



MFA

Youth Homeless Demonstration Project (YHDP)

Program Manual

Last Revision:

March 2021

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PROGRAM PURPOSE

The purpose of the MFA Youth Homelessness Demonstration Project (YHDP) Program is to provide a funding incentive to agencies which receive HUD YHDP funds, encouraging them to meet and exceed HUD performance measures.

The goal of the federal Youth Homelessness Demonstration Program (YHDP) is to support communities, in the development and implementation of a coordinated community approach to preventing and ending youth homelessness and sharing that experience with and mobilizing communities around the country toward the same end. The population to be served by this demonstration program is youth experiencing homelessness, including unaccompanied and pregnant or parenting youth, where no member of the household is older than 24.

HUD will require selected communities to identify match commitments and submit match documentation as part of the project application process in accordance with Continuum of Care (CoC) Program requirements at 24 CFR 578.73, MFA YHDP Program will help meet this requirement.

The program is implemented through a partnership with the New Mexico Coalition to End Homelessness (NMCEH), which coordinates the state's two Continuums of Care, Albuquerque and Balance of State. NMCEH is responsible for ensuring all agencies' applications and renewals are submitted to HUD, and for preparing the overall application for each Continuum.

The MFA YHDP program, originally funded by House Jr. Bills is now funded by State Homeless funds, received annually from the State's Human Services Department.

FUNDING DESCRIPTION AND CONDITIONS

HUD, its federal partners, and youth who have experienced homelessness designed the Youth Homelessness Demonstration Program (YHDP) to drastically reduce the number of youths experiencing homelessness, including unaccompanied, pregnant and parenting youth.

On August 29, 2019, HUD announced \$75 million in funding to 23 communities to help end youth homelessness. The communities that submitted applications took an important step in preventing and ending youth homelessness.

In order to be eligible for MFA's YHDP Program funds, agencies must meet the following requirements:

1. Has received HUD's YHDP funds and has a fully executed grant agreement.
2. Has a current acceptable financial audit.
3. Is current in its registration with the NM Attorney General.
4. Is not debarred by MFA, the State of NM, or the Federal Government.

Organizations receiving MFA awards for YHDP should:

- Offer new approaches to connect youth experiencing homelessness to stable housing, with an emphasis on youth choice.
- Demonstrate both optimism (high expectations of what youth can achieve) and open-mindedness (the ability to meet youth where they are today, free of judgement).
- Are flexible, eager to grow and unafraid to make changes based on youth feedback. Focus on solving problems with youth, not for youth.
- Provide services that are Trauma-Informed and demonstrate deep understanding of the social and developmental characteristics of transition age youth.
- Attract and retain diverse staff with outstanding youth engagement abilities.
- Have well-defined community partnerships across multiple domains, including but not limited to housing, healthcare, education, and workforce development.
- Actively practice inclusion and consider the unique strengths and characteristics of different subpopulations, including youth of color, LGBTQIA+ youth, pregnant and parenting youth, youth with justice system-involvement, youth transitioning out of foster care, survivors of violence or sexual exploitation, and others.
- Have a positive reputation among youth in counties to be served.

PERFORMANCE MEASURES

Performance measures for the MFA YHDP funding is to

- 1: Follow all federal YHDP performance measures.
- 2: Follow 2 CFR 200 and 24 CFR 578.
- 3: Meet a goal of persons served, created by each agency.
- 4: Provide timely invoicing and reporting.

Federally, the demonstration has five primary objectives: • Build national momentum. Motivate state and local homelessness stakeholders across the country to prevent and end youth homelessness by forming new partnerships, 2 of 43 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.

FUNDING REQUIREMENTS

PROGRAM REGULATIONS

The YHDP funds can be used for a wide range of eligible activities associated with a currently operating YHDP program administered by the recipient. All activities and expenses must have prior approval by the MFA through the contract budget.

Ensure funds are utilized for, but not limited to, the following activities: crisis residential/transitional housing, rapid re-housing, host homes and shared housing, permanent supportive housing, assistance with family reunification, case management, rental assistance for homeless youth, staff salaries, transportation, and administrative costs.

Funds should be spent per HSD guidelines and approval and meeting 2 CFR 200.

FINANCIAL REGULATIONS

Tracking of YHDP Performance Program funds must be done in accordance with uniform administrative requirements, as outlined in Office of Management and Budget (OMB) Circulars. Specific circulars have detailed information on allowable costs, tracking of costs and other financial management requirements.

Most subgrantees are subject to CFR 230 in tracking their contracts.

If the subgrantee is a unit of local government or a special purpose governmental agency, it is subject to CFR-225.

PROGRAM ADMINISTRATION

ANNUAL FUNDING

Agencies will be eligible for funds through the annual limited source procurement. MFA works with the NMCEH to determine which agencies have a current executed grant agreement with HUD's YHDP Program. The MFA reviews the information provided by the NMCEH along with the application package and issues awards to qualifying agencies. Awards are effective from July 1 to June 30.

