# Request for Information

Youth Homelessness Demonstration Program

Proposal due date: May 23, 2022, prior to 11:59 p.m.

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## **1 Introduction**

### 1.1 Purpose of RFI

The purpose of this Request for Information (RFI) is to identify and select organizations to implement selected Youth Homelessness Demonstration Program Project of 15 units of permanent supportive housing.

Selected Proposers will submit their full application in ESnaps[[1]](#footnote-1) prior to July 1, 2022, after notification of an award from Hennepin County. Shortly thereafter submission into ESnaps, the Department for Housing and Urban Development will begin the contracting process directly with the Proposer for an anticipated contract start date of October 1, 2022.

### 1.2 Scope of services (section 4)

The scope of services is included within section 4.

### 1.3 Proposal format and content (section 4.2)

When submitting a proposal, Proposers must follow the specific format and contents detailed in section 4.2. Failure to do so will likely prolong the evaluation process.

## **2. General Rules**

### 2.1 RFI overview

This RFI is an invitation for Proposers to submit a proposal to Hennepin County. It is not to be construed as an official and customary request for bids, but as a means by which Hennepin County can facilitate the acquisition of information related to the purchase of services. Any proposal submitted is a suggestion to negotiate and **NOT A BID**.

### 2.2 Estimated timeline

5/23/2022 – RFI Closes

6/6/2022 - Initial Recommendation of award and notification

6/13/2022 - Final award notifications

7/1/2022 – YHDP projects submitted and approved in ESnaps

10/1/2022 – YHDP projects under contract with HUD

These dates are subject to revision or cancellation by Hennepin County in its sole and absolute discretion.

### 2.3 RFI submission

The deadline to complete the RFI is by May 23, 2022, at 11:59pm. All RFI proposals should be sent to Casey Schleisman at [Casey.Schleisman@hennepin.us](mailto:Casey.Schleisman@hennepin.us). A confirmation email will be sent back within 24 hours during business days.

Failure to submit a proposal on time may be grounds for rejection of the proposal; however, Hennepin County reserves the right, in its sole and absolute discretion, to accept proposals after the proposal due date.

### 2.5 County’s right to withdraw, cancel, suspend and/or modify RFI

Hennepin County reserves the right to withdraw, cancel, suspend, and/or modify this RFI for any reason and at any time with no liability to any prospective Proposer for any costs or expenses incurred in connection with the RFI or otherwise.

### 2.6 Proposals will not be returned

Upon submission, proposals will not be returned.

Proposers can request the evaluation results and feedback of their proposals after all the contract(s) have been fully executed. To request this information please email Casey Schleisman at casey.schleisman@hennepin.us.

### 2.7 Proposer’s ideas

Hennepin County reserves the right to use any or all ideas, concepts, or other information provided in any proposals. Selection or rejection of the Proposal does not affect this right.

### 2.8 Conflict of interest

The Proposer affirms that to the best of its knowledge the submission of its Proposal, or any resulting contract, does not present an actual or perceived conflict of interest. The Proposer agrees that should any actual or perceived conflict of interest become known, it will immediately notify Hennepin County and will advise whether it will or will not avoid, mitigate, or neutralize the conflict of interest.

## **3. Evaluation and selection**

### 3.1 Evaluation panel

Hennepin County is looking to fund Proposers that are especially focused on including youth and young adults in their project plan and decision-making structure. The submitted RFIs will be reviewed by a selection panel consisting of at least 51% youth and young adults with lived experiences of housing instability.

### 3.2 Evaluation of responsiveness

Hennepin County will consider all the material submitted by the Proposer to determine whether the Proposer’s offer is in compliance with the terms and conditions set forth in this RFI. Proposals that do not comply with the provisions in this RFI may be considered nonresponsive and may be rejected.

### 3.3 Evaluation criteria

Evaluation criteria shall include the following:

1. Proposer Experience
2. Project Description
3. Elements of Service Plan
4. Contracts and Funding

### 3.4 Interviews/presentations

Hennepin County reserves the right to request additional information from Proposers during any phase of the proposal evaluation process. During the evaluation process, the County may require the presence of a Proposer to make a virtual presentation and/or answer specific questions regarding their Proposal.

## **4. Proposal**

### 4.1 Scope of projects

Hennepin County is seeking proposals for a permanent supportive housing program. It is anticipated that a PSH program funding request will be within a $200,000 - $300,000 budget range. Proposals that have funding requests that are not within these ranges will still be accepted and reviewed utilizing the RFI’s evaluation tool.

