

## REQUEST FOR PROPOSAL

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The California Governor's Office of Emergency Services (Cal OES), Victim Services (VS) Branch, is soliciting proposals for the following program:

### **HOMELESS YOUTH EMERGENCY SERVICES AND HOUSING (YE) PROGRAM**

Release Date: August 17, 2021

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for Cal OES grant funds. The terms and conditions of this RFP supersede previous RFPs and conflicting provisions stated in the [Subrecipient Handbook \(SRH\)](#).

### **PROGRAM SYNOPSIS**

#### **Program Description:**

The purpose of the YE Program is to establish or expand access to a range of housing options that meet the needs of youth experiencing homelessness, and to provide crisis intervention and stabilization services so that the immediate crises these youth face can be resolved and they can focus on their futures.

#### **Eligibility:**

Applicants must be non-governmental organizations (NGOs) with a history of serving youth experiencing homelessness.

#### **Grant Subaward Performance Period:**

January 1, 2022 – December 31, 2026

#### **Available Funding:**

Individual Applicants may request up to \$2,250,000 - \$5,000,000.

#### **Submission Deadline:**

Monday, October 18, 2021



# HOMELESS YOUTH EMERGENCY SERVICES AND HOUSING (YE) PROGRAM

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# HOMELESS YOUTH EMERGENCY SERVICES AND HOUSING (YE) PROGRAM

## PART I – OVERVIEW

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- A. PUBLIC RECORDS ACT NOTICE
  - B. CONTACT INFORMATION
  - C. SUBMISSION DEADLINES AND OPTIONS
  - D. ELIGIBILITY
  - E. GRANT SUBAWARD PERFORMANCE PERIOD
  - F. FUNDS
  - G. PROGRAM INFORMATION
- 

### A. PUBLIC RECORDS ACT NOTICE

Proposals are subject to the California Public Records Act, Government Code Section 6250, *et seq.* Do not put any personally identifiable information or private information on this proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

### B. CONTACT INFORMATION

Questions concerning this RFP, the proposal process, or programmatic issues must be submitted in writing by email to:

Nicole Kriger, Program Specialist  
[Nicole.Kriger@caloes.ca.gov](mailto:Nicole.Kriger@caloes.ca.gov)

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. Cal OES can only respond to technical questions about the RFP during the period of time between the publication date and completion of the RFP process.

### C. SUBMISSION DEADLINE AND OPTIONS

**One original and three copies** of the proposal must be delivered to Cal OES by the date and time below. Submission options are: postmarked or hand-delivered, to the address below, by 5:00 pm on Monday, October 18, 2021.

California Governor's Office of Emergency Services  
Victim Services Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Homeless Youth Emergency Services and Housing (YE) Program  
Human Trafficking and Legal Assistance Unit

D. ELIGIBILITY

To be eligible to receive funds, Applicants must:

- Be an NGO with a history of serving youth experiencing homelessness.
  - Applicants must submit a letter, on official letterhead, signed by the Official Designee, certifying the Applicant has at least three years of experience providing emergency, short-term service to youth experiencing homelessness.
  - NGOs currently receiving funding under the HY Program: Family Assistance Program (San Bernardino), Fresno EOC (Fresno), New Morning (El Dorado), and Orangewood (Orange), must also certify in their letter the agency's intentions to utilize YE Program funding to establish access to a range of housing options that meet the needs of youth experiencing homelessness – the main Program Component of the YE Program.
- Receive a minimum of 50% of available points on the Rating Sheet.
- Must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current", "exempt", or "pending" status.  
[Check nonprofit status.](#)

Only one proposal per Applicant will be eligible to receive funding. If an Applicant submits more than one proposal, only the highest scoring proposal, meeting the criteria above, will be considered for funding.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is January 1, 2022 – December 31, 2026.

F. FUNDS

Approximately \$38,000,000 is available for the YE Program for the Grant Subaward performance period.

Up to 12 NGOs will be funded (only one agency per county). Los Angeles, San Diego, San Francisco, and Santa Clara Counties are mandated by statute to receive funding under this program. However, the agencies that previously received funding for the YE Program are not guaranteed to be awarded funding. All agencies applying from these counties who meet eligibility criteria will be considered for funding.

1. Source of Funds

The YE Program is supported through State General Funds and does not require local match.

State General Funds were first appropriated to the former Office of Criminal Justice Planning (OCJP) to provide services to homeless youth as a part of the Homeless Youth Act of 1985, through Assembly Bill 1596 (Chapter 1445 of the Statutes of 1985). Senate Bill 507 (Chapter 288, Statutes of 1988) extended the Homeless Youth Act of 1985 permanently, deleting the reference to pilot projects.

The YE Program was first funded in 2017 through one-time-funding, which was subsequently extended in 2019 through a non-competitive application process.

Funding for the YE Program is supported through one-time funding pursuant to the State Budget Act of 2021.

2. Funding Amount

Applicants may apply for up to \$2,250,000 - \$5,000,000, in accordance with the tier chart below, for the 60-month Grant Subaward performance period.

- Applicants from counties that have already piloted the YE Program may apply for up to \$5,000,000.
- All other Applicants may apply for up to \$2,250,000.

Applicants from a total of 12 counties will be funded (only one agency per county). Four Applicants will be selected (one each) from counties currently supported by the YE Program – Los Angeles, San Diego, San Francisco, and Santa Clara. Eight Applicants will be chosen from the remaining 54 counties to expand the YE Program to other areas of the State.

