



**OK-501 Tulsa City and County Continuum of Care  
Youth Homelessness Demonstration Program (YHDP)  
Initial Project Selection & Ranking**

Funding Available: \$5,380,192

Grant Term: 2 years

Initial Project Selection Release Date: June 6, 2023

YHDP is a project of the US Department of Housing & Urban Development (HUD). Beginning in 2016, six rounds of communities have been selected to participate. Tulsa County was one of 17 communities selected in 2022 and awarded **\$5,380,192** to apply toward its goal of preventing and ultimately ending youth homelessness ([HUD](#)).

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# YHDP Award Summary

## Project Selection & Ranking

The A Way Home for Tulsa (AWH4T) YHDP Independent Review Team (IRT) concluded its deliberations on Monday, June 5th. The selected projects, in order of rank:

Selected projects, in order of rank:

1. Youth Services of Tulsa – Joint Transitional / Rapid Re-Housing (TH-RRH)
2. Tulsa Day Center – YouthFirst Rapid Re-Housing (RRH)
3. Black Queer Tulsa – Drop-In Center/Diversion
4. Tulsa Dream Center – Diversion
5. Tulsa Higher Education Consortium – Housing Navigation

|   | Applicant Name                          | Project Name   | Project Description | Project Component | Total ARA          |
|---|---|----------------|---------------------|-------------------|--------------------|
| 1 | Youth Services of Tulsa                 |                | TH - RRH            | Joint TH & PH-RRH | \$1,253,251        |
| 2 | Tulsa Day Center                        | YouthFirst RRH | RRH                 | PH                | \$1,900,000        |
| 3 | Black Queer Tulsa                       |                | Diversion/Drop-In   | SSO               | \$480,400          |
| 4 | Tulsa Dream Center                      |                | Diversion           | SSO               | \$1,026,541        |
| 5 | Tulsa Higher Education (THE) Consortium |                | Housing Navigation  | SSO               | \$720,000          |
|   |   |                |                     |                   | <b>\$5,380,192</b> |

This selection is subject to appeal and the approval of the AWH4T Leadership Council and the AWH4T Youth Action Board (YAB).

## Appeals Process

### Overview

For the Tulsa YHDP funding competition, the YHDP Independent Review Team (IRT) reviews all applications and ranks them, creating funding recommendations to HUD. Applicants may appeal the decision by following the process set forth below. All appeals 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.

### Who May Appeal

An agency may appeal a rank assigned to a project by the Project Review Panel (including exclusion from the Priority List) if the ranking:

- Makes it likely to result in the project not being funded, in whole or in part;

- Places the project in the bottom 15% of Tier 1; or (not applicable for YHDP)
- Places the project in Tier 2. (not applicable for YHDP)

## **Basis for Appeal**

An appeal must relate to specific scoring factors and the number of points awarded to the project by the Project Review Panel.

## **Initiating a Formal Appeal**

Any agency desiring to appeal must contact [rfp@housingstolutionstulsa.org](mailto:rfp@housingstolutionstulsa.org) to state its intent to appeal the IRT's decision regarding their rank or exclusion from the Priority List by 9:00am on Thursday, June 8th.

If an agency states its intent to appeal as per the Competition Timeline, other agencies whose rank may be affected will be notified as a courtesy at that time. Such agencies will then be eligible to appeal on the usual basis for appeal by the appeals deadline indicated in the Competition Timeline. In other words, such agencies may file a Formal Appeal within the original appeals timeline – they may not appeal after the appeals process is complete.

The Formal Appeal must consist of a short, clear, written statement (no longer than two pages) of the agency's appeal of the IRT's decision. The statement can be in the form of a letter, a memo, or an email transmittal. The Formal Appeal must be submitted to [rfp@housingstolutionstulsa.org](mailto:rfp@housingstolutionstulsa.org).

The Formal Appeal must be emailed or delivered so that it is received **by 5:30pm on Thursday, June 8th.**

## **Members of the Appeal Panel**

The Independent Review Team (IRT) and employees of Housing Solutions will comprise the Appeal Panel. Appeal Panel Members will not have a conflict of interest with any of the agencies or parties applying for YHDP funding as defined by the existing AWH4T conflict of interest rules.

