



YOUTH HOMELESS DEMONSTRATION PROGRAM (YHDP)

FY2017 NOFA CHECKLIST

The Youth Homelessness Demonstration Program (YHDP) is an exciting initiative designed to reduce the number of youth experiencing homelessness. This Checklist has been developed to assist potential applicants to better understand the YHDP Notice of Funding Availability (NOFA) requirements. Potential Applicants can use this checklist along with supporting guidance to make informed decision concerning the best method for submitting applicants in the FY2017 YHDP competition. Readers are encouraged to use the checklist to help navigate the FY2017 NOFA and application submission. If there are follow-up questions, please submit an inquiry to the Ask-a-Question on the HUD Exchange.

1. PREPARING FOR THE FY2017 YHDP APPLICATION

On January 17, 2018, HUD released the FY 2017 YHDP NOFA. HUD strongly encourages all communities to consider applying. Applications will be submitted through www.grants.gov (and not through *e-snaps*). The deadline for submissions is April 17, 2018 at 11:59:59 PM EDT.

Before continuing, consider how you will develop a coordinated community response to youth homelessness without YHDP funding. Preparation can include viewing more application resources as they become available, check the [YHDP Application Resources](#) page frequently.

2. REQUIRED ATTACHMENTS

Applicants who fail to meet any of the following threshold eligibility requirements will be deemed **ineligible**. Applications from ineligible applicants will not be evaluated.

- Letter, signed by Youth Action Board (YAB) representative, that confirms that the community’s application was developed in consultation with the YAB (See III.C.1.d)
 - If there is a formal agreement with a Youth-led Action Board (as indicated in Section V.A.1. under collaboration), please name the attachment “Youth Action Board Agreement”
- Verification of state or local Public Child Welfare Agency’s (PCWA) membership in the CoC via a Memorandum of Understanding (MOU) between the agency and the CoC that outlines the PCWA’s commitment to and participation in the YHDP (See III.C.1.e)
 - Please name this attachment “PCWA Agreement”
- SF-LLL: Disclosure of Lobbying Activities
- SF-424: Application for Federal Assistance
- HUD 2880: HUD Applicant Recipient Disclosure Report
- Narrative responses to the following target geographic area questions:

- Whether you are requesting participation as a rural community in the YHDP through this application.
- Whether you are applying as a geographic area smaller than the entire CoC. If so, provide a brief description of the geographic area and justification for the decision to apply for a geographic area smaller than the entire CoC.
- The total community population in between the ages of 10 and 24 within the selected geographic area, based on current US census data.

Leadership Capacity

- ✓ Description of the YHDP team (please name the attachment “YHDP Team”)

Current Resource Capacity

- ✓ List of current resources (please name the attachment “Current Resource Capacity”)

Capacity for Innovation

- ✓ Youth System Map (please name the attachment “Youth System Map”)

Collaboration

- ✓ Stakeholder Chart (please name the attachment “Stakeholder Chart”)
- ✓ CoC Homelessness Program agreement (please name the attachment “CoC Homelessness Program Agreement”)
- ✓ Local Government Agency agreement (please name the attachment “Local Government Agency Agreement”)
- ✓ State or Local Education Agency agreement (please name the attachment “State (or Local) Education Agency”)
- ✓ Runaway and Homeless Youth Program agreement (please name the attachment “Runaway and Homeless Youth Program”)

Financial Resources

- ✓ Funding letter(s) of commitment for the YHDP planning process (please name the attachment “Funding Letter of Commitment”)

3. APPLICATION REVIEW INFORMATION- REVIEW CRITERIA

Applicants must include narrative responses to the rating factors as attachments. Please see section IV.B.1. of the FY2017 NOFA for attachment naming conventions.

Answering the rating factor questions *completely* in the FY 2017 YHDP NOFA will help your community take the first few steps towards preventing and ending youth homelessness. The table below outlines the selection criteria by rating factor with the points that may be awarded for each out of a possible 100 total points.

Rating Factor	Points
Leadership Capacity	20
Current Resource Capacity	5
Community Need	10
Capacity for Innovation	15
Collaboration	20
Financial Resources	10
Data and Evaluation Capacity	20

4. YHDP RESOURCES

- FY2017 application resources are available at the [YHDP Application Resources](#) page
- YHDP resources are located on the [Resources for Homeless Youth Service Providers page](#).
- Ask a YHDP Question at [Ask a YHDP Question](#)