**All eligible Applicants will go through the competitive process.** Multiple agencies from eligible counties are welcome to apply for funding; however, no more than one Applicant will be selected per county. See the table below to determine what tier your proposal will be evaluated under.

Tier	County Implementation	Number to be funded	Eligible Counties
1	Continuing	4	Los Angeles, San Diego, San Francisco, Santa Clara
2	Expansion	8	Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba

The following chart provides a breakdown of the fund source, 2021 Homeless Youth Emergency Services (HYES), by county tier and allocation amount.

Tier	Number of subawards	2021 HYES	MATCH	TOTAL PROJECT COST
1	4	\$5,000,000	\$0	<b>\$5,000,000 each</b> (\$20,000,000 total)
2	8	\$2,250,000	\$0	<b>\$2,250,000 each</b> (\$18,000,000 total)
<b>TOTAL</b>	<b>12</b>	<b>\$38,000,000</b>	<b>\$0</b>	<b>\$38,000,000</b>

G. PROGRAM INFORMATION

1. Background Information

California has the second highest rate of unsheltered youth experiencing homelessness in the nation, and the number is growing. Nearly 36% of all homeless youth in the United States are living in California without a safe place to call home<sup>1</sup>; yet, two-thirds of the State's counties lack even basic services for homeless youth such as shelter, much less proven long-term programs that would permanently address homelessness for youth<sup>2</sup>. According to the United States Department of Housing and Urban Development, the 2020 point-in-time (PIT) count found 12,172 unsheltered, unaccompanied children and youth to be residing in a place not meant for human habitation on the night of the count (e.g., in a car, park, abandoned building, bus or train station, airport, or on the street), and another 2,620 parenting youth and their children experienced homelessness<sup>3</sup>. Transition Age Youth (TAY), between the ages of 18 to 24, comprise the vast majority of unsheltered youth experiencing homelessness that were counted

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<sup>1</sup>US Department of Housing and Urban Development, Office of Community Housing and Development. (2020). *The 2020 Annual Homeless Assessment Report (AHAR) to Congress*, by Henry, Meghan et al.

<sup>2</sup>Hyatt, Shahera, et al. (2014). *Programs Serving California's Homeless Youth: Results of Point-In-Time Survey*. (2011).

<sup>3</sup>US Department of Housing and Urban Development, Office of Community Housing and Development. (2020). *The 2020 Annual Homeless Assessment Report (AHAR) to Congress*, by Henry, Meghan et al.

across California communities. A total of 11,370 unsheltered homeless TAY were identified in 2020, 8% more than 2015. The California Homeless Youth Project notes in an analysis of the 2015 PIT number under-represents the true scope of the problem as PIT methods miss many youth who may be couch surfing or sleeping indoors in precarious or substandard situations, and those unstably housed youth in rural areas<sup>4</sup>.

Unaccompanied minors and youth experiencing homelessness (those who are not in the physical custody of a parent or guardian) who come into runaway and homeless youth programs in California are disconnected from the full range of basic services and support to transition successfully into adulthood. Some may be current or former foster youth or have been in the juvenile justice system – these minors or youth are eligible for many State and federal programs and services with a distinct path forward.

For those youth who are not or have never been in the system, accessing supports and services is challenging. For all unaccompanied homeless minors and youth, their most immediate need is survival; simply living out the day in front of them. They have few options that lead to a decent and safe living environment. This is the importance of runaway and homeless youth shelters – to provide much needed crisis and stabilization services for unaccompanied homeless minors and youth.

## 2. Program Description

The purpose of the YE Program is to establish, expand, or continue access to a range of housing options that meet the needs of youth experiencing homelessness, and to provide crisis intervention and stabilization services so that the immediate crises these youth face can be resolved and they can focus on their futures.

It is the goal that these low barrier-to-entry programs use strategies that are trauma-informed in all aspects of how they approach and support minors and youth experiencing homelessness to facilitate healing. YE Program projects should also be culturally competent, provide for protection against harassment, and utilize positive youth engagement.

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<sup>4</sup>Lin, Jessica et al. (2015). *We Count California: Lessons Learned from Efforts to Improve Youth Inclusion in California's Point-In-Time Count*. California Homeless Youth Project.

For the purposes of this RFP, homeless youth (referred to as “youth experiencing homelessness”) is defined pursuant to Government Code Section 12957(e):

- (e) For purposes of this section, the following definition shall apply:
- (1) “At risk of becoming homeless” means facing eviction or termination of one’s current housing situation.
  - (2) “Homeless youth” means either of the following:
    - (A) A person who is not older than 24 years of age, and meets one of the following conditions:
      - (i) Is homeless or at risk of becoming homeless
      - (ii) Is no longer eligible for foster care on the basis of age
      - (iii) Has run away from home.
    - (B) A person who is less than 18 years of age who is emancipated pursuant to Part 6 (commencing with Section 7000) of Division 1 of the Family Code and who is homeless or at risk of becoming homeless.
  - (3) “Housing for homeless youth” means emergency, transitional, or permanent housing tied to supportive services that assist homeless youth in stabilizing their lives and developing the skills and resources they need to make a successful transition to independent, self-sufficient adulthood.

