representative Name and Title

Agency

Authorized Agency Representative Signature

Date

2020 – 2022 YHDP Local Projects Application

This application is a modified version of the HUD YHDP Local Project Application and can be used to complete the HUD application on eSnaps. All PROJECT APPLICANTS shall review this NOFO and HUD's CoC New Project Application Detailed Instructions - YHDP for more details on each question.

Applicant Information

- Organization Name
- Organization's Physical Address (include street, city, state, and zip code)
- Organizational Type: Units of Local Government; State Government; Non-profit 501c3; PHA; Other: Describe _____
- Organization's Executive Director

- Project Name
- Application Contact Person
- Application Contact Person Phone
- Application Contact Person Email
- Funding Request Amount
- Based on the Funding Request Amount, Amount of Match Funding that will be provided
- Has the organization ever received a federal grant, either directly from a federal agency or through a state/local agency?
- Project Location(s) - Congressional District(s)

Sub-Recipient Information (If Applicable. Include Each Sub-Recipients)

- Organization Name
- Organizational Type: Units of Local Government; State Government; Non-profit 501c3; PHA; Other: Describe _____
- Organization’s Physical Address (include street, city, state, and zip code)
- Organization’s Executive Director
- Sub-Recipient Contact Person
- Sub-Recipient Contact Person Phone
- Sub-Recipient Contact Person Email
- Expected Sub-Recipient Funding Amount
- Based on the expected sub-recipient Funding Request Amount, expected Amount of Match Funding that sub-recipient will be provided
- Sub-Recipient Project Location(s) - Congressional District(s)
- Has the Sub-Recipient ever received a federal grant, either directly from a federal agency or through a state/local agency?

Experience of Applicant, Sub-Recipient and Other Partners

- Describe the experience of the applicant and potential sub-recipients (if any) in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.
- Describe the experience of the applicant and potential sub-recipients (if any) in leveraging other Federal, State, local and private sector funds.
- Describe the basic organization and management structure of the applicant and sub-recipients (if any).
- Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential sub-recipients (if any)? (Select Yes or No)
- If yes, describe the unresolved monitoring or audit findings.

Project Type Selection

Select the project type, then select the following sections based on the applicant’s project type. Complete PH-PSH sections for the TH and SSO Non-CE projects. Select One: PH-PSH, PH-RRH, Joint TH-RRH.

Following questions have components that are project type specific and is color coded as follows. Skip questions that do not apply.

PH-PSH – (Includes TH and SSO Non-CE) = SeaBlue

PH-RRH = Green

Joint TH and PH-RRH = Fuchsia

Project Information (Part 3A)

- Select project activities: Rental Assistance, Leased Units, Leased Structures (Supportive Services), Operating or Acquisition/Rehabilitation/New Construction **PH-PSH – (Includes TH and SSO Non-CE)**
- Is this new project application requesting to transition from eligible renewal project(s) that were awarded to the same recipient and fully eliminated through reallocation in the FY 2019 CoC Program Competition?

Description (Part 3B)

- Provide a description that addresses the entire scope of the proposed project:
 - Describe the project in as much detail as possible, including:
 - The component type: PH-PSH, Transitional Housing, SSO (non-coordinated entry) **PH-PSH – (Includes TH and SSO Non-CE)**
 - Target population(s) to be served; **PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH**
 - How the applicant will incorporate positive youth development, trauma informed care, USICH Four Core Outcomes, and Guiding Principles in [Palm Beach County’s CCP](#) into the project; **PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH**
 - Describe the experience of the applicant and potential sub-recipients (if any) in effectively working for racial justice and building equity within the organization as well as in outward-facing work. **PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH**
 - Community partnerships; and **PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH**
 - Outcomes and performance measures **PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH**
 - The number of TH and PH-RRH units that will be utilized by the project from another funding source(s) **Joint TH and PH-RRH**
 - Details of how TH and PH-RRH assistance will be provided for all participants under this joint component. **Joint TH and PH-RRH**
- For each primary project location or structure in the project, enter the number of days from the execution of the grant agreement that each of the following milestones will occur as related to CoC Program funds requested in this project application. If a milestone is not applicable, leave the associated fields blank. If the project has only one location or structure, or no structures, complete only column A. If multiple structures, complete one column for each structure.

Project Milestones	Days from Execution of Grant Agreement			
	A	B	C	D
New project staff hired, or other project expenses begin? PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH				
Participant enrollment in project begins? PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH				
Participants begin to occupy leased or rental assistance				

Project Milestones	Days from Execution of Grant Agreement			
	A	B	C	D
units or structure(s), and supportive services begin? PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH				
Leased or rental assistance units or structure, and supportive services near 100% capacity? PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH				
Closing on purchase of land, structure(s), or execution of structure lease? PH-PSH – (Includes TH and SSO Non-CE)				
Rehabilitation started? PH-PSH – (Includes TH and SSO Non-CE)				
Rehabilitation completed? PH-PSH – (Includes TH and SSO Non-CE)				
New construction started? PH-PSH – (Includes TH and SSO Non-CE)				
New construction completed? PH-PSH – (Includes TH and SSO Non-CE)				

- Will your project participate in a CoC Coordinated Entry Process? (Select Yes No) PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH
- If “No;” Please explain why your project does not participate in a CoC Coordinated Entry Process. PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH
- Will your project have a specific population focus? (Select Yes No) PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH
- If yes, please identify the specific population focus? (Select ALL that apply) (list of populations: Youth (under 25), LGBTQ, Minors, Pregnant and Parenting Youth, Youth involved with the Juvenile Justice and Foster Care Systems, Victims of Sex Trafficking and Exploitation)
- Housing First PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH
 - Does the project quickly move participants into permanent housing? (Select Yes or No)
 - Does the project ensure that participants are not screened out based on the following items? (Select Yes or No for each) Having too little or little income; Active or history of substance use; Having a criminal record with exceptions for state-mandated restrictions; and History of victimization (e.g., domestic violence, sexual assault, childhood abuse); None of the above
 - Does the project ensure that participants are not terminated from the program for the following reasons? (Check box for all that applies) Failure to participate in supportive services—not including case management that is for the purposes of engagement only; Failure to make progress on a

- service plan; Loss of income or failure to improve income; and Any other activity not covered in a lease agreement typically found in the project’s geographic area; None of the above
- Does the project follow a Housing First approach? (Select Yes or No)
- If applicable, describe the proposed development activities and the responsibilities that the applicant and potential sub-recipients (if any) will have in developing, operating, and maintaining the property? **PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH**
- Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation? (Select Yes or No) **PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH**
 - If yes, explain how and why the project will implement this requirement.
- Will more than 16 persons live in one structure? (Select Yes or No) **PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH**
 - If yes, describe the local market conditions that necessitate a project of this size.
 - If yes, describe how the project will be integrated into the neighborhood.
- Indicate whether the project is “100% Dedicated,” or “DedicatedPLUS,” according to the information provided. (Select one) **PH-PSH – (Includes TH and SSO Non-CE)**

Housing Services (Part 4)

Supportive Services for Participants (Part 4A)

Applicants requesting funds to provide housing or services to children and youth, with or without families, must establish policies and practices that are consistent with and do not restrict the exercise of rights provided by subtitle B of title VII of the McKinney-Vento Act (42 U.S.C. 11431, et seq.), and other laws (e.g. Head Start, part C of the Individuals with Disabilities Education Act) relating to the provision of educational and related services to individuals and families experiencing homelessness. Projects serving households with children or youth must have a staff person that is designated to ensure children or youth are enrolled in school and connected to the appropriate services within the community. Reminder: failure to comply with federal education assurances may result in Federal sanctions and significantly reduce the likelihood of receiving funding through YHDP.