## **The Formal Appeal Process**

The Appeal Panel will meet (by telephone or video conference or in person) to discuss the issue(s) at an Appeal Hearing on the date indicated in the Competition Timeline. If the appellant would like to meet with the appeal panel, they will need to indicate this in the Formal Appeal notification. In this case, the Appeal Panel will meet with a representative(s) of the party making the appeal. The Panel will then deliberate.

Please note that the Appeals Process may result in an upward or downward change in a project's ranking. The Appeal Panel will inform appealing agencies of its decision by 5:00pm on Monday, June 12th.

# **YHDP Overview**

## **Background**

A Way Home for Tulsa (AWH4T) is a collective impact of over 30 voting organizations that operates as a coalition of passionate stakeholders and providers who plan and implement strategies with a system approach to end and prevent homelessness within Tulsa City/County. A Way Home for Tulsa has a governing body, Leadership Council, that oversees the coordinated efforts across the community and is representative of the geography and composition of the Continuum of Care (CoC). Leadership Council must approve one entity as the designated Collaborative Applicant (also known as the CoC Lead Agency). Housing Solutions, as the designated CoC Lead Agency, is responsible for coordinating the local competitive funding competition on behalf of the community to receive HUD awarded federal funds dedicated to ending homelessness.

The U.S. Department of Housing and Urban Development (HUD) developed the Youth Homelessness Demonstration Project (YHDP) to support communities across the nation to end youth and young adult homelessness. Communities are invited to apply for YHDP funding through a competitive application process as outlined in the YHDP NOFO.

HUD awarded the Tulsa City and County Continuum of Care (OK-501) funding for the Youth Homelessness Demonstration Program (YHDP) Grant. These grant funds provide housing and services to youth and young adults between the ages of 18-24 years who are experiencing homelessness in Tulsa County, Oklahoma. CoCs awarded YHDP funding must facilitate a local competitive funding competition. The Coordinated Community Plan (CCP) to End Youth Homelessness outlines the background of the uses of these funds and how they will contribute to a larger community plan to end youth homelessness in Tulsa.

## **What is YHDP?**

The Youth Homelessness Demonstration Program (YHDP) is an initiative designed to reduce the number of youth and young adults (YYA) experiencing homelessness. The goal of YHDP is to support communities across the nation in the development and implementation of a coordinated community approach to preventing and ending youth homelessness. The YHDP will also support a robust continuous quality improvement plan to inform the national efforts and strategies used to end youth homelessness.

YHDP requires communities to:

- Bring together a wide variety of partners systems (housing, child welfare, education, workforce development, juvenile justice, and behavioral and mental health).
- Convene a Youth Action Board (YAB), comprised of youth who have current or past lived experience of homelessness, to lead YHDP planning and implementation.
- Assess the needs of special populations at higher risk of homelessness, including racial and ethnic minorities, 2SLGBTQ+ youth, pregnant/parenting youth, youth involved in the foster care and juvenile justice systems, and youth survivors of domestic violence and human trafficking.
- Create a Coordinated Community Plan (CCP) that assesses the needs of local youth at-risk of and experiencing homelessness, and address how they will use the money from the YHDP grant, along with other funding sources, to address the local needs for ending youth homelessness.

## **Youth Action Board**

Tulsa County's Youth Action Board (YAB) is a decision-making body of the CoC with the primary responsibility for the planning and implementation of a coordinated community approach to prevent and end youth homelessness. The YAB directs the CoC on all matters regarding youth, as the subject area experts and responsible body. The YAB drives efforts and serves as the primary voice and decision-makers in planning, implementation, and evaluation. The YAB provided feedback to adult partners, collaborated with the YHDP Planning Group on CCP development and updates, and approved the CCP before submission to HUD. The YAB helped develop and approve the YHDP project review process and selection criteria and will participate in funding decisions made through the YHDP Independent Review Team (IRT).