In accordance with the purpose of the YE Program, Applicants must utilize program funds to:

- a. Establish new, expand, or continue access to a range of housing options that meet the needs of youth experiencing homelessness, including, but not limited to: 1) rapid housing; 2) rental assistance to access affordable housing; 3) transitional housing, and/or 4) supportive housing. Applicants shall not prevent a youth from entering housing, or discharge or evict a youth from a housing program, on the sole basis of their lack of participation in supportive services.
- b. Provide each of the services described in [Welfare and Institutions Code Section 13701](#), (as outlined in the Program Components section below) either directly or via an Operational Agreement (OA) or Second-Tier Subaward with a competent provider within their service area.
- c. Establish or continue participation in the local Continuum of Care, including collecting and submitting data to the local Homeless

Management Information System (HMIS), for transmission into California's Homeless Data Integration System (HDIS).

There are 44 regional homeless service coordinators and planning bodies – each referred to as a Continuum of Care (CoC) – that provide a full range of services including homelessness prevention services, street outreach services, permanent housing interventions, and a range of other strategies aligned with California's Housing First objectives.

Each CoC collects data about the people it serves and the services it offers according to common federal standards and reports this information into the HMIS as well as the HDIS. Integration of these data into HDIS established California's first statewide repository of common homelessness data and streamlined information and analysis by combining data from 44 separate systems into a single point of access.

### 3. Program Components

Program Components for the YE Program are as follows:

#### a. Provide Food/Meals

Subrecipients must provide food/meals to youth experiencing homelessness.

#### b. Provide Emergency Shelter

Subrecipients must provide emergency shelter services to youth experiencing homelessness. This requirement may be met by the development and implementation of written OAs and/or Second-Tier Subawards with homeless youth service providers in the Subrecipient's service area. The emergency shelter must have a staff to youth ratio that is sufficient to ensure adequate supervision and treatment. Barriers to entry should be low enough that shelter entry is easily accessible to youth experiencing homelessness. Transportation to the shelter must be made available when needed by youth.

c. Provide a Range of Housing Options

Subrecipients must provide a range of non-shelter housing options that meet the needs of youth experiencing homelessness, which may include one or more of the following: 1) rapid rehousing; 2) rental assistance to access affordable housing; 3) transitional housing; and/or 4) supportive housing. This requirement may be met by the development and implementation of written OAs and/or Second-Tier Subawards with homeless youth service providers or affordable housing providers in the Subrecipient's service area. The Subrecipients shall not prevent a youth from entering housing, or discharge or evict a youth from a housing program, on the sole basis of their lack of participation in supportive services.

d. Provide Counseling to Address Immediate Emotional Crises or Problems

Subrecipients must provide counseling, or mental health counseling, to include immediate crisis counseling to address immediate troubles facing youth experiencing homelessness. Crisis counseling refers to crisis intervention, emotional support, guidance, and counseling provided by advocates, counselors, mental health professionals, or peers. Subrecipients must also provide ongoing crisis intervention, emotional support, guidance, and counseling provided by advocates, counselors, mental health professionals, or peers. This can include professional psychological and or psychiatric treatment, suicide intervention, drug abuse counseling, or other type of individual counseling sessions as appropriate. Subrecipients should provide case management services to assess the needs of youth, schedule necessary appointments, and coordination of services. This requirement may be met by the development and implementation of written OAs and/or Second-Tier Subawards with homeless youth service providers in the Subrecipient's service area.

e. Provide Outreach Services

Subrecipients must provide outreach services to locate youth experiencing homelessness and link them with the services and drop-in facilities to make services accessible to the street population. Drop-in centers offer low barrier type of community-based services and can be a first step toward engaging youth

experiencing homelessness into more intensive services. Outreach is defined as efforts to locate youth experiencing homelessness, as measured by the number of youth contacted on the streets and the number of youth connected to services.

f. Screening/Providing for Basic Health Care Needs

Subrecipients must be able to screen for basic healthcare needs of youth experiencing homelessness, and provide basic health care services (e.g., basic medical services, HIV testing, pregnancy testing). This requirement may be met by the development and implementation of OAs and/or Second-Tier Subawards with homeless youth service providers in the Subrecipient's service area. However, if this component is provided by a partner agency, Subrecipients must provide transportation services to ensure that youth access the services when they are referred.

g. Linkage to Other Services Offered by Public and Private Agencies

Subrecipients must have a referral system established with other public and private agencies providing services appropriate for youth experiencing homelessness. At a minimum, this referral system must include coordination and employment services agencies; law enforcement agencies; social services agencies; schools; mental health and health care providers; and the local Victim Witness Assistance Center. This requirement will be met by the development and implementation of written OAs and/or Second-Tier Subawards with service providers in the Subrecipient's service area. Subrecipients must provide transportation services to ensure that the youth access the services when they are referred.

h. Provide Long-Term Stabilization Planning

Subrecipients must be able to provide youth experiencing homelessness with long term stabilization planning to help them exit street life. Long term stabilization planning is meant to assist youth so that they may return to the parental home under circumstances favoring long-term reunification with the family, or so youth can be suitably placed in a situation outside the family when family reunification is not possible.