### 4.2 Project description and expected outcomes

Hennepin County intends to select the following through this RFI:

* one Proposer to provide 15 units of Permanent Supportive Housing + services,

Further descriptions of each of these are included below. In addition to organizations implementing the following programs, successful proposers are also responsible for aligning with the CCP in its entirety. The CCP further lays out guiding principles, values, and outcomes. Please see the full [Hennepin County CCP](file:///C:\Users\CASC002\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\JFAVCU5M\Hennepin-County-YHDP-CCP-final-draft.pdf) for further information.

|  |  |
| --- | --- |
| **Youth Permanent Supportive Housing (PSH)** | |
| Core Elements of the Project | *Permanent Supportive Housing (PSH) is a non-time limited supportive housing intervention for youth or a youth-headed household with a disability. PSH is designed to support the most vulnerable youth who will benefit from long-term housing with ongoing support. Housing and services must be low-barrier and offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are tailored to the unique needs of the household.*  *PSH can be offered in a scattered site model where the young person finds housing in the community or in a single site location. In both scenarios the YYA is the leaseholder of the apartment.*  *Youth are not required to meet HUD’s Chronic Homelessness definition to enroll in the project.* |
| Target Population | Youth under the age of 25, including pregnant and parenting youth plus all special population groups. HUD Homeless Categories 1 and 4 and possibly 2. |
| Projected Number of Youth to be Served (annual) | 15 |
| Supportive Services Description | * Utilize [9 guiding principles](https://avenuesforyouth.org/wp-content/uploads/2015/12/9-Evidence-Based-Principles-to-Help-Youth-Overcome-Homelessness-Webpublish.pdf) to assist youth in overcoming homelessness * Connection to natural supports, chosen family, and other permanent connections * Inclusion of youth voice and youth engagement strategies to inform all levels of programming and services * Providing support to youth in identifying and building out their natural supports/chosen family within a youth’s life, including resourcing the natural supports/chosen family * Focus services on connecting youth to further supports, especially for health and transitioning to adult services * Utilize progressive engagement and two-generation (2Gen) approaches to addressing intergenerational poverty, including offering the minimal amount of assistance initially and being person centered in planning, avoiding assumptions about peoples’ needs or prescriptive services, and increasing services based on needs * Utilization of the ‘moving on’ strategies as a means of connecting YYA to stable housing opportunities outside of the homeless response system, when they are ready * Provision of Mental Health supports, either on staff or with direct partnerships with community providers * Independent Living Services & Basic life skills-information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services). * Address housing barriers (credit, rental history, etc.) * Landlord recruitment * Housing obtainment - supporting youth to find appropriate housing to meet needs. * Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits. * Housing Quality Standard assessment * Job preparation and attainment counseling * Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; culturally responsive coaching for success in educational and economic opportunities. * Navigating & accessing applicable benefits, including childcare benefits. Ideally, project recipient(s) would bring or be able to negotiate childcare prioritization for youth families engaged in the project. * Family supports for parenting youth * Transportation - bus tokens, gas cards, etc. |
| Desired Outcomes | ***BRIEF: Youth will obtain safe and stable housing***   1. Percent of youth who exit, exit to safe and stable housing/destinations. Goal = 95%. 2. Of the percent of youth who exited to safe and stable housing/destinations, a percent of them are still housed at 6 months post exit. Goal = 98%. 3. Of the percent of youth who exited to safe and stable housing/destinations, a percent of them are still housed at 12 months post exit. Goal = 90%.   **RARE: Youth maintain/increase financial stability**   1. Percent of youth who maintain or increase income through employment. Goal = 90%. 2. Percent of youth who maintain or increase total income (including benefits). Goal = 90%. 3. Percent of youth who maintain or increase attendance in school or an education program. Goal = 90%.   **RARE AND NON-RECURRING: Youth improve their social connections and well-being**   1. Percent of youth who are pregnant and/or parenting have been referred to, and actively assisted in accessing, supportive services. Goal = 90%. 2. Percent of youth who have identified healthcare (including mental health) providers and/or are connected to a clinic. Goal = 90%. 3. Percent of youth who identify at least one positive adult relationship (other than a social service provider) that can be called upon. Goal = 100%.   \* Additional outcomes may be defined prior to implementation of the project, specifically around permanent connections, and social emotional well-being |
| Innovative Strategies to be built into Implementation | This PSH project is designed to align with youth PSH that is currently operating in the community. |

### 4.3 HMIS

All contracted organizations are required to enter data into Minnesota’s homelessness management information system (HMIS), pull reports from HMIS’s reporting tool, and submit these reports as requested per the contract. Eligible HMIS-related expenses include staffing, training, and licenses. Typically, HMIS expenses do not exceed 3% of the overall expenses within a budget.