## **YHDP Planning Group**

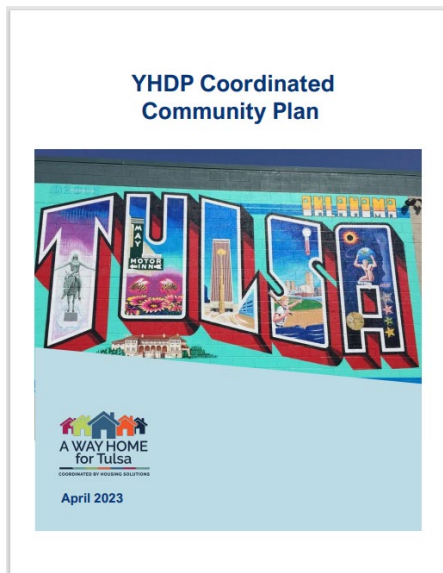
The YHDP Planning Group is composed of YAB members, staff members of the CoC Lead Agency (Housing Solutions) and other community stakeholders who work in youth-serving programs and organizations. Planning Group members represent a diverse range of public sector organizations such as education, the juvenile legal system, service providers serving unhoused YYA, behavioral health providers, and child welfare. The Planning Group participated in the community planning process and system modeling sessions and was involved in the development of YHDP CCP and the funding priorities.

## Request for Proposal (RFP) & Funding Priorities

Once a community is selected as a YHDP community, the community must develop a funding competition through an RFP process to select projects that will be submitted to HUD for the YHDP funding awards. YHDP leadership and community members develop an RFP that describes the project types for which local organizations may apply and the criteria that will be used to select project applications. YHDP Independent Review Team (IRT) is composed of 5 non-conflicted persons to serve as a neutral body to score and rank application submissions. The IRT members use a scoring rubric approved by the Youth Action Board to rate applications based on how well they meet local community priorities and programming needs outlined in the Coordinated Community Plan. Many YAB members led the design of funding priorities and the funding competition process from beginning to end, including serving on the RFP development committee and/or as project reviewers. Having YAB members serve in these roles helped ensure that youth-focused criteria are included in application scoring rubrics and that the “voice of youth with lived experience of homelessness” are represented when assessing the extent to which project applications addressed the core outcomes to meeting the needs of youth and young adults.

## Coordinated Community Plan (CCP) Overview

The CCP provides important information about how YHDP funds are to be used to support our community’s efforts to end homelessness.



Access the AWH4T YHDP CCP [HERE](#)

Note: The AWH4T CCP is currently under review by HUD until June 30, 2023, and may undergo changes after that time to ensure compliance with HUD standards and requirements. In the event of changes, a revised document will be uploaded to the AWH4T YHDP page.

## Community Goals

Youth experience homelessness due to many interconnected challenges, which require a holistic solution that addresses both system-level and youth-level needs. AWH4T’s planning process highlighted significant system inefficiencies and barriers faced by youth experiencing homelessness. Through a deliberate planning process, the YHDP Coordination Team, Youth Advisory Board (YAB) and the YHDP Planning Group, developed community goals used to guide the CCP and the work to end and prevent homelessness for youth and young adults residing in Tulsa. Identified goals, objectives, and action steps were created to align with:

- [USICH Framework to End Youth Homelessness](#) (youth framework)
- [Preventing and Ending Youth Homelessness: A Coordinated Community Response](#)
- [Criteria and Benchmarks for Achieving the Goal of Ending Youth Homelessness](#)

All goals were developed with authentic youth collaboration and the commitment to ensuring that all planning,

decision-making, resource allocation, and system evaluation will be youth-driven from day one. Applicants must design programming and services that meet the following goals:

1. Rapid Identification and Seamless Access
2. Safe and Sustainable Housing
3. Foundational Youth Voice
4. Transformative Connections and Opportunity

## **Continuous Quality Improvement (CQI)**

Through the development and implementation of YHDP, our goal is to prevent and end youth homelessness within the Tulsa City and County CoC. To measure progress toward our CCP goals and objectives, USICH outcomes, and HUD key principles, we must develop and engage in Continuous Quality Improvement (CQI). Our CQI process will measure the results of the interventions mentioned within the CCP, as well as ensure youth who are experiencing homelessness have quick and reliable assistance to access the appropriate housing, services, and/or intervention to fit their needs. Our goal is to gather data that demonstrates youth progress towards stable and rewarding futures (e.g., continuing education, gainful employment, developing social-emotional well-being, and individualized goals as defined by youth).

To reach these goals, we are committed to evaluating our partnerships, working groups, and systems alongside the YAB. The success of preventing and ending youth and young adult homelessness in our region will be continuously monitored by the lead agency to the AWH4T CoC (Housing Solutions), the YAB, as well as AWH4T's governing board, the Leadership Council. We will consistently review and refine our strategies, practices, and goals to ensure that we remain responsive to the needs of youth and young adults, as well as develop more effective and systemic solutions to end youth and young adult homelessness.