Activities under this objective may include providing counseling services so youth can return home, or developing an individual

plan to help youth prepare for emancipation or independent living, which may include employment training; education services to aid youth in obtaining a high school diploma or GED certificate; household management skills; personal health education; benefits advocacy; and housing navigation. This requirement may be met by the development and implementation of written OAs and/or Second-Tier Subawards with homeless youth service providers in the Subrecipient's service area.

i. Provide Follow-Up Services

Subrecipients must provide follow-up services, which may include but is not limited to: permanent housing placement costs; crisis assistance and case management, to ensure that the return to the family, the placement outside the family, or the exit from housing is safe and stable. Follow-up refers to in-person contacts, telephone contacts, and written communication with youth.

j. Paid Staff and Volunteers

A criminal record check must be performed on paid staff/volunteers working with youth. The criminal record check must be done before staff/volunteers begin face to face contact with youth. Paid staff/volunteers must meet the following criteria:

- Complete a formal application which includes three references checked by Subrecipient's staff;
- Agree, in writing, to a criminal record check and complete check prior to providing services to youth;
- Receive a minimum of 40 hours of formalized training on the issues of homeless and exploited youth, substance abuse, sexually transmitted diseases, crisis intervention, trauma-informed care, cultural competency, and child abuse reporting laws;
- Comply with the Penal Code Section 11165.7 regarding mandated reporters; and
- Volunteers must be supervised by Subrecipient's paid staff.

If potential YE Program staff/volunteers have resided in California for less than three years, an out-of-state criminal history check (FBI check) is required also. For information on guidelines, please go to the Attorney General's Office website at:  
<http://oag.ca.gov/fingerprints/agencies>.

A policy must be in place on how negative background checks are handled and made available to Cal OES upon request.

k. Assistance with California Victim Compensation Board Claims

Subrecipients are strongly encouraged to assist victims with applying for compensation benefits through the California Victim Compensation Board. Activities may include:

- Advising of the availability of such benefits;
- Assisting with application forms and understanding procedures;
- Obtaining necessary documentation to support the claim; and
- Monitoring claim status.

Subrecipients are also strongly encouraged to allocate funds for tablets or mobile communication devices and cellular service to swiftly facilitate the on-line application process in the office or in the field.

l. Operational Agreements/Second-Tier Subawards

Subrecipients must have a goal of ensuring the congruency of services, consistency of care, and reduction of duplication of services. To achieve this goal Subrecipients must demonstrate the ability to proactively collaborate with other service providers serving the needs of youth experiencing homelessness (in the Subrecipient's service area).

Subrecipients for the YE Program are required to enter into either an OA or a Second-Tier Subaward with:

- California Coalition for Youth (CCY), which operates the California Youth Crisis Line, a statewide, toll-free, 24-hour, confidential hotline available to teens and young adults ages 12 to 24 and/or any adult supporting youth<sup>5</sup>;
- Employment services agencies;

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<sup>5</sup>The California Youth Crisis Line is an immediate, reliable and free link between youth and local services. When someone is in crisis, or just needs someone to talk to, they can call 1-800-843-5200.

- Local law enforcement agencies;
- Social services agencies;
- Schools (local McKinney-Vento liaison<sup>6</sup>);
- Mental health and health care providers; and
- Subrecipient's local Victim Witness Assistance Center.

These OAs and/or Second-Tier Subawards are in addition to those Subrecipients may need to have with homeless services providers in the Subrecipient's service area to provide the required services, if applicable.

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies (*SRH Section 7.005*). A Second-Tier Subaward is a formal agreement that includes the exchange of money between an implementing agency and a participating agency to further the goals of the Grant Subaward (*SRH Section 7.010*).

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<sup>6</sup> The McKinney-Vento Homeless Assistance Act (McKinney-Vento Act) (42 U.S.C. § 11431-11435) is federal legislation that ensures the educational rights and protections of children and youths experiencing homelessness. It requires all local educational agencies (LEAs) to ensure that homeless students have access to the same free, appropriate public education, including public preschools, as provided to other children and youths. Among the requirements of the Act, each state plan must include assurances that local educational agencies will designate an appropriate staff person, who may also be a coordinator for other federal programs, as a local educational agency liaison for homeless children and youths, to carry out specified duties.

4. Reporting Requirements

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently.

Quarterly Progress Reports are required for every three months of the Program's performance period, for a total of 20 reports. See the chart below for report periods and due dates.

Program Year	Report Periods	Due Dates
<b>Year One</b>		
First Quarter	January 1, 2022 – March 31, 2022	April 29, 2022
Second Quarter	April 1, 2022 – June 30, 2022	July 29, 2022
Third Quarter	July 1, 2022 – September 30, 2022	October 31, 2022
Fourth Quarter	October 1, 2022 – December 31, 2022	January 31, 2023
<b>Year Two</b>		
First Quarter	January 1, 2023 – March 31, 2023	April 28, 2023
Second Quarter	April 1, 2023 – June 30, 2023	July 31, 2023
Third Quarter	July 1, 2023 – September 30, 2023	October 31, 2023
Fourth Quarter	October 1, 2023 – December 31, 2023	January 31, 2024
<b>Year Three</b>		
First Quarter	January 1, 2024 – March 31, 2024	April 30, 2024
Second Quarter	April 1, 2024 – June 30, 2024	July 31, 2024
Third Quarter	July 1, 2024 – September 30, 2024	October 31, 2024
Fourth Quarter	October 1, 2024 – December 31, 2024	January 31, 2025
<b>Year Four</b>		
First Quarter	January 1, 2025 – March 31, 2025	April 30, 2025
Second Quarter	April 1, 2025 – June 30, 2025	July 31, 2025
Third Quarter	July 1, 2025 – September 30, 2025	October 31, 2025
Fourth Quarter	October 1, 2025 – December 31, 2025	January 30, 2026
<b>Year Five</b>		
First Quarter	January 1, 2026 – March 31, 2026	April 30, 2026
Second Quarter	April 1, 2026 – June 30, 2026	July 31, 2026
Third Quarter	July 1, 2026 – September 30, 2026	October 30, 2026
Fourth Quarter	October 1, 2026 – December 31, 2026	January 29, 2027