- Please check the box to acknowledge that YHDP Project Applicant will be required to meet the above requirements for any qualifying participants.
- Describe how participants will be assisted to obtain and remain in permanent housing.
- Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently.
- For all supportive services available to participants, regardless of the resources that will be used to pay for the service: *(Add rows as needed)*
 - Indicate who will provide them - Applicant, Sub-Recipient, Partner (Memorandum of Understanding –MOU- relationship), and Non-Partner (No formal agreement).
 - How often they will be provided.

Supportive Service	Provider	Frequency - Select One Per Service Type				
		Daily	Weekly	Bi-Monthly	Monthly	Does Not Apply
Assessment of Service Needs						
Assistance with Moving Costs						
Case Management						
Child Care						
Education Services						
Employment Assistance						
Food						

Supportive Service	Provider	Frequency - Select One Per Service Type				
		Daily	Weekly	Bi-Monthly	Monthly	Does Not Apply
Housing/Counseling Services						
Legal Services						
Life Skills						
Mental Health Services						
Outpatient Health Services						
Outreach Services						
Substance Abuse Treatment Services						
Transportation						
Utility Deposits						
Operating Cost						

- Please identify whether the project includes the following activities (Select Yes or No for each)
 - Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?
 - At least annual follow-ups with participants to ensure mainstream benefits are received and renewed?
- Do project participants have access to SSI/SSDI technical assistance provided by the applicant, a sub-recipient, or partner agency? (Select Yes or No)
 - Has the staff person providing the technical assistance completed SOAR training in the past 24 months? (Select Yes or No)

Housing Type and Location (4B)

- Summary
 - Total Units = _____
 - Total Beds = _____
 - Total Dedicated Chronically Homeless (CH) Beds = _____

Joint TH and PH-RRH

	TH	RRH	Total
Total Units			
Total Beds			

- Is this housing type for the TH portion or RRH portion of the project? (Select TH or RRH) **Joint TH and PH-RRH**
- Does this TH portion of the project have private rooms per household? (Select Yes or No) **Joint TH and PH-RRH**
- What is the funding source for these units and beds? (Enter details for Other and Mixed) **Joint TH and PH-RRH**
- Indicate housing type and maximum number of units reflecting the units and beds at full capacity on a single night directly supported by YHDP funds or eligible match funds and their location(s):
- Indicate the number of these beds that are dedicated to the chronically homeless:

Housing Type	Location	Units (Maximum)	Beds (Maximum)	Dedicated CH Beds	TH or RRH Joint TH	Funding Source
--------------	----------	-----------------	----------------	-------------------	---------------------------	----------------

				(Maximum) PH-PSH – (Includes TH and SSO Non-CE)	and PH- RRH	(CoC, ESG, Section 8, HUDVASH, Other, Mixed) Joint TH and PH- RRH
Barracks						
Dormitory-shared or private rooms						
Shared housing						
Single Room Occupancy (SRO) units						
Clustered apartments						
Scattered-site apartments (including efficiencies)						
Single family homes/townhouses/duplexes						

- How many beds indicated are dedicated to the chronically homeless? PH-PSH – (Includes TH and SSO Non-CE)
- Address for all proposed and existing properties

Participants and Outreach (Part 5) PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH
Project Participants – Households (5A)

- Enter number in each column. There should be at least one person in each column.

	Households with at least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Number of Households				
Adult over age 24				
Adults ages 18-24				
Accompanied Children under age 18				
Unaccompanied Children under age 18				

Project Participants – Sub-populations (5B)

- Enter number for sub-populations for persons in household with at least one adult and one child:

	CH Non-Veterans	CH Veterans	Non-CH Veterans	Chronic Sub. Abuse	PLWHA	SMI	DV	DD	PD	Non-Sub. Pop.
Adult over age 24										

	CH Non-Veterans	CH Veterans	Non-CH Veterans	Chronic Sub. Abuse	PLWHA	SMI	DV	DD	PD	Non-Sub. Pop.
Adults ages 18-24										
Accompanied Children under age 18										
Unaccompanied Children under age 18										

SMI = Severely Mentally Ill; DV = Survivors of Domestic Violence; DD = Developmental Disability; PD = Physical Disability; Non-Sub. Pop. = Persons not represented by an identified sub-population.

- Enter number for sub-populations for persons in household without children:

	CH Non-Veterans	CH Veterans	Non-CH Veterans	Chronic Sub. Abuse	PLWHA	SMI	DV	DD	PD	Non-Sub. Pop.
Adult over age 24										
Adults ages 18-24										
Accompanied Children under age 18										
Unaccompanied Children under age 18										

- Enter number for sub-populations for persons in household with only children:

	CH Non-Veterans	CH Veterans	Non-CH Veterans	Chronic Sub. Abuse	PLWHA	SMI	DV	DD	PD	Non-Sub. Pop.
Adult over age 24										
Adults ages 18-24										
Accompanied Children under age 18										
Unaccompanied Children under age 18										

Outreach for Participants (5C)

- Enter the percentage of homeless persons who will be served by the proposed project for each of the following locations.

Percentage	Location
	Directly from the street or other locations not meant for human habitation
	Directly from emergency shelters
	Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified and lack the resources to obtain other housing Joint TH and PH-RRH
	Directly from safe havens
	Persons fleeing domestic violence
	Directly from transitional housing Joint TH and PH-RRH (replaces below)
	Directly from transitional housing that was eliminated in a previous CoC Program Competition.
	Directly from the TH Portion of a Joint TH and PH-RRH Component project
	Persons receiving services through a Department of Veterans Affairs(VA)-funded homeless assistance program
	Total Percentages

- Describe the outreach plan to bring these homeless participants into the project.

Budgets (Part 6)

Funding Request (Part 6A)

- Will it be feasible for the project to be under grant agreement by September 30, 2020? (Select Yes or No)
- What type of CoC funding is this project applying for in the 2020 CoC Competition? Select “Reallocation” **PH-PSH – (Includes TH and SSO Non-CE)**
- Is the project proposing to use funds reallocated from the CoCs annual renewal demand or is the project applying for founding through the permanent housing bonus? Select “Reallocation” **PH-RRH Joint TH and PH-RRH**
- Does this project propose to allocate funds according to an indirect cost rate? Required. (Select Yes or No)
 - Please complete the indirect cost rate schedule below:

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base
	%	

- Has this rate been approved by your cognizant agency? (Select Yes or No)
- Do you plan to use the 10% de minimis rate? (Select Yes or No)
- Select the costs for which funding are being requested

Requested Costs Funding Budget (6B) **PH-PSH – (Includes TH and SSO Non-CE)**

Eligible Costs	Amount
Acquisition/Rehabilitation/New Construction	
Leased Units	
Leased Structures	
Rental Assistance	
Supportive Service	
Operating	
HMIS	

Requested Costs Funding Budget (6B) PH-RRH

Eligible Costs	Amount
Rental Assistance	
Supportive Service	
HMIS	

Requested Costs Funding Budget (6B) Joint TH and PH-RRH

Eligible Costs	Amount
Leased Units	
Leased Structures	
Rental Assistance	
Supportive Service	
Operating	
HMIS	