The Youth Homelessness Task Group and YAB will lead in the development of working groups who will meet quarterly to review progress on implementation of the CCP, correlated impacts on system performance, and the current state of youth homelessness in our region. Our local Homeless Management Information System (HMIS) and local Coordinated Entry System (CES) and other systems will be continuously monitored to ensure that they are adaptive and inclusive to the unique needs of youth and young adults. This quarterly review will use UISCH core outcomes as the baseline to track progress.

# **YHDP Funding Competition: Timeline & Application Process**

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## **Funding Overview**

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### **Funding Available**

A total of \$5.38 million over two years in YHDP funding is available for this competition. Projects selected in this competitive funding process will receive two-year grants with the possibility to renew those grants through the community's annual Continuum of Care (CoC) Program funding competition.

HUD outlines eligible costs in 24 CFR 578.43 through 578.63 when used to establish and operate projects under the following program components established at 24 CFR 578.37. Applicants are encouraged to carefully review the YHDP NOFO materials including information provide in [\*\*YHDP NOFO Appendix A \(PDF\)\*\*](#).

### **Grant Terms**

All projects will be awarded two-year terms, with one-year renewals after the grant term, if approved through the local CoC program competition. The project award timeline is defined by HUD and is subject to change.

Obligation Deadlines: all YHDP funds must be obligated by September 30, 2024.

**Competition Timeline (revised 6/2/2023)**

| Date          | Action Item  |
|---------------|--|
| April 11      | Leadership Council (LC) authorizes YAB and YHDP Planning Group to develop RFP materials (application and scoring tools)  |
| April 28      | HS Release RFP   |
| May 26        | YHDP Application Submission Deadline   |
| May 30-June 5 | Independent Review Team scores and ranks projects  |
| June 6        | Preliminary Project Ranking is released - Applicants are notified of funding selection and/or funding rejection and notified of appeal process                 |
| June 8        | Deadline for rejected projects to file appeal by 5:30pm Central Time   |
| June 9        | Appeals reviewed   |
| June 12       | Deadline for applicants to receive response to appeal requests   |
| June 13       | YHDP Ranking is presented to Leadership Council by the YHDP IRT YAB members to approve selected projects (YHDP Project Ranking List) and release final ranking |
| June 14       | Applicants are notified of final funding selection and/or rejection, including appeal outcome, if applicable   |
| June 14-20    | Applicants begin entering project information in e-snaps   |
| June 21-25    | Housing Solutions reviews e-snaps applications   |
| June 28       | Deadline for projects to make e-snaps corrections recommended by Housing Solutions   |
| July 1        | Applications due in e-snaps (final applications are submitted)   |

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**Eligible Applicants & Requirements**

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**Eligible Applicants**

Eligible applicants for YHDP project funding (Project Applicants) are outlined in section III.A of the YHDP NOFO.

To be considered for funding, Project Applicants must complete the information required by HUD, receive the approval of the YAB for their project(s) through a letter of support, and receive the approval of the CoC to apply for funding, as indicated by a letter of support from the Collaborative Applicant or its designee. Eligible applicants for YHDP project funds include nonprofit housing and/or supportive services organizations, public housing authorities, and other public agencies. All applicants and application sub-recipients must be registered in the United States System for Awards Management, have a Unique Entity Identity (UEI) number, and not be suspended or debarred from doing business with the Federal government at the time of application.

Additional Information:

- All subrecipients must also meet the eligibility standards for Eligible Applicants in section III.A. of the YHDP NOFO.
- UEI Requirement. As of April 4, 2022, entities doing business with the federal government must use the UEI created in SAM.gov and must provide a valid UEI, registered and active at [www.sam.gov/](http://www.sam.gov/) in the application.
- Active Registration in SAM. All Project Applicants seeking funding under the YHDP NOFO must have an active SAM registration. HUD will not issue a grant agreement for awarded funds to a Project Applicant until it verifies that its SAM registration is active.

**Homeless Management Information System Requirement (HMIS)**

Projects funded under the YHDP Program must utilize the local Homelessness Management Information System (HMIS) database and follow HUD mandated data entry standards for YHDP Program and project types.