# HOMELESS YOUTH EMERGENCY SERVICES AND HOUSING (YE) PROGRAM

## PART II – RFP INSTRUCTIONS

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- A. SUBRECIPIENT HANDBOOK
  - B. COPIES OF THE PROPOSAL
  - C. FORMS
  - D. SPACE LIMITATIONS
  - E. PROPOSAL COMPONENTS
  - F. BUDGET POLICIES
  - G. ADMINISTRATIVE REQUIREMENTS
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### A. SUBRECIPIENT HANDBOOK

Applicants are strongly encouraged to review the [SRH](#). The SRH outlines the terms and conditions that apply to Cal OES VS Branch Grant Subawards and provides helpful information for developing a proposal, including a Glossary of Terms.

### B. COPIES OF THE PROPOSAL

One original and three copies of the proposal must be submitted, per the submission options outlined on page 1. Copies must be assembled separately and individually fastened in the upper left corner. Do not bind the proposal.

### C. FORMS

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Grant Subaward Programmatic Narrative (Cal OES Form 2-108) and the Grant Subaward Budget Narrative (Cal OES Form 2-107). No tables, charts, or changes to the margins are allowed.**

### D. SPACE LIMITATIONS

If a space limitation is specified under the Programmatic Narrative section, strict adherence to the space limitation is required. **Information included beyond the space limitation and/or unrequested attachments will not be considered in the rating process.** Failure to comply with the spacing/formatting requirements, including **font size and margins**, is one

factor that may negatively impact the Applicant's comprehensive assessment score.

E. PROPOSAL COMPONENTS

Applicants must complete and submit all required forms. All forms have written instructions. General information regarding each form is below. The Checklist in Part V is included to ensure Applicants submit all required components.

1. Proposal Cover Sheet

The sheet identifies the Program for which the Applicant is submitting a proposal.

2. Grant Subaward Face Sheet (Cal OES Form 2-101)

This form is the title page of the Grant Subaward that is signed by the Official Designee (*SRH Section 3.030*) and the Cal OES Director (or designee).

3. Grant Subaward Contact Information (Cal OES Form 2-102)

This form provides Cal OES with contact information for all relevant Subrecipient personnel. Information for each individual should be direct contact information.

4. Grant Subaward Signature Authorization (Cal OES Form 2-103)

This form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all Grant Subaward-related matters.

5. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104)

This form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and federal civil rights laws;
- Drug Free Workplace Act of 1990;
- California Environmental Quality Act;
- Federal grant fund requirements;

- Lobbying restrictions;
- Debarment and Suspension requirements; and
- Proof of Authority documentation from the city council/governing board.

Subrecipients may be asked to sign and submit an updated Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104) once in Grant Subaward. Every year, Cal OES updates each Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104) to ensure that any new conditions placed upon the federal award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

6. Grant Subaward Budget Pages (Cal OES Form 2-106b)

This form demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. This is the basis for management, fiscal review, and audit. **Grant Subaward Budget Pages (Cal OES Form 2-106b) are subject to Cal OES modifications and approval.** Failure of the Applicant to include required items does not eliminate responsibility to comply with those requirements during the implementation of the Grant Subaward.

The Grant Subaward Budget Pages (Cal OES Form 2-106b) automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment Costs page. Applicants may add additional columns to the Grant Subaward Budget Pages (Cal OES Form 2-106b) when necessary.

Cal OES requires the Applicant to develop a line-item budget that includes a **calculation and justification in the left column for all expenses.**

The Budget Pages should:

- Cover the entire Grant Subaward performance period;
- Include costs related to the objectives and activities of the Grant Subaward;
- Strict adherence to required and prohibited expenses; and
- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below).

Include **only** those items covered by Grant Subaward funds, including match funds, when applicable. Applicants may supplement Grant Subaward funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include matching funds (if applicable) in excess of the required match on the Grant Subaward Budget Pages (Cal OES Form 2-106b).

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

Personnel includes Grant Subaward services performed by Grant Subaward staff **directly employed by the Applicant** (not a contract or Participating Agency) and must be identified by position, cost and time spent on allowable activities for the Grant Subaward (e.g., Clerical Staff @ \$20/hour x 980 hours; or Victim Advocate @ \$1,500/month x 12 months x .50 FTE). Personnel may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of the Grant Subaward, they may not take time off using Grant Subaward funds.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed percentages of salaries to calculate benefits. Allocated benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same

position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

Additional information on Personnel Expenses can be found in *SRH Part 3*.

b. Operating Costs

Operating costs are defined as necessary expenditures other than personnel salaries, benefits, and equipment. The costs must be Grant Subaward-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the Grant Subaward performance period.