Leased Units Budget (6C) PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH

Total Annual Assistance Requested = _____

Grant Term = 24 months

Total Request for Grant Term = _____

Total Units = _____

FMR Area = West Palm Beach-Boca Raton, FL HUD Metro

Size of Units	Number of Units	FMR	HUD Paid Rent	24 Months	Total Request
SRO		\$1,015		24 Months	
1 Bedroom		\$1,208		24 Months	
2 Bedrooms		\$1,506		24 Months	
3 Bedrooms		\$2,043		24 Months	
4 Bedrooms		\$2,422		24 Months	
5 Bedrooms		\$2,785		24 Months	
6 Bedrooms		\$3,203		24 Months	
7 Bedrooms		\$3,684		24 Months	
8 Bedrooms		\$4,236		24 Months	
9 Bedrooms		\$4,872		24 Months	
Total					

Leased Structures Budget (6D) PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH

Total Annual Assistance Requested = _____

Grant Term = 24 months

Total Request for Grant Term = _____

Total Structures = _____

Structure Name	Address	HUD Paid Rent (per month)	24 Months	Total Annual Assistance Requested	Total Assistance Requested for Grant Term
			24 Months		
			24 Months		
			24 Months		

Rental Assistance Budget (6E) PH-PSH – (Includes TH and SSO Non-CE) PH-RRH Joint TH and PH-RRH

Total Annual Assistance Requested = _____

Grant Term = 24 months

Total Request for Grant Term = _____

Total Units = _____

FMR Area = West Palm Beach-Boca Raton, FL HUD Metro

Size of Units	Number of Units	FMR	HUD Paid Rent	24 Months	Total Request
SRO		\$1,015		24 Months	
1 Bedroom		\$1,208		24 Months	
2 Bedrooms		\$1,506		24 Months	
3 Bedrooms		\$2,043		24 Months	
4 Bedrooms		\$2,422		24 Months	
5 Bedrooms		\$2,785		24 Months	
6 Bedrooms		\$3,203		24 Months	
7 Bedrooms		\$3,684		24 Months	
8 Bedrooms		\$4,236		24 Months	
9 Bedrooms		\$4,872		24 Months	
Total					

Supportive Services Budget (6F)

Total Annual Assistance Requested = _____

Grant Term = 24 months

Total Request for Grant Term = _____

Eligible Costs	Quantity	Description	Annual Assistance Requested
Assessment of Service Needs			
Assistance with Moving Costs			
Case Management			
Child Care			
Education Services			
Employment Assistance			
Food			
Housing/Counseling Services			
Legal Services			
Life Skills			
Mental Health Services			
Outpatient Health Services			

Eligible Costs	Quantity	Description	Annual Assistance Requested
Outreach Services			
Substance Abuse Treatment Services			
Transportation			
Utility Deposits			
Operating Cost			

Operating Budget (6G) PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH

Total Annual Assistance Requested = _____

Grant Term = 24 months

Total Request for Grant Term = _____

Eligible Costs	Quantity	Description	Annual Assistance Requested
Maintenance and Repair			
Property Taxes and Insurance			
Replacement Reserve			
Building Security			
Electricity, Gas, and Water			
Furniture			
Equipment			

HMIS Budget (6H) PH-PSH – (Includes TH and SSO Non-CE) Joint TH and PH-RRH PH-RRH

Total Annual Assistance Requested = _____

Grant Term = 24 months

Total Request for Grant Term = _____

Eligible Costs	Quantity	Description	Annual Assistance Requested
Equipment			
Software			
Service			
Personnel			
Space & Operations			

Source of Match (6I)

- Will this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? Select “Yes” or “No.”
 - If Yes, briefly describe the source of the program income.
 - If Yes, estimate the amount of program income that will be used as Match for this project
- Complete match form (See Section XXX: 2020 Match Documentation Form)

Summary Budget (6J)

Sub-Total Costs Requested = _____

Administrative Costs = _____

Total Requested = _____

ESNAPS APPLICATION

There are eight parts to the project application in eSnaps.

- Parts 1 and 2 of the project applications are the same regardless of the project type;
- Parts 3 through 6 are dependent on the project type selected and are separated for each of the five eligible new project types – **ONLY FIVE NEW PROJECT TYPES ARE ELIGIBLE FOR PBC PROJECT APPLICANTS:**
 - **Permanent Housing-Permanent Supportive Housing (PH-PSH);**
 - **Permanent Housing-Rapid Rehousing (PH-RRH);**
 - **Joint Transitional Housing and Permanent Housing-Rapid Rehousing (Joint TH and PH-RRH);**
 - **Transitional Housing (TH);**
 - **Supportive Services Only (SSO)**
 - Safe Havens (SH); and
 - Homeless Management Information Systems (HMIS).
- Parts 7 and 8 are the same regardless of the project type.

The table below indicates the screens in eSnaps that will be available for each program, based on the responses provided in the project application. The FY 2018 CoC New Project Application Detailed Instructions – YHDP and the corresponding Navigational Guide will provide further details in completing the application. Application submission in eSnaps represents final submission to HUD.

Screen Title	New		
	PH-PSH/SSO/TH	PH-RRH	Joint TH-PH:RRH
Before Starting	X	X	X
Part 1 - Forms and Certification			
1A. SF-424 Application Type	X	X	X
1B. SF-424 Legal Applicant	X	X	X
1C. SF-424 Application Details	X	X	X
1D. SF-424 Congressional District(s)	X	X	X
1E. SF-424 Compliance	X	X	X
1F. SF-424 Declaration	X	X	X
1G. HUD-2880	X	X	X
1H. HUD-50070	X	X	X
1I. Certification Regarding Lobbying	X	X	X
1J. SF-LLL	X	X	X
Part 2 – Sub-recipient Information			
2A. Sub-recipients	X	X	X
2B. Experience	X	X	X
Part 3 - Project Information			
3A. Project Detail	X	X	X

Screen Title	New		
	PH-PSH/SSO/TH	PH-RRH	Joint TH-PH:RRH
3B. Description	X	X	X
3C. Expansion	X	X	X
Part 4 – Housing Services			
4A. Supportive Services for Participants	X	X	X
4B. Housing Type and Location	X	X	X
Part 5 - Participants and Outreach			
5A. Households	X	X	X
5B. Subpopulations	X	X	X
5C. Outreach	X	X	X
Part 6 - Budget Information			
6A. Funding Request	X	X	X
6B. Acquisition/Rehabilitation/New Construction	X		
6C. Leased Units	X		X
6D. Leased Structures	X		X
6E. Rental Assistance	X	X	X
6F. Supportive Services	X	X	X
6G. Operating	X		X
6H. HMIS	X	X	X
6I. Source of Match	X	X	X
6J. Summary Budget	X	X	X
Part 7 - Attachments and Certification			
7A. Attachments	X	X	X
CoC Rejection Letter	X	X	X
Consolidated Plan Cert	X	X	X
7B. Certification	X	X	X
Part 8 - Submission Summary			
8A. Notice of Intent to Appeal	X	X	X
8B. Summary	X	X	X

SECTION VIII: COC/YHDP PROGRAM RECIPIENT CERTIFICATION

Background: The Palm Beach County Continuum of Care (CoC), Homeless and Housing Alliance (HHA), along with the Division of Human and Veteran Services (DHVS) who serves as the collaborative applicant, is charged by the U.S. Department of Housing and Urban Development (HUD) to operate and administer CoC activities and to monitor recipient performance. To further CoC goals and to clarify expectations, HHA describes CoC Program Youth Homeless Demonstration Program (YHDP) grant recipient responsibilities in this document. This document shall be signed by an authorized representative of the grant recipient agency.