### 4.4 Contracts

The contract will be between the selected Proposers and HUD. Contracts will be awarded to successful Proposers for a term anticipated to commence on October 1, 2022. It is anticipated that the initial contract would be for two years from contract start date (October 1, 2022 – September 30, 2024). Contracts would ideally be renewed on an annual basis; renewal will be included as part of the annual Continuum of Care competition. Successful Proposers will work with Hennepin County on all future renewals.

### 4.5 Proposal format

Proposers should use the following format in preparing all proposals. Failure to do so may result in a reduced rating by the evaluation panel.

* Use 11-point Arial font with one-inch margins on 8½ X 11-inch paper
  + Proposal narratives (the responses to requirements listed below) are to be no more than 7 pages in length per Proposed project
  + Pages exceeding the maximum may be removed prior to evaluation
  + Hennepin County will accept the following file types: Adobe PDF, Microsoft Word, and Microsoft Excel.
  + For the YAB reflection questions, submit a video, up to 6 minutes, your responses as outlined in the “YAB Reflection Question” section below and upload the video file into a Google Drive folder (or other online storage), and include the link in your written proposal. Please make sure the link is accessible for the selection committee.

### 4.7 Proposal content

Your responses to sections 4.8 (organization overview) through 4.13 (contracts and funding) will make up your proposal narrative. The language that you draft to address these sections count against the 7-page limit mentioned above. The documents requested in section 4.14 (additional documentation) is required but do not count against the 7-page limit. Please use the section headings listed below to add structure to your proposal narrative. The number of questions included in this RFI are due to HUD requirements. With that said, Hennepin County is interested in very concise applications whenever possible.

Hennepin County is seeking RFI proposals from Proposers with the demonstrated organizational capacity and the relevant expertise and knowledge to carry out a project addressing one of the YHDP prioritized projects. Selected Proposers should be able to demonstrate youth leadership and authentic youth–adult partnership, proven field knowledge throughout their work, such as the ability to partner with young people in decision making and project development, as well as a clear commitment to ending youth homelessness.

### 4.8 Organization overview

* Organization Name
* Organization Address
* Organization Employer Identification Number
* Organization Congressional District(s)
  + You can find your district here: [congressional districts](https://www.gis.lcc.mn.gov/iMaps/districts/)
* Organization Primary Contact Information
* Is your organization currently registered in ESnsaps? If not, more information will be provided if you are a selected provider for YHDP funds. Please see the following link for further information: [e-snaps : CoC Program Applications and Grants Management System - HUD Exchange](https://www.hudexchange.info/programs/e-snaps/)
* Which YHDP priority are you applying for?

PSH

RRH

Foster Youth to Independence Voucher services

* Total Amount Requested?

### 4.9 YAB Reflection Questions

The Hennepin County Youth Action Board has been instrumental in leading efforts to effectively end youth and young adult homelessness in Hennepin County. The review panel will consist of at least 51% young people will lived experience. Please submit the responses to this section of questions in a video up to 5 minutes. Instructions to include this are listed above in the formatting instructions for the proposal. They are interested in hearing a response from applicants to the following questions:

1. Why does the agency do this work? What else does the agency do in the community to move the vision of ending youth homelessness forward?
2. What is the organization doing to build ways to hear from the YYA who aren’t sharing with you yet?
3. Describe how the project develops YYA individual capacities?
4. What are you doing to prevent burn out, reduce turnover, and support accountability in the agency’s growth/healing needed to maintain commitment to this work and YYA?
5. What internal evaluation efforts do you use to honor feedback from the young people you partner with? Where do you think you could grow capacity in YYA leadership and partnership opportunities?

### 4.10 Organization Experience

Hennepin County is looking for examples and stories of how your work reflects the following questions. Please respond to the question with the most accuracy as possible. The goal is to gain a better insight into your organization’s methodologies and values:

1. Provide concrete examples that illustrate your experience and expertise in each of the following:
   1. working with and addressing the Youth & Young Adults identified housing and/or supportive service needs; and
   2. developing and implementing relevant program systems and/or services; and
   3. identifying and securing matching funds from a variety of sources; and managing basic organization operations including financial accounting systems.
2. Describe your experience and potential subrecipients (if any) in providing housing and services to Black, Indigenous, People of Color (BIPOC) experiencing homelessness.
3. Describe the experience of the applicant and potential sub-recipients (if any), has in effectively utilizing other grant funds. Describe why the applicant (& if applicable, sub-recipients) are the appropriate entities to receive funding.
4. Describe the experience of the applicant and potential sub-recipients (if any) in leveraging other Federal, State, local and private sector funds. Include experience with all Federal, State, local and private sector funds. If the applicant and sub-recipient have no experience leveraging other funds, include the phrase “no experience leveraging other Federal, State, local or private sector funds.”
5. Describe your organization’s financial management structure. Include how your organization has a functioning accounting system that is operated in accordance with generally accepted accounting principles or has designated a fiscal agent that will maintain a functioning account system. Include fiscal control and accounting procedures to assure proper dispersal of and accounting for federal funds in accordance with the requirements of 2 CFR part 200.
6. Are there any unresolved monitoring or audit findings for any HUD grants (including Emergency Solutions Grant operated by the applicant or potential sub-recipients (if any): ☐ YES ☐ NO

### 4.11 Project Description

1. Provide a description that addresses the entire scope of the proposed project. The project description should address the entire scope of the project, including:
   * 1. a clear picture of how Youth & Young Adults (YYA) will be served,
     2. the plan for addressing the identified housing and supportive service needs,
     3. anticipated project outcome(s)
     4. coordination with other organizations (e.g., federal, state, nonprofit) regarding how the YHDP Program funding will be used?
2. How does this project help the community meet the shared vision, goals, and objectives of the coordinated community plan? Please see the vision, goals and objective section of the [Hennepin County CCP](file:///C:\Users\CASC002\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\JFAVCU5M\Hennepin-County-YHDP-CCP-final-draft.pdf) for further information.
3. Provide a description that addresses how this project will follow Positive Youth Development and/or Trauma Informed Care.
4. Describe how race will not be a factor in determining outcomes in this project.
5. All YHDP projects are required to be connected to the Coordinated Entry System. If you are not currently connected, do you understand that this is a requirement for all newly funded YHDP projects. ☐ YES ☐ NO
6. Housing First is required for all CoC-funded projects. Will the project follow a “Housing First” model? ☐ YES ☐ NO
7. Please describe how the project will follow housing first with YYA at entry and while enrolled.
8. Will the project quickly move YYA into permanent housing? ☐ YES ☐ NO
9. Will the project enroll YYA who have the following barriers? (*Check all that apply: checking the box next to an item listed confirms that your project does not have the following barriers to entering the project)*

☐ having too little or little income

☐ active or history of substance use

☐ having a criminal record with exceptions for state-mandated restrictions

☐ history of victimization (e.g., domestic violence, sexual assault, childhood abuse)

1. Will the project prevent YYA termination for the following reasons? *(Check all that apply: checking the box next to an item listed confirms that your project does not terminate participants for the following reasons)*

☐ failure to participate in supportive services

☐ failure to make progress on a service plan

☐ loss of income or failure to improve income

☐ any other activity not covered in a lease agreement

1. Describe how you will address issues around mental health, addiction, resistance to services, lease violations, and other things that could jeopardize a YYA’s housing.
2. Describe how you will cultivate landlord relationships, will help YYA find housing, and will ensure YYA can access available housing options within the coalition. This includes removing barriers.
3. Will YYA be required to live in a particular structure, unit, or locality at some point during the period of participation? ☐ YES ☐ NO If yes, explain how and why the project will implement this requirement, the reason for the program design, and why this is necessary for providing supportive services.
4. Will more than 16 YYA live in one structure: ☐ YES ☐ NO If yes, describe the local market conditions that necessitate a project of this size. If yes, describe how the YYA will be integrated into the neighborhood.
5. Does this project carry out housing problem solving activities to rapidly exit households from homelessness? ☐ YES ☐ NO \*All projects should include this as a component. If no, please explain.
6. Describe the intervention strategy to engage families and how community partnerships such as child welfare agencies, schools, youth providers, and other community service and homeless providers are incorporated into the intervention strategy?
7. With YHDP funds, what services are provided to engage the family and YYA in housing problem solving?

☐ Family counseling

☐ Conflict resolution

☐ Parenting supports

☐ Relative or kinship caregiver resources

☐Targeted substance abuse and mental health treatment

☐ Housing Search Assistance

☐ Landlord-Tenant mediation

☐ Legal Services

☐ Utility or Security Deposits

☐ One-time moving assistance

☐Rental Application fees

☐ Utility or Rental Arrears

☐ Other\*

\*If “other” was selected above, please explain the potential service:

20. Identify the specific populations addressed in this project

☐ Minors

☐ Foster care/justice involved youth

☐ LGBTQ+

☐ Gender Non-Conforming

☐ Victims of Sexual Trafficking

☐ Other\*

\*If “other” was selected above, please explain:

21. How will the project continue to involve the Youth Action Board (YAB) in the development and implementation of the YHDP project?