Examples of common operating costs include, but are not limited to:

- Audit costs (*SRH Section 14.035*);
- Computers with an acquisition cost of \$4,999 or less;
- Computer equipment rentals;
- Consultant services (*SRH Section 6.050*);
- Equipment service and maintenance agreements;
- Financial Assistance for clients (*SRH Section 4.040*);
- Furniture and office equipment with an acquisition cost of \$4,999 or less;
- Indirect costs (*SRH Section 4.045*);
- Insurance (e.g., vehicle, fire, bonding, theft, malpractice, and liability);
- Internet access;
- Office supplies;
- Office rental space (*SRH Section 4.055*);
- Postage;
- Printing;
- Second-Tier Subawards (*SRH Section 7.010*);
- Software;
- Training materials;
- Travel and per diem (*SRH Section 4.065*);
- Utilities; and
- Vehicle maintenance.

Additional information on Operating Expenses can be found in *SRH Part 4*.

c. Equipment Costs

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three copy machines must be one line item, not three).

Additional information on Equipment Costs can be found in *SRH Part 5*.

7. Grant Subaward Budget Narrative (Cal OES Form 2-107) –  
Maximum Four Pages

The Budget Narrative should describe the following:

- a. How the proposed budget supports the objectives and activities.
- b. How funds are allocated to minimize administrative costs and support direct services.
- c. How shared costs are allocated.
- d. How Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.
- e. The necessity for subcontracts and unusual costs.
- f. How funding will be managed to support the entire 60-month duration of the Grant Subaward performance period.
- g. Need for mid-year salary range adjustments.

8. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)

This form is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the proposed plan.

- a. Problem Statement – Maximum Five Pages

In narrative form, address the following:

- 1) Describe the prevalence of youth experiencing homelessness in your service area.
- 2) Describe how your agency currently provides outreach to youth experiencing homelessness.
- 3) Describe the existing services your agency provides for youth experiencing homelessness, including whether your agency provides services for 12 – 17-year-olds, 18 – 24-year-olds, or 12 – 24-year-olds. If serving 12 – 24-year-olds, describe how are the two populations appropriately served.
- 4) Describe your existing housing options, including program model, available to youth experiencing homelessness.
- 5) Describe the unique challenges your agency experiences when providing services and housing to youth experiencing homelessness. Describe any gaps in your services and/or housing.

b. Plan – Maximum Ten Pages

In narrative form, address the following:

- 1) Describe your agency's plan to provide food/meals to youth experiencing homelessness, including the number of youth your agency plans to feed during the performance period.
- 2) Describe your agency's plan to provide access to emergency shelter to youth experiencing homelessness, including the number of youth your agency plans to shelter during the performance period.
- 3) Describe your agency's plan to provide a range of housing to youth experiencing homelessness, including the number of youth your agency plans to house or provide rental assistance to during the performance period, and which housing options will be utilized. Describe how your agency will be able to provide new, or expand capacity, of housing options for youth experiencing homelessness.

- 4) Describe your agency's plan to provide counseling to address immediate emotional crises or problems of youth experiencing homelessness, including the number of youth your agency plans to provide counseling to during the performance period, and how your agency assesses the needs of each youth experiencing homelessness.
- 5) Describe your agency's plan to provide outreach services to youth experiencing homelessness, including the number of youth your agency plans to provide outreach services to during the performance period.
- 6) Describe your agency's plan to screen/provide for basic health care needs of youth experiencing homelessness, including the number of youth your agency plans to screen/provide basic health care services to during the performance period.
- 7) Describe your agency's plan to link youth experiencing homelessness to other services offered by public and private agencies, including the number of youth your agency plans to link to these services to during the performance period. This includes how your agency links current and former foster youth and unaccompanied or undocumented minors, if applicable, to other county programs and services they are eligible for.
- 8) Describe your agency's plan to provide long-term stabilization planning to youth experiencing homelessness, including the number of youth your agency plans to provide long-term stabilization planning to during the performance period.
- 9) Describe your agency's plan to provide follow-up services to youth experiencing homelessness, including the number of youth your agency plans to provide follow-up services to during the performance period.
- 10) Describe your agency's plan to assess youths' readiness to engage in the Program Components, how your agency will measure participants' progress toward permanency and independence, and how youth will be supported through that progression.

c. Capabilities – Maximum Six Pages

In narrative form, address the following:

- 1) Describe your agency's historical and current experience providing supportive services (evidence-based service models) and housing to youth experiencing homelessness, including your trauma-informed practices, cultural competency, protection from harassment, and positive youth engagement practices, designed to prevent and end youth homelessness.
- 2) Describe your agency's capacity to establish or expand access to a range of housing options, beyond emergency shelter, that meets the needs of youth experiencing homelessness.
- 3) Describe the qualifications of your agency's staff that serve youth experiencing homeless. If volunteers are utilized, explain their qualifications as well.
- 4) Describe how your agency tracks the progress of youth experiencing homelessness that you serve, your plan for program performance evaluation that will contribute to continual quality improvement, and your ability to report on housing stability of youth post program exit.
- 5) Describe how your agency collaborates with other agencies that work with, or serve, youth experiencing homelessness in your service area. Describe how these relationships will enhance your project.
- 6) Describe how you are collaborating to implement your local plan to end youth homelessness. Describe the youth-specific components of your coordinated entry system.
- 7) Describe your agency's participation in your local Continuum of Care. Describe how your agency submits data to HMIS.
- 8) Describe your agency's referral system which must include: employment services agencies; law enforcement agencies; social services agencies; schools; mental health and health

care providers; and the local Victim Witness Assistance Center.