YHDP recipients have a grant agreement with HUD. The grant recipient is responsible for adhering to all requirements and obligations outlined by HUD. In the event that grant recipient responsibilities change, revisions will be made to this certification and will require a new signature.

Before applying for YHDP funding, it is imperative that all project applicants read the CoC Program Interim Rule 24 CFR Part 578b as it provides the requirements for implementation and administration of CoC Programs.

Agency:	
Contact Person:	
HHA Committee(s) Participating In:	

I have read and understand the expectations set forth in this certification.

Signature

Date

Printed Name

Title

Attachment A

YOUTH HOMELESS DEMONSTRATION PROGRAM RECIPIENT CERTIFICATION COC INFORMATION

Committee Activities

- All grant recipients will participate in at least 60% of general HHA meetings and 70% of at least one of the HHA Sub-Committee meetings in a 12-month period
- All grant recipients will participate in at least one Sub-Committee
- All project applicants will present their YHDP project application(s) to the Non-Conflict Grant Review Committee for local review
- All grant recipients will participate in the local coordinated assessment process as approved by the CoC
- Grant recipients are expected to support 1 Committee(s) covered by grant activities as they achieve the following standards:
 - Meet minimum standards
 - HHA meetings & Sub-Committee Meetings
 - Participate in coordinated assessment
 - Participate in PIT/HIC
 - HMIS Entry
 - Follow Program Approved Standards (Coordinated Entry, ES, TH, PSH, RRH, Housing First, Housing Focused Case Management)

HMIS Participation and Coverage

YHDP grant recipients must collect the following information on the persons served and services provided during the grant period and enter this information into PBC Homeless Management Information System (HMIS).

Domestic violence service providers are prohibited from participation in HMIS, but must demonstrate that they have a database comparable to an HMIS and are able to provide statistical information from that database upon request that does not compromise client privacy.

Universal Data Elements

Name
Social Security Number
Date of Birth
Race
Ethnicity
Gender
Veteran Status
Disabling Condition
Residence Prior to Project Entry
Project Entry Date
Project Exit Date
Destination at Project Exit
Personal ID
Household ID
Relationship to the Head of Household
Client Location
Length of Time on Street or in Emerg. Shelter

Program Specific Data Elements

Housing Status
Income & Sources of Income
Non-Cash Benefits
Health Insurance
Physical Disability
Developmental Disability
Chronic Health Condition
HIV/AIDS
Mental Health Problem
Substance Abuse
Domestic Violence
Residential Move-In Date (Rapid Rehousing)
Services Provided (Rapid Rehousing)
Financial Assistance Provided (Rapid Rehousing)

Project Parameters

- Permanent Supportive Housing projects will follow HUD guidelines for targeting and prioritizing PSH units for chronically homeless participants (HUD Notice CPD-16-11) and will follow the Palm Beach County Coordinated Intake and Assessment Standards and Housing First Program Standards.
- RRH projects will follow the Palm Beach County Coordinated Intake and Assessment Standards and Rapid Re-Housing Program Standards.
- Applicants targeting youth will participate in relevant HHA committees and on any YHDP project(s) Palm Beach County is selected to participate in.

Grant Performance & Reports

- All grant recipients will receive approval from the CoC prior to requesting a grant extension from HUD
- All grant recipients will copy DHS on executed HUD grant agreements
- All grant recipients will report grant spending to CoC staff on an annual basis by submitting their final project spending report screen shot from eLOCCS
- All grant recipients will submit Point-in-Time Count and Housing Inventory Count data by deadlines established by DHS and local Committees
- All grant recipients will submit APR's to HUD on or before report deadline and copy DHS.
- In the event that a grant recipient can no longer administer their grant, the grant recipient will consult the CoC.

SECTION IX: 2020 MATCH DOCUMENTATION FORM

[This must be on the letterhead of the entity providing the match resource.]

The chart below identifies information regarding the resource being provided by this agency.

Name the Source of the Commitment	
Type of Commitment* (Cash, In-kind - Third Party In-Kind should include an MOU)	
Type of Source (Private, Government)	
Value of Written Commitment**	
Name of project	
Specific grant contribution will support	
Fiscal year contribution will support	
Name of grant recipient and/or sub-recipient	
Date the contribution will be available***	[_____], 2020 OR [_____], 2021
Name of person authorized to commit these resources	
Title of person authorized to commit these resources.	
Signature of person authorized to commit these resources.	
Date	

* E.g., cash, childcare, case management, health care, etc. If cash, also state allowable activities to be funded by match.

** For in-kind, identify method used to determine the value of the donation.

SECTION XI: YHDP DEFINITIONS, CONCEPTS & PRINCIPLES

100% Dedicated – Beds Dedicated to Chronically Homeless Individuals and Families. A permanent supportive housing bed that is dedicated specifically for use by chronically homeless individuals and families within a CoCs geographic area, as reported in the CoC Housing Inventory Chart (HIC) and the FY 2019 permanent housing project applications. When a program participant exits the project, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons located within the CoCs geographic area. This concept only applies to permanent supportive housing projects.

Affirmatively Furthering Fair Housing (AFFH) Regulations – Statutory obligation to affirmatively further the purposes and policies of the Fair Housing Act and guidance promulgated thereunder.

Assurances – By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements.

Authorized Organization Representative (AOR) – Person authorized to submit applications on behalf of the organization via Grants.gov. The AOR is authorized by the E-Biz point of contact in the System for Award Management. The AOR is listed in item 21 on the SF-424.

Award – As used in this NOFA means a federal grant OR cooperative agreement as specified in Section II.E (Type of Funding Instrument).

Catalog of Federal Domestic Assistance (CFDA) – A directory of the various Federal listings, projects, services and activities offering financial and non-financial assistance and benefits to the American public. CFDA Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).

Centralized or Coordinated Assessment System – A centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

Collaborative Applicant - The eligible entity that has been designated by the CoC during the FY 2018 CoC Program Registration Process to apply for a grant on behalf of the CoC. The Collaborative Applicant must be the "Applicant" for each community applying for participation in the demonstration. In cases where the CoC needed to change the Collaborative Applicant and that change was approved after this NOFA was published but before the deadline for submissions, that approved replacement Collaborative Applicant is the eligible applicant for this NOFA.

Community – Self-organized network of people in a defined geographic area with common agenda, cause, or interest, who collaborate by sharing ideas, information, and other resources. The community must be within a geographic boundary of a single CoC.

Congregate Living – Independent living in separate rooms or units, with opportunities to share activities of daily living with other residents, as one chooses.

Consolidated Plan – A document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See 24 CFR part 91 for more information about the Consolidated Plan and related Annual Action Plan).

Continuum of Care (CoC) – The group organized to carry out the responsibilities required under 24 CFR Part 578 and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing providers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

Contract – A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or sub-award (See 2 CFR 200.22.)

Contractor means an entity receiving a contract.

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.