#### Additional Information and Resources:

- YHDP HMIS Manual
  - <https://files.hudexchange.info/resources/documents/YHDP-HMIS-Manual.pdf>
- General HMIS Info X
  - [HMIS 101: Understanding the Interconnectedness of HMIS Data \(HUD Exchange\)](#)
- AWH4T Resources
  - [Data gathered from current AWH4T providers](#)

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## Local Project Application Process

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### Local Competition Deadlines

Local competition deadlines are established to ensure all project applications are finalized within the timeline outlined in the Request for Proposals and to meet HUD specific deadlines. All applications must be complete and submitted within the required deadline in order to be considered.

### Project Application Submittal

All project applications are required to be submitted to Housing Solutions at [rfp@housingsolutionstulsa.org](mailto:rfp@housingsolutionstulsa.org). See the Local Process Timeline for specific deadlines. Applicants will submit the local application materials which will be scored and ranked by the YHDP Independent Review Team (IRT).

### CoC Notification to Project Applicants

Project applicants will be notified in writing whether or not their applications shall be included as part of the YHDP Preliminary Ranking and YHDP Final Ranking submission. Project applicants that submitted project applications that were rejected shall be notified of the reason for the rejection and have an opportunity to appeal the decision before the YHDP Final Project Ranking List is approved and submitted to HUD.

### Competition e-snaps Submission

After the local review process has been finalized, all projects accepted for inclusion in the AWH4T's YHDP Final Project Ranking must submit a final online e-snaps project application to the Tulsa CoC, according to the Local Process Timeline deadline. Housing Solutions, the Collaborative Applicant and Lead Agency for the AWH4T will review applications in e-snaps for accuracy and request corrections or revisions before the final submission to HUD.

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## Local Project Review and Ranking Process

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The YHDP Program Competition is administered under the requirements outlined in the YHDP NOFO and under local CoC governance.

Scoring criteria and scoring tools have been developed to measure performance and capacity based on the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act Performance Measures, in compliance with CoC Interim Rule, YHDP priorities, and other locally identified priorities. The scoring criteria can be found in the YHDP Application and Scoring Tool document on the Housing Solutions website at [www.housingsolutionstulsa.org](http://www.housingsolutionstulsa.org) and these policies detail how the YHDP IRT Members shall evaluate projects for the initial ranking. HUD will have the final determination of YHDP funding awards.

1. Project Review Panel Members will be oriented to the process, will receive applications and scoring materials.
2. Project Review Panel Members will review and tentatively score the applications prior to their first meeting in a scoring spreadsheet provided by Housing Solutions.
3. Housing Solutions staff will ensure all applications meet threshold requirements.



- a. All projects will be scored using the Scoring Tool.
4. The YHDP Independent Review Team (IRT) will meet over the course of one to two days to jointly discuss each application, and individually score applications. Ranked list(s) will be prepared based on scores.
5. Preliminary scoring results to applicants and any applicants that fall outside of the funding amount allowed by the community will be rejected.
6. Rejected applicants will have an opportunity to submit an appeal in writing before the final YHDP Project Ranking is presented to Leadership Council and approved.
7. Housing Solutions will distribute a summary of general feedback based on the application review and select scoring factors.
8. Tulsa CoC's YHDP NOFO Application is made available for public review and reference on the Tulsa CoC website.
9. Approved projects must meet additional deadlines outlined in the RFP timeline.

## YHDP & CoC Resources

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### Continuum of Care Program Statutory and Regulatory Requirements

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The CoC Program Interim Rule at 24 CFR part 578 outlines the requirements with which projects awarded funds through the competition must comply. To be eligible for funding under this NOFO, project applicants must meet all statutory and regulatory requirements in the CoC Program Interim Rule. Project applicants can obtain a copy of the Act and the CoC Program Interim Rule on the HUD Exchange website <https://www.hudexchange.info/> or by contacting the NOFO Information Center at 1-800-HUD-8929 (483-8929).

Organizations awarded CoC funds within the Tulsa CoC shall individually enter into a grant agreement with HUD.

### Threshold Requirements

All submissions will undergo a threshold review for completion and accuracy prior to being scored by the Review and Selection Committee. Projects that submit incomplete applications or do not submit their application by the stated deadline in the competition timeline document may not be considered for funding. All project applications must include the following components. We encourage potential applicants to seek technical assistance if they are unsure of their ability to meet any of these expectations.