9. Subrecipient Grants Management Assessment

Per title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations, and terms and conditions posed by each Subrecipient of pass-through funding. The assessment is made in order to determine and provide an appropriate level of technical assistance, training, and oversight to Subrecipients.

10. Grant Subaward Service Area Information (Cal OES Form 2-154)

This form identifies the counties, cities, and congressional districts served by the Grant Subaward.

11. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the Grant Subaward. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Grant Subaward Budget Pages (Cal OES Form 2-106b) and Grant Subaward Budget Narrative (Cal OES Form 2-107).

12. Additional Forms/Documents

The following are required only if applicable:

- Operational Agreements Summary Form (Cal OES Form 2-160)

This form lists the OAs a Subrecipient has with participating agencies/organizations. OAs are required per Part I, Subpart G of this RFP.

- Petty Cash Victim Fund Procedure Certification (Cal OES Form 2-153)

This form is required only if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form

2-106b) that meets the definition of Petty Cash in *SRH Section 4.040*.

- Non-Competitive Procurement Request (Cal OES Form 2-156)

This form is required only if the Applicant proposes a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106b) that meets the criteria for a Non-Competitive Procurement Request per *SRH Section 6.045*.

- Independent Contractor/Consultant Rate Exemption Request (Cal OES Form 2-164)

This form is required only if the Applicant is requesting an exemption to the maximum rate for an independent contractor/consultant of \$650 per eight-hour day or \$81.25 per hour per *SRH Section 6.050*.

- Out-of-State Travel Request (Cal OES Form 2-158)

This form is required only if the Applicant proposes a line item for out-of-state travel per *SRH Section 4.065*.

- Lodging Rate Exemption Request (Cal OES Form 2-165)

This form is required only if an Applicant is requesting approval for an exemption to lodging costs per *SRH Section 4.065*.

- Payee Data Record

This form is required only if the Applicant has never before received a Grant Subaward from Cal OES's VS Branch.

#### F. BUDGET POLICIES

The following sections of the [SRH](#) may be helpful in developing the Grant Subaward Budget Pages (Cal OES 2-106b) and Grant Subaward Budget Narrative (Cal OES 2-107):

- Additional Rental Space (*SRH Section 4.055*);
- Audit Costs (*SRH Section 14.055*);
- Automobiles (*SRH Section 5.020*);
- Contracting and Procurements Requirements (*SRH Part 6*);
- Equipment and Equipment Costs Requirements (*SRH Part 5*);

- Expert Witness Fees (*SRH Section 6.050*);
- Independent Contractor/Consultant (*SRH Section 6.050*);
- Indirect Cost or Facilities and Administration (*SRH Section 4.045*);
- Match Requirements (*SRH Section 9.060*);
- Facility Rental (*SRH Section 4.055*);
- Prohibited Operating Costs (*SRH Section 4.070*);
- Grant Subaward and Other Income (*SRH Section 9.075*);
- Supplanting Prohibited (*SRH Section 1.065*); and
- Travel (*SRH Section 4.065*).

#### G. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their Grant Subawards in accordance with all [SRH](#) requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward. The following section may be helpful for developing a proposal and for planning purposes:

- Audit Requirements (*SRH Part 14*);
- Communication and Internet Access (*SRH Section 1.070*);
- Intellectual Property, Copyright, and Patent Requirements (*SRH Part 8*);
- Fidelity Bond/Certificate of Insurance (*SRH Section 2.015*);
- Monitoring (*SRH Part 13*);
- Report of Expenditures and Request for Funds (*SRH Section 9.025*); and
- Records Requirements (*SRH Part 12*).

# HOMELESS YOUTH EMERGENCY SERVICES AND HOUSING (YE) PROGRAM

## PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

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- A. SELECTION OF PROPOSAL FOR FUNDING
  - B. FINALIZING THE GRANT SUBAWARD
- 

### A. SELECTION OF PROPOSAL FOR FUNDING

#### 1. Proposal Rating

Eligible proposals received by the deadline are generally evaluated by a three-member team. The rater scores are averaged and then ranked numerically. Proposals are only evaluated numerically; no notes are taken during the evaluation. The Rating Sheet used for this process is included in Part IV of this RFP and is for informational purposes only.

#### 2. Funding Decision

Final funding decisions are made by the Director of Cal OES. Funding decisions are based on the following:

- The ranked score of the proposal;
- Consideration of priorities or geographical distribution specific to this RFP; and
- Prior negative administrative and programmatic performance, if applicable.

Subrecipients previously funded by Cal OES will be reviewed for poor past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

- The Subrecipient may not be selected for funding;
- The amount of funding may be reduced; and
- Grant Subaward Conditions may be placed on the Grant Subaward.

#### 3. Notification Process

The Official Designee (who signed Grant Subaward Face Sheet) will be notified in writing, via electronic communication, of the results of the

rating process. Applicants not selected for funding will receive a denial letter containing their average score and information on the appeal process.

Cal OES can only respond to technical questions about the RFP during the period of time between the publication date and completion of the RFP process. Requests for records must be made through a Public Records Act request at [PRA@caloes.ca.gov](mailto:PRA@caloes.ca.gov).