Coordinated Entry – Coordinated entry processes are necessary components of a high functioning crisis response system and must be developed intentionally to incorporate youth. The coordinated community plan must address how the CoC will ensure that the coordinated entry process is youth-appropriate.

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.

Deficiency – Information missing or omitted within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box.). Depending on specific criteria, deficiencies may be either curable or non-curable.

Curable Deficiency – Applicants may correct a curable deficiency with timely action. To be curable the deficiency must:

- Not be a threshold requirement, except for documentation of applicant eligibility;
- Not influence how an applicant is ranked or scored versus other applicants; and
- Be remedied within the time frame specified in the notice of deficiency.
- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline.

Non-Curable Deficiencies – Deficiencies that, if corrected, would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

DedicatedPLUS Project – A permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals, households with children and unaccompanied youth that at intake meet one of the following categories:

1. Experiencing chronic homelessness as defined in 24 CFR 578.3;
2. Residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;

3. Residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR 578.3 prior to entering the project;
4. Residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3;
5. Residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability; or
6. Receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

A renewal project where 100 percent of the beds were dedicated to chronically homeless individuals and families, as described in Section III.C.2.b, under the grant that is being renewed may either become a DedicatedPLUS project or may continue to dedicate 100 percent of its beds to chronically homeless individuals and families. If a renewal project that has 100 percent of its beds dedicated to chronically homeless individuals and families elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93.

Projects that were awarded as DedicatedPLUS in a previous CoC Program Competition are required to include households with children to qualify as a DedicatedPLUS project.

DUNS Number – The nine-digit identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal.

Eligible Applicant – Private nonprofit organization, state, local government, or instrumentality of state and local government.

Eligibility Requirements – Mandatory requirements for an application to be eligible for funding.

Equity – Research has found significant racial and ethnic disparities in rates of homelessness. Specifically, black and Native American persons experience homelessness at disproportionately higher rates compared to other races. Community efforts to prevent and end homelessness should consider and address racial inequities to successfully achieve positive outcomes for all persons experiencing homelessness. The coordinated community plan must address how the community is measuring and considering racial inequities and other disparities in the risks for, and experiences of homelessness in the community, consistent with fair housing and civil rights requirements.

Family Engagement – HUD believes that the best diversion and intervention strategy is to engage families, whenever appropriate, through community partnerships with organizations such as child welfare agencies, schools, youth providers, and other community human services and homeless services providers. The coordinated community plan must address family engagement strategies and services designed to strengthen, stabilize, and reunify families. Potential services include family counseling, conflict resolution, parenting supports, relative or kinship caregiver resources, targeted substance abuse and mental health treatment, etc.

Federal Awardee Performance and Integrity Information System (FAPIIS) – A database that has been established to track contractor misconduct and performance.

Grants.gov – The website serving as the Federal government's central portal for searching and applying for federal financial assistance throughout the Federal government. Registration in Grants.gov is required for submission of applications to prospective agencies.

Historically Black Colleges and Universities (HBCUs) – The Higher Education Act of 1965 defines historically Black colleges and universities (HBCUs) as "any historically Black college or university that was established prior to 1964, whose principal mission was, and is, the education of Black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation..."

Homeless –

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground;
 - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals); or
 - c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
 - a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - b. No subsequent residence has been identified; and
 - c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - a. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - b. Have not had a lease, ownership interest or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - d. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
4. Any individual or family who:
 - a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - b. Has no other residence; and

- c. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

Homeless Management Information System (HMIS) – The information system designated by the CoC to comply with the HMIS requirements prescribed by HUD.

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.

Housing First – A model of 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).

Immediate Access to Housing with no Preconditions – Housing is a cornerstone for meeting a multitude of basic needs necessary for success. Young people should be provided with rapid access to safe, secure, and stable housing that meets their needs as quickly as possible, without the condition that they are ‘ready’ for housing. The coordinated community plan must address how all youth will be offered immediate access to safe, secure, and stable housing with no preconditions.

Individualized and Client-Driven Supports – The coordinated community plan must acknowledge that the needs of the young people to be served will be unique. Housing and support packages that help prevent and end homelessness among youth must recognize and respond to individual differences across individuals to serve them appropriately and efficiently. Communities must design the system flexibly to accommodate individuals with both high and low service needs, as well as the need for short-term or long-term supports. The coordinated community plan must address how the youth crisis response system will provide individualized and client-driven supports.

Institution of Higher Education (IHE) – Has the meaning given at 20 U.S.C. 1001.

Non-Federal Entity – A state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization carrying out a Federal award as a recipient or sub recipient.

Nongovernmental organizations – Include Non-Federal entities and for-profit entities for the purpose of calculating indirect cost proposals accompanying applications submitted under this NOFA.

Personally identifiable information (PII) – Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. For more detail, refer to 2 CFR 200.79.

Point of Contact (POC) – The person who may be contacted with questions about the application submitted by the AOR. The point of contact is listed in item 8F on the SF-424.

Opportunity Zone – According to the IRS, is an “economically-distressed community where new investments, under certain conditions, may be eligible for preferential tax treatment.” Opportunity Zones are further defined in 26 U.S.C. 1400Z.

Permanent Housing – Community-based housing without a designated length of stay, and includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

Permanent Supportive Housing (PSH) - permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

Project Applicant – An eligible applicant, as defined in section 24 CFR 578.3 of the CoC Program interim rule, that is designated by the CoC to apply for assistance under the YHDP and is a private non-profit organization, State, local government, or instrumentality of State and local government.

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>.

Private Nonprofit Organization – An organization:

- That no part of the net earnings is inured to the benefit of any member, founder, contributor or individual;
- That has a voluntary board;
- Which has a functioning accounting system that is operated in accordance with generally accepted accounting principles (GAAP), or has designated a fiscal agent that will maintain a functioning accounting system for the organization in accordance with GAAP; and
- That practices nondiscrimination in the provision of assistance.

A private nonprofit organization does not include governmental organizations, such as public housing agencies.

Program Participant – An individual (including an unaccompanied youth) or family who is assisted with CoC program funds.

Project – A group of eligible activities, such as HMIS costs, identified as a project in an application to HUD for CoC funds and includes a structure (or structures) that is (are) acquired, rehabilitated, constructed or leased with assistance provided under this part or with respect to which HUD provides rental assistance or annual payments for operating costs or supportive services under this subtitle.

Promotores/Promotoras – Spanish-speaking Community Health Workers who work in their communities to reduce barriers to health services and make health care systems more responsive.

Recipient – A non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.

Rural – A county or group of counties designated by the applicant in which:

- The population in the CoC has more people residing in rural areas than either suburban or urban areas, based on data from the Census Bureau. Applicants qualifying under this element of the rural definition must designate the entire CoCs geographic area as the geographic area of the community in IV.B.1 of this NOFA; or
- The population across the designated counties included in the geographic area, which does not encompass the entire CoC, has more people residing in rural areas than either suburban or urban areas, based on data from the Census Bureau; or
- Is located in a state that has a population density of less than 30 persons per square mile (as reported in the most recent decennial census), and of which at least 1.25 percent of the total acreage of such State is under Federal jurisdiction, provided that no metropolitan city in such State is the sole beneficiary of the grant amounts awarded under this NOFA.