CONTRACT PROCEDURES

YHDP Program funds are issued as individual separate contracts.

Contracts are issued following the announcement of awards.

Contracts are now issued via DocuSign. It is the responsibility of the agency to review and sign the document electronically. Copies of the executed contract will remain in DocuSign for access by both parties.

MONTHLY INVOICING AND REPORTING REQUIREMENTS

Funds are provided on a reimbursement basis. Invoices are due each month by the 10th of the month. Invoices and reporting should be complete, correct, and should be accompanied by backup documentation.

Reporting is required by HSD and is submitted to HSD by MFA. Late reporting and invoicing is not permitted as MFA must meet deadlines for HSD.

The Service Provider shall submit data quality reports generated from the NM HMIS with each request for payment. Missing, incomplete or incorrect data is considered noncompliance with HMIS or Osnum reporting requirements and may result in requests being held until data quality is improved. Upon receipt of corrected data quality reports, held fund requests will be processed in the next payment cycle. In addition to entering data into HMIS or OSNIUM, Service Provider is required to report data in MFA's secure file transfer on a monthly basis including narrative of progress and activities as outlined in the original program plan, the number of unduplicated clients served, expenditure report of monthly expenses by category and supporting documentation to be submitted with monthly invoice.

Subgrantees receiving assistance must collect and report data on the use of the funds awarded and persons served with this assistance in the Homeless Management Information System (HMIS). The recipient or subgrantee may use ESG funds to pay the costs of contributing data to the HMIS.

If the subgrantee is a victim services provider (DV), it may use ESG funds to establish and operate Osnum, a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

Financial back up documentation is always required to be on file at the agency; copies of the grant based general ledgers and all backup invoices/receipts must be uploaded with each invoice.

All invoicing & reporting is submitted through the secure file transfer:
<http://local.housingnm.org/LoginPortal> .

The program manual for invoicing is online.

MONITORING REQUIREMENTS

All subgrantees are monitored annually by MFA. This monitor may be a full site monitor, an inspection, a desk financial review, or periodic review of invoices and reports. Where facilities are funded, MFA performs a facilities inspection at least every three years.

MFA may choose to do a full monitoring remotely and subgrantees will be required to upload all needed documentation electronically via the Secure Transfer System.

PARTICIPANT ELIGIBILITY

The YHDP Performance Program does not impose specific income or rent limits; however, all participants served through the YHDP Performance Program must meet all eligibility requirements for the agency's HUD YHDP program. Per HUD guidelines, youth shall be considered eligible for this program if they are under 24 years old and experiencing homelessness.

All participants must meet the HUD definition of homelessness, and for agencies with all YHDP programs other than Supportive Services Only, there must be third party documentation in the file according to the following checklist:

HUD DEFINITION OF HOMELESSNESS: HUD's Homeless Definition Final Rule became effective January 4, 2012; HUD's Final Rule Defining Chronically Homeless is effective as of January 15, 2016. These rules apply to any program that is funded through the McKinney-Vento Continuum of Care (CoC) homeless-assistance program. The HUD homeless definition has four categories: • Category 1: Literally homeless individuals/families who lack fixed, regular, and adequate nighttime residence. This definition includes: 1) Individuals or families who are sleeping in places not designed for or ordinarily used as a regular sleeping accommodation (including cars, parks, abandoned buildings, bus or train stations, airports, or campgrounds). 2) Individuals or families who are living in a shelter, transitional housing, or motel/hotel paid for by a third party. 3) Individuals exiting an institution who a) resided in the institution for 90 days or less; and b) were residing in emergency shelter or a place not meant for human habitation immediately before entering the institution. • Category 2: Imminently homeless Individuals/families. To qualify for this category, individuals or families must: 1) Be imminently losing their primary nighttime residence within 14 days, AND 2) Have no subsequent residence identified, AND 3) Lack the resources or support networks needed to obtain other permanent housing. • Category 3: Unaccompanied youth or families with children/youth who meet the homeless definition under another federal statute. Applies to unaccompanied youth under 25 or families with children and youth, who do not otherwise qualify as homeless, but who: 1) Meet definition of homeless under another federal statute; AND 2) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during last 60 days; AND 3) Have experienced two or more moves during last 60 days; AND 4) Is expected to continue in such status for an extended period of time due to special needs or two or more barriers to employment. ***Please note: HUD approval is required to serve youth that meet the criteria for Category 3 of the HUD definition of homeless. To date, no community has received approval to serve this population. As such, projects in Oahu do not have approval to serve this population through YHDP funding. *** • Category 4: Individuals/families fleeing or attempting to flee domestic violence. Applies to Individuals/families fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions

related to violence, who: 1) Have no identified subsequent residence; AND 2) Lack the resources and support networks needed to obtain other permanent housing.

RISK ASSESSMENTS

Risk assessments are completed annually on every agency to determine the type of monitor needed, using the general guidelines for risk assessments. Risk factors may include but are not limited to amount of funding, varieties of funding, time since last on-site monitor, recent turnover of key staff, and financial audit findings.