- i. Review of Appendix A- <https://www.hud.gov/sites/dfiles/CPD/documents/Appendix-A.pdf>
- ii. Completed Application included Project Budget
- iii. Agency Operational Budget
- iv. Match and Leveraging Letters/MOUs (if applicable)
- v. Federal Tax Exemption Determination Letter
- vi. List of Board of Directors and organizational leadership (including a breakdown of self-reported demographics)
- vii. Project Organizational Chart
- ix. Housing First Policy
- x. Proof of Ownership or Lease (if housing will be provided at a site-based location)
- xi. Copy of Financial Audits (most recent 2 years)

Projects that do not submit the above documents by the application due date will not be considered for funding.

### Minimum Requirements

To be considered for funding through this RFP, projects must meet or be prepared to meet the following requirements by project start date (determined by HUD Award Letter).

- Be located and/or able to provide services within our service region and serve youth and young adults

- who are experiencing homelessness.
- Submit for approval to the YAB approval for the final project design, implementation strategies, and participation requirements and rules.
- Utilize recommendations of the YAB and The Lead Agency to improve the project and overall YHDP impact.
- Involve youth/young adults in the design, implementation, and evaluation of project services. Including adding Youth into leadership roles.
- Experience and capacity serving diverse populations including but not limited to 2SLGBTQ+ youth, youth of color, non-citizen youth, pregnant and parenting youth, and youth with disabilities.
- Accept referrals exclusively through the local Coordinated Entry System.
- Not be suspended or debarred from receiving federal funds and in good standing with all government and funding contracts.
- Participate in the Homeless Management Information System (HMIS) and adhere to HMIS Policies and Procedures (subject to revision) including but not limited to data quality and timeliness standards. Complete New User training by all staff and comply with any HMIS data quality standards.
- Organizations must record case notes for every client interaction and document service in HMIS within 48 hours of the interaction.
- Adhere to Housing First practices while serving households experiencing homelessness.
- Adhere to all expectations stipulated in the Coordinated Community Plan and as may be further revised and updated by the YAB and/or Lead Agency.
- Have active registration status in the United States System for Award Management (SAM).
- Have a current and valid Unique Entity Identifier (UEI) obtained from SAM.
- Adhere to all requirements of the Continuum of Care Program Interim Rule, 24 CFR 578, and other statutory and regulatory requirements applicable to the project.
- If a housing project, adhere to applicable Fair Housing and Equal Access Rule requirements.
- Provide initial and ongoing training including Positive Youth Development, Trauma-Informed Care and to ensure staff competency and qualification to effectively serve youth experiencing homelessness.
- Maintain active membership and regular participation in AWH4T CoC.
- Participate in YHDP continuous quality improvement processes and initiatives.
- Participate in YHDP Workgroups.
- Adhere to housing first and have a 2nd chance housing approach for justice-involved youth.

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## **Conflict of Interest Policy**

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No member of the Review Panel may have a conflict of interest in creating the recommended Priority List. Review Panel Members will be asked to sign a statement declaring that they do not have a conflict of interest.

A conflict of interest exists if:

1. The panelist or a member of their immediate family is now, has been within the last year, or has a current agreement to serve in the future as a Board member, staff member, or paid consultant of an organization making a proposal for funding;
2. The panelist is currently employed by or sits on the Board of Directors for an organization that has a contractual relationship with any entity making a proposal for funding or has had one within the past year. However, no conflict exists under this provision if the panelist's employer, or the organization on whose Board the panelist serve, is a funding entity or if the contractual relationship in place is not impacted by the proposals being made; or,
3. Any other circumstances exist which impede the panelist's ability to review and rank the proposal for funding objectively, fairly, and impartially.

Exception: Panelists may serve on a panel if they are no longer affiliated with an organization making a proposal for funding, AND the potential conflict has been waived through public notice to the CoC with no opposition raised within the period listed in that public notice.

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## **Additional Information and Resources**

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### **Submitting Applications to e-snaps**

<https://www.hud.gov/sites/dfiles/CPD/documents/Round-6-YHDP-New-Detailed-Instructions.pdf>

<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-YHDP-New-Project-Application-Navigational-Guide.pdf>