Section 3 Business Concern – A business concern: (1) 51 percent or more owned by Section 3 residents; (2) of which at least 30 percent of permanent, full-time employees are currently Section 3 residents, or were Section 3 residents within three years of the date of first employment with the business concern; or (3) provides evidence of a commitment to subcontract over 25 percent of the dollar award of all subcontracts to be awarded to business concerns meeting the qualifications in this definition.

Section 3 Residents – 1) Public housing residents; or 2) Low and very-low income persons, as defined in 24 CFR 135.5, who live in the metropolitan area or non-metropolitan county where Section 3 covered assistance is expended.

Selected Community – A community that is selected by HUD to participate in the YHDP.

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.

Social and Community Integration - The goal of youth homelessness services should be a successful transition to adulthood, including the successful integration into a community as a positive contributing community member. To accomplish this requires the community to provide socially supportive engagement and the opportunity for youth to participate in meaningful community activities.

Special Populations - USICH, in partnership with its member agencies, has identified several special populations of youth experiencing homelessness that are particularly vulnerable in how they experience homelessness, as well as their pathways in and out of homelessness, in ways that are distinct from the general population of youth. For these particularly vulnerable and often overrepresented young people, there is a need for identification and engagement strategies, infrastructure considerations, and housing and service-delivery approaches that are responsive to their specific needs. The coordinated community plan must identify and address the local impact of homelessness on these special populations and address how the community will meet the needs of youth who identify as lesbian, gay, bisexual, transgender, and questioning (LGBTQ); youth who are gender-non-conforming; minors (under the age of 18); youth involved with juvenile justice and child welfare systems; and victims of sexual trafficking and exploitation

Standard Form 424 (SF-424) – The government-wide forms required to apply for Application for Federal Assistance Programs, required by discretionary Federal grants and other forms of financial assistance programs. Applicants for this Federal assistance program must submit all required forms in the SF-424 Family of forms, including SF-424B. For an application under this notice to be complete, the applicant must sign and submit all required forms in the SF-424 Family.

Sub-award – An award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal award received by the recipient. It does not include payments to a contractor or payments to an individual beneficiary of a Federal program. A sub-award may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. The legal agreement must contain the sub-recipient’s assurance of compliance with program requirements, including but not limited to nondiscrimination and equal opportunity requirements.

Sub-recipient – A non-Federal entity receiving a sub-award from a pass-through entity to carry out part of a HUD program; but does not include an individual beneficiary of such program. A sub-recipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).

System for Award Management (SAM) – Located at Sam.gov, the official website of the U.S. government that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). Registration with Sam.gov is required for submission of applications via Grants.gov. There is no cost to use SAM.

Threshold Requirement – Threshold requirements are a type of eligibility requirement. Threshold requirements must be met for an application to be reviewed; are not curable, except for documentation of applicant eligibility.

Transitional Housing – Housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

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.

Unified Funding Agency (UFA) – An eligible applicant selected by the CoC to apply for a grant for the entire Continuum, which has the capacity to carry out the duties in 24 CFR 578.11(b), which is approved by HUD and to which HUD awards a grant.

Youth – Persons aged 24 and younger (has not reached their 25th birthday).

- *Unaccompanied Youth* - persons who are age 24 or younger, who are not part of a family with children, and who are not accompanied by their parent or guardian during their episode of homelessness. This also includes two or more youth age 24 or younger who are presenting together as a family without children.
- *Pregnant or Parenting Youth* - Individuals who are age 24 or younger who are pregnant or who are the parents or legal guardians of one or more children who are present with or sleeping in the same place as that youth parent, and where there is no person over age 24 in the household.
- *Transition Age Youth*- persons between age 18 and 24.

Youth Action Board (YAB) – A group of at least 3 youth included in policy-making decisions of the CoC, particularly on policies that relate to preventing and ending youth homelessness. Each YAB member must be age 24 or younger, and at least two-thirds of the YAB members must be homeless or formerly homeless. The Youth Action Board must have full membership in the CoC or be a formal committee within the CoC.

Youth Choice – The capacity for self-determination may be a critical factor in obtaining many positive outcomes for Transition Age Youth [3], and is closely related to the principles of PYD. Consistent with federal youth policy, allowing youth to exercise self-determination is a youth centered approach that values youths’ expressed needs, self-awareness, and community knowledge. This youth centered approach emphasizes youth choice in terms of the kind of housing youth need and the extent and nature of supports and services they access and presents alternative options for youth who avoid programs with barriers like sobriety or abstinence. The coordinated community plan must address how youth choice will be integrated into all aspects of the youth crisis response system.

U.S. Interagency Council on Homelessness (USICH) Youth Framework and the Four Core Outcomes – USICH coordinates the federal response to homelessness and creating a national partnership at every level of government and with the private sector to reduce and end homelessness. The coordinated community plan must demonstrate a commitment to the principles of the USICH Youth Framework to End Youth Homelessness published in 2012 and to its four core outcomes:

- Stable housing includes a safe and reliable place to call home;
- Permanent connections include ongoing attachments to families, communities, schools, and other positive social networks;
- Education/employment includes high performance in and completion of educational and training activities, especially for younger youth, and starting and maintaining adequate and stable employment, particularly for older youth; and
- Social-emotional well-being includes the development of key competencies, attitudes, and behaviors that equip a young person to succeed across multiple domains of daily life, including school, work, relationships, and community

EXHIBIT A: YHDP PROJECT APPLICATION REVIEWER CONFLICT OF INTEREST FORM

Definitions

Financial Benefit – Includes any money, service, license, permit, contract, authorization, loan, travel, entertainment, hospitality, gratuity, or any promise of any of these, or anything else of value. This term does not include campaign contributions authorized by law.

Relative – An individual who is related to a reviewer as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the reviewer or who otherwise holds himself or herself out as or is generally known as the person whom the reviewer intends to marry or with whom the reviewer intends to form a household, or any other natural person having the same legal residence as the reviewer.

Customer or Client – Any person or entity to which a reviewer's outside employer or business has supplied goods or services during the previous twenty-four (24) months, having, in the aggregate, a value greater than ten thousand dollars (\$10,000).

Domestic Partner – An adult, unrelated by blood, with whom an unmarried or separated reviewer has an exclusive committed relationship and maintains a mutual residence.

Conflict of Interest Statement

Reviewers are individually responsible for evaluating their own affiliations and financial interest, and those of their relatives and professional customers or clients, that relate to duties as reviewers before proposals are reviewed.

Conflict of interest is defined as any action by a reviewer in the proposals review or awarding process that would OR could appear to affect the reviewer's financial interest or would cause the reviewer's impartiality in the grant review and awarding process to be questioned.

A reviewer shall not participate in the review or award process of a specific grant application in which any of the following has a financial benefit:

- The reviewer, the reviewer's relative, or domestic partner;
- Any organization (including a parent or subsidiary) in which the reviewer, the reviewer's relative or domestic partner serves as officer, director, trustee, partner or is otherwise similarly associated;
- Any organization (including a parent or subsidiary) in which the reviewer, the reviewer's relative or domestic partner is negotiating for or has an arrangement concerning prospective employment or other similar association; or
- Any organization (including a parent or subsidiary) in which the reviewer, the reviewer's relative or domestic partner has an interest with respect to any pending grant application competing under the same program as any other grant application to be reviewed by the same committee or group of field researches.