22. Will your project offer any specialized services for youth living with HIV/AIDS? ☐ YES ☐ NO

If yes, provide details of those services.

### 4.12 Elements of service plan

1. Describe how YYA will be assisted to obtain and remain in permanent housing.

2. Describe specific efforts to ensure BIPOC, LGBTQ+ and YYA with disabilities experiencing homelessness will be connected to housing of their choice and supported in housing after the assistance has expired.

3. Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.

4. How will the project allow YYA the ability to choose the providers and interventions that fit their needs?

5. Identify whether the project will include the following activities:

a. Transportation assistance to YYA to attend mainstream benefit appointments, employment training, or jobs ☐ YES ☐ NO

\*select “yes” if the project provides regular, or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, and jobs. Assistance may include bus passes, vehicle owned by agency, etc.

b. At least annual follow-ups with YYA to ensure mainstream benefits are received and renewed? ☐ YES ☐ NO

\*select “yes” if the project follows-up with YYA annually to ensure they applied for mainstream benefits (e.g., general assistance, food stamps, SSI) for which they are eligible, receiving the benefits, and renew benefits as required.

c. Do YYA have access to SSI/SSDI technical assistance provided by applicant or partner agency? ☐ YES ☐ NO

\*select “yes” if YYA have access to SSI/SSDI technical assistance. The assistance can be provided by the project applicant, a partner-agency (through a formal or informal relationship).

d. Has the staff person providing the technical assistance completed SOAR training in the past 24 months? ☐ YES ☐ NO

\*select “yes” if the staff person who provides SSI-SSDI technical assistance completed SOAR training, online or in person, the past 24 months. If more than 1 person provides technical assistance, only select “yes” if all the people have completed the training.

### 4.13 Contracts and Funding

1. Will it be feasible for the project to be under grant agreement by September 30, 2022? ☐ YES ☐ NO

2. Does this project propose to allocate funds according to an indirect cost rate? ☐ YES ☐ NO

3. Select the costs for which funding is being requested. Indicate only those activities for which the applicant is requesting funding from HUD through the YHDP Program competition.

☐ Leased Units [24 CFR 578.49](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.49)

☐ Leased Structures [24 CFR 578.49](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.49)

☐ Rental Assistance [24 CFR 578.51](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.51)

☐ Supportive services [24 CFR 578.53](https://www.ecfr.gov/current/title-24/section-578.53)

☐ Operating [24 CFR 578.55](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.55)

☐ HMIS [24 CFR 578.57](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.57)

☐ Administration

4. Each Proposer is required to provide a match for the project. Match contributions can be cash, in-kind, or a combination of both. Match must be no less than 25% of the total request (including administrative costs, not including leasing costs). See 24 CFR 578.73 for CoC Program match requirements.

Example: The total amount of CoC funding requested is $100,000. Then the applicant must match funds no less than $25,000.

In the table below, identify the type of commitment, source, and amount.

* Type of Commitment = Indicate cash or in-kind (non-cash) in the column.
  + This indicates the type of contribution that describes this match commitment. Examples of in-kind can include the value of any real property, equipment, or services contributed to this project that are eligible costs under the CoC Program.
* Source = Indicate private or government in the column.
  + Private means that the match will be provided by a non-governmental entity
  + Government means that the match will be provided by a government entity so long as the government funds do not prohibit their use as match for another federal program
* Name of the Source = Write the name of the organization providing the contribution. Be specific and include the office or grant program if applicable.
* Amount of Commitment = Enter the total dollar value of the contribution.

**Match Table:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Commitment** | **Source of Commitment** | **Name of the Source** | **Amount of the Commitment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### 4.14 Additional documentation

The budget workbook must be completed to further illustrate the project being proposed. Please include this document with your submission.

Thank you for your time and effort in completing this RFI. We sincerely appreciate your interest in providing crucial services to young adults experiencing homelessness in our community through YHDP funding!

1. *E-snaps* is the electronic Continuum of Care (CoC) Program Application and Grants Management System that HUD’s Office of Special Needs Assistance Programs (SNAPS) uses to support the CoC Program funding application and grant awards process for the CoC Program. Website: [e-snaps : CoC Program Applications and Grants Management System - HUD Exchange](https://www.hudexchange.info/programs/e-snaps/) [↑](#footnote-ref-1)