Reviewer Attestation

I have read and understand the above definition of conflict of interest and has examine the list of PROJECT APPLICATIONS to be reviewed. I hereby certify that, based on the information provided to me, I do not have a conflict of interest in any of the organizations. If I become aware of an appearance of a conflict of interest or an actual conflict of interest, I will recuse myself from review of the PROJECT APPLICATIONS.

PROJECT APPLICATION Reviewer

Print Name: _____

Signature: _____

Date: _____

Potential PROJECT APPLICANTS:

- Adopt-A-Family
- Arms of Hope Community, Inc.
- Aid to Victims of Domestic Abuse
- Boca Habilitation Center for the Handicapped
- Boys & Girls Club of Palm Beach County
- El Sol, JNRC
- Families First of Palm Beach County
- Family Promise of South Palm Beach County
- Florence Fuller Child Development Center
- GCI Training and Empowerment Center
- Gulfstream Goodwill Industries Inc.
- Housing Partnership/Community Partners
- Jeff Industries
- Palm Beach Habilitation Center
- Pathways to Prosperity
- Seagull Industries
- The Arc of Palm Beach County
- The Glades Initiative
- True Fast Outreach Ministries
- United Way of Palm Beach County
- Urban League of Palm Beach County
- Vita Nova Inc.

EXHIBIT B: SCORECARD FOR YHDP PROJECT APPLICATIONS

The Non Conflict Grant (NCG) Review Committee will use the scorecard to rate the local renewal project applications for the U.S. Department of Housing and Urban Development (HUD) Youth Homeless Demonstration Program (YHDP) funding.

The scorecard has four goals:

- Fund organizations that have the capacity to run effective programs (can manage and administer a HUD-funded program, can operate on reimbursement basis, have experience servicing this or a similar population)
- Fund projects that reflect the Palm Beach County Housing and Homeless Alliance (HHA), the local CoC, and HUD’s priorities: permanent supportive housing and serving the chronically homeless
- Incentivize agencies to be members in good standing with HHA and actively input data into the HMIS system.
- Ensure that funded projects are being good stewards of HUD CoC Program funding in Palm Beach County and performing to HUD and HHA’s standards.

SCORING

Each application is scored by at least one member of the NCG Review Committee and one staff member of the Division of Human and Veteran Services (DHVS), the CoC Lead Agency. Scores are averaged together to obtain the final score in each category.

PROJECT QUALITY REQUIREMENTS	PROJECT TYPES	MAXIMUM SCORE POSSIBLE:
Further review will be triggered if the application does not score a minimum of 33% or 43 points on the scoring tool. The Review Committee will determine if the project will be recommended for submission to HUD should scoring fall below 33%.	PH-PSH/SSO/TH: PH-RRH: Joint TH/PH-RRH: Bonus: Tie Breaker:	144 144 144 10 10
PROJECT SCORE (Final Overall Score of Application)		

SCORING GUIDE BY QUESTIONS

	PH-PSH/SSO/TH	PH-RRH	Joint TH/PH-RRH
Maximum Possible Score	144	144	144
Section I: Organizational Capacity	5	5	5
Section II: Accuracy	13	13	13
Section III: PBC & HUD Priorities	48	48	48
Section IV: Scope of Services	8	8	8
Section V: Organizational Capacity	16	16	16
Section VI: Match	5	5	5
Section VII: Performance	14	14	14
Section VIII: YHDP Focused	15	15	15
Bonus: Agency’s Relationship to Community	10	10	10
Tie Breaker	10	10	10

YHDP PROJECT SCORECARD

SECTION I: ORGANIZATIONAL CAPACITY	PROJECT SCORE (5 POINTS POSSIBLE)	
Consistency with Mission		
Does the project fit within the mission of the agency? Does the Agency currently serves homeless households in their community?	Standards Met: 5 Standards Unmet: 0	

SECTION II: ACCURACY	PROJECT SCORE (13 POINTS POSSIBLE)	
Accuracy and Appropriateness of Response		
Is the project description sufficient to understand the extent of the project?	2 pts	
Does the application describe prior experience serving homeless youth and/or persons that has prepared the agency for administering this grant?	2 pts	
Is the question regarding services complete and accurate?	2 pts	
Are questions regarding housing for participants complete and accurate?	2 pts	
Are the standard performance measures completed? Are the goals appropriate for the project and are the descriptions complete? (Score includes both required Standard Performance Measures and any optional Additional Performance Measures)	4 pts	
Is the overall application complete, accurate, and error-free?	1 pts	

SECTION III: PBC & HUD PRIORITIES	PROJECT SCORE (48 POINTS POSSIBLE)	
Housing Over Services – Budget		
Administrative Cost:	\$	
Supportive Services Cost:	\$	
Operating Cost:	\$	
Housing Cost (<i>Leasing or Rental Assistance</i>):	\$	
Total HUD budget request:	\$	
Total Project budget (<i>Match plus any other funding</i>):	\$	
Percentage of total budget devoted to housing costs?		%
Between 85% and 100% = 30 Between 75% and 84.9% = 20 Between 55% and 74.9% = 10 Between 35% and 54.9% = 5 Less than 35% = 0		
Key Elements of PH-RRH PH-PSH		
Participation in services is voluntary and participants cannot be evicted for rejecting services.	Standards Met: 2 Standards Unmet: 0	
Programmatic rules, if any, are similar to those found in housing for people who do not have disabilities and do not	Standards Met: 2 Standards Unmet: 0	

restrict visitors or otherwise interfere with a life in the community.		
Housing is not time-limited, and the lease is renewable at participants' and owners' option.	Standards Met: Yes Standards Unmet: No	
Tenants have choices in the support services that they receive. They are offered choices and can choose from a range of services, and different participants receive different types of services based on their needs and preferences.	Standards Met: 2 Standards Unmet: 0	
As needs change over time, participants' can receive more intensive or less intensive support services without losing their homes.	Standards Met: 2 Standards Unmet: 0	
Agency's eligibility guidelines follow PBC CoC priorities as agreed by signing COC/YHDP PROGRAM RECIPIENT FORM (See Section VIII).	Yes = 5 pts No = 0 pts	
Agency will participate in the CoC coordinated assessment system?	Yes = 5 pts No = 0 pts	

SECTION IV: SCOPE OF SERVICES	PROJECT SCORE (8 POINTS POSSIBLE)	
Service Needs		
Do services adequately and appropriately meet anticipated service needs?	4 pts	
Employment Services		
Does the project provide or link participants to employment services? Does the program have employment goals?	2 pts	
Access to Mainstream Benefits		
Does the project include services to help participants access mainstream benefits, including but not limited to using SOAR trained caseworkers?	2 pts	

SECTION V: ORGANIZATIONAL CAPACITY	PROJECT SCORE (16 POINTS POSSIBLE)	
Completed Similar Projects		
Has the agency successfully implemented a housing project?	4 pts	
Agency has successfully implemented the same project type?	2 pts	
Agency has not implemented the same project type?	0 pts	
Agency Stability		
Has the agency been in operation for at least 3 years?	Standards Met: Yes Standards Unmet: No	
Did the applicant submit a current independent audit and management letter with a copy of their budget from the most recent fiscal year? (Financial statements will be used to assess fiscal stability of the applicant agency. Financial statements that demonstrate instability may result in the agency not meeting requirements.)	Standards Met: 2 Standards Unmet: 0	

<i>[Audit letter and budget]</i>		
Does the agency have the financial capacity to operate this project on a reimbursement basis? <i>[Budget]</i>	Standards Met: 2 Standards Unmet: 0	
Has the agency submitted a list of their board of directors and a copy of the minutes from their three most recent board meetings? Does the agency have an active and engaged board of directors? <i>[Board list and minutes]</i>	Standards Met: Yes Standards Unmet: No	
Capacity to Provide Needed Services		
Does the agency have the capacity to provide the services that will be needed? a) Do the services described seem adequate and appropriate and b) is the staffing pattern or subcontract plan adequate and appropriate? Does program staff have sufficient experience and knowledge to effectively run the type of program being applied for? <i>[Organizational Chart]</i>	Standards Met: 2 Standards Unmet: 0	
Administrative Capacity		
Is the administrative staff separate from the services staff? <i>[Organizational chart]</i>	3 pts	
Is funding for the administrative staff stable? Is there adequate administrative staff to ensure agency stability throughout program implementation? <i>[Budget]</i>	3 pts	

SECTION VI: MATCH	PROJECT SCORE (5 POINTS POSSIBLE)	
Documentation of Match		
Do match letters sufficiently document the required match for the proposed project?	Standards Met: Yes Standards Unmet: No	
Did the Agency submit a match amount that exceeds the required 25%?	5 pts	
Did the Agency submit a match amount that exceeds the required 20%? <i>(Must have 25% Match by HUD application Submission on eSnaps)</i>	3 pts	
Did the Agency submit a match amount that exceeds the required 15%? <i>(Must have 25% Match by HUD application Submission on eSnaps)</i>	2 pts	
Did the Agency submit a match amount that exceeds the required 0%? <i>(Must have 25% Match by HUD application Submission on eSnaps)</i>	0 pts	

SECTION VII: PERFORMANCE	PROJECT SCORE (4 POINTS POSSIBLE)	
APR Scores		
Does the Agency have a current APR submitted to HUD or an APR generated from HMIS for a non-HUD funded program for the time frame of January 1 - December 31, 2019?	Yes = 4 pts No = 0 pts	

HMIS Participation		
Per federal law, domestic violence programs are prohibited from using HMIS. Reports from comparable databases will be submitted in place of HMIS reports.		
If the agency has additional beds (not HUD funded), are those beds also being entered into HMIS? <i>[HMIS report or report from Comparable Database]</i>	Yes = 5 pts No = 0 pts	
Does the agency commit to enter 100% of the beds into HMIS? <i>[Interview with agency]</i>	Standards Met: 5 Standards Unmet: 0	
Monitoring Findings		
If the agency has other programs, are there any monitoring findings currently associated with any of these programs? If so, findings must be resolved or explained to the satisfaction of the Review Committee for the application to meet the standard.	Standards Met: Yes Standards Unmet: No	
Previous Project Spending Rates		
These questions are for HUD funded projects that agencies have operated for at least one year.		
Amount awarded [eLOCCS portfolio]	\$	
Amount spent (percentage rounded to the nearest whole number)	\$	
Percentage 90% + = 0 pts 70-89% = -10 pts 69% or less = -20 pts		%

SECTION VII: YHDP FOCUSED	PROJECT SCORE (15 POINTS POSSIBLE)	
Does the applicant have one or more sub-recipients for project?	Standards Met: 5 Standards Unmet: 0	
Does the applicant incorporate USICH Four Core Outcomes in their project?	Standards Met: 5 Standards Unmet: 0	
Does the applicant incorporate positive youth development, trauma-informed care, family engagement, immediate access to housing with no pre-conditions, youth choice, individualized and client driven support, social and community integration and/or equity?	Standards Met: 5 Standards Unmet: 0	

BONUS: AGENCY'S RELATIONSHIP TO COMMUNITY	BONUS SCORE (10 POINTS POSSIBLE)	
Participation in Committee Activities		
The following participation questions will be scored based on the project participation in all Committees within their grant coverage area.		
Did the applicant participate in 70% of HHA meetings?	Standards Met: 5 Standards Unmet: 0	
Did the applicant participate in 60% of at least one HHA sub-committee meeting(s)?	Standards Met: 5 Standards Unmet: 0	

TIE BREAKER QUESTIONS	PROJECT SCORE (10 POINTS POSSIBLE)	
------------------------------	---	--

(if needed)		
Which agency has participated in the most HHA Sub-Committees?	5 pts	
Which project has most units for proposed project?	5 pts	

EXHIBIT C: REQUIRED INSURANCE

Prior to execution of this contract by the COUNTY, the AGENCY must obtain all insurance required under this article and have such insurance approved by the COUNTY's Risk Management Department.

AGENCY shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverages and limits (including endorsements), as described herein. AGENCY shall agree to provide the COUNTY with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as COUNTY'S review or acceptance of insurance maintained by AGENCY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by AGENCY under the contract.

- A. **Commercial General Liability** AGENCY shall maintain Commercial General Liability at a limit of liability not less than **\$500,000** Each Occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted in writing by County's Risk Management Department. AGENCY shall provide this coverage on a primary basis.
- B. **Business Automobile Liability** AGENCY shall maintain Business Automobile Liability at a limit of liability not less than **\$500,000** Each Accident for all owned, non-owned and hired automobiles. In the event AGENCY does not own any automobiles, the Business Auto Liability requirement shall be amended allowing AGENCY to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. AGENCY shall provide this coverage on a primary basis.
- C. **Worker's Compensation Insurance & Employers Liability** AGENCY shall maintain Worker's Compensation & Employers Liability in accordance with Florida Statute Chapter 440. AGENCY shall provide this coverage on a primary basis.
- D. **Professional Liability** AGENCY shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than **\$1,000,000** Each Claim. When a self-insured retention (SIR) or deductible exceeds **\$10,000**, COUNTY reserves the right, but not the obligation, to review and request a copy of AGENCY'S most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, AGENCY shall maintain a Retroactive Date prior to or equal to the effective date of this Contract. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims - made" form. If coverage is provided on a "claims - made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of

coverage. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Contract, AGENCY shall purchase a SERP with a minimum reporting period not less than 3 years. AGENCY shall provide this coverage on a primary basis.

Additional Insured AGENCY shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents." AGENCY shall provide the Additional Insured endorsements coverage on a primary basis.

- E. **Waiver of Subrogation** AGENCY hereby waives any and all rights of Subrogation against the County, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss Contract to waive subrogation without an endorsement to the policy, then AGENCY shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which specifically prohibits such an endorsement, or which voids coverage should AGENCY enter into such a Contract on a pre-loss basis.
- F. **Certificate(s) of Insurance** Within fifteen (15) calendar days of receipt of Notification of Intent to Award, but in no event later than the execution of this Contract, AGENCY shall deliver to the COUNTY'S representative as identified in Article 24, a Certificate(s) of Insurance evidencing that all types and amounts of insurance coverages required by this Contract have been obtained and are in full force and effect. Such Certificate(s) of Insurance shall include a minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage. The certificate of insurance shall be issued to

Palm Beach County Board of Commissioners
c/o Community Services Department
810 West Datura Street
West Palm Beach, FL 33401
ATTN: Wendy Tippett, Director of Human and Veteran Services

- G. **Umbrella or Excess Liability** If necessary, AGENCY may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, and Employer's Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for either Commercial General Liability, Business Auto Liability, or Employer's Liability. The COUNTY shall be specifically endorsed as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- H. **Right to Review** COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the term of this Contract. COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.