The Grant Subaward Programmatic Narrative (Cal OES Form 2-108), Grant Subaward Budget Narrative (Cal OES Form 2-107), and Budget Pages (Cal OES Form 2-106b) for the top-ranked proposal may be posted on the Cal OES website.

## B. FINALIZING THE GRANT SUBAWARD

### 1. Grant Subaward Application

Once selected for funding, Cal OES may require additional documentation to finalize the Grant Subaward Application package. The Program Specialist identified in your Award Letter can provide technical assistance in completing these components.

### 2. Grant Subaward

A copy of the executed Grant Subaward and pertinent attachments will be sent to the Grant Subaward Director. The Applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Subaward is received. When the executed Grant Subaward is received, a Report of Expenditures and Request for Funds (Cal OES Form 2-201) may be submitted for reimbursement.

#### a. Grant Subaward Conditions

Cal OES may add Grant Subaward Conditions to the Grant Subaward prior to or after funding. If conditions are added, these will be discussed with the Subrecipient and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward.

b. Grant Subaward Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward from the amount requested by the Applicant. In addition, Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

3. Standard Grant Subaward Funding Authority

**Allocation of funds is contingent on the enactment of the State Budget.**

Cal OES does not have the authority to disburse funds until the Budget is passed and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward performance period.

If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to the execution of the Grant Subaward.

# HOMELESS YOUTH EMERGENCY SERVICES AND HOUSING (YE) PROGRAM

## PART IV – RATING SHEET

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Control # \_\_\_\_\_

Rater # \_\_\_\_\_

Applicant \_\_\_\_\_

Funds Requested: \_\_\_\_\_

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<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	<u>100</u>
2. PLAN	<u>200</u>
3. CAPABILITIES	<u>160</u>
4. BUDGET PAGES AND NARRATIVE	<u>80</u>
5. COMPREHENSIVE ASSESSMENT	<u>100</u>
<b>TOTAL</b>	<b><u>640</u></b>

Each of the above categories contain questions assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. The Applicant's response to each question is evaluated on the following criteria:

- I. ABSENT:** The response does not address the specific question, or a response was not provided.
- II. UNSATISFACTORY:** The response does not completely address the question. The information presented does not provide a good understanding of Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.
- III. SATISFACTORY:** The response addresses the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the Program.
- IV. ABOVE AVERAGE:** The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.
- V. EXCELLENT:** The response is outstanding, with clear, detailed, and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
<b>a. Problem Statement</b> (Maximum Five Pages) How well does the proposal:	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) describe the prevalence of youth experiencing homelessness in your service area?					
2) describe how your agency currently provides outreach to youth experiencing homelessness?					
3) describe the existing services your agency provides for youth experiencing homelessness; including whether your agency provides services for 12 – 17-year-olds, 18 – 24-year-olds, or 12 – 24-year-olds. And, if serving 12 – 24-year-olds, how well does the proposal describe how the two populations are appropriately served?					
4) describe your existing housing options, including program model, available to youth experiencing homelessness?					
5) describe the unique challenges your agency experiences when providing services and housing to youth experiencing homelessness? How well does the proposal describe any gaps in services and/or housing?					
<b>b. Plan</b> (Maximum Ten Pages) How well does the proposal:	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) describe your agency's plan to provide food/meals to youth experiencing homelessness, including the number of youth your agency plans to feed during the performance period?					
2) describe your agency's plan to provide access to emergency shelter to youth experiencing homelessness, including the number of youth your agency plans to shelter during the performance period?					
3) describe your agency's plan to provide a range of housing to youth experiencing homelessness, including the number of youth your agency plans to house or					

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
<p>provide rental assistance to during the performance period, and which housing options will be utilized? How well does the proposal describe how your agency will be able to provide new, or expand capacity, of housing options for youth experiencing homelessness?</p>					
<p>4) describe your agency's plan to provide counseling to address immediate emotional crises or problems of youth experiencing homelessness, including the number of youth your agency plans to provide counseling to during the performance period, and how your agency assesses the needs of each youth experiencing homelessness?</p>					
<p>5) describe your agency's plan to provide outreach services to youth experiencing homelessness, including the number of youth your agency plans to provide outreach services to during the performance period?</p>					
<p>6) describe your agency's plan to screen/provide for basic health care needs of youth experiencing homelessness, including the number of youth your agency plans to screen/provide basic health care services to during the performance period?</p>					
<p>7) describe your agency's plan to link youth experiencing homelessness to other services offered by public and private agencies, including the number of youth your agency plans to link to these services during the performance period? How well does the proposal describe how your agency links current and former foster youth and unaccompanied or undocumented minors, if applicable, to other county programs and services they are eligible for?</p>					

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
8) describe your agency's plan to provide long-term stabilization planning to youth experiencing homelessness, including the number of youth your agency plans to provide long-term stabilization planning to during the performance period?					
9) describe your agency's plan to provide follow-up services to youth experiencing homelessness, including the number of youth your agency plans to provide follow-up services to during the performance period?					
10) describe your agency's plan to assess youths' readiness to engage in the Program Components. How well does the proposal describe how your agency will measure participants' progress toward permanency and independence, and how youth will be supported through that progression?					
<b>c. Capabilities</b> (Maximum Six Pages) How well does the proposal:	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) describe your agency's historical and current experience providing supportive services (evidence-based service models) and housing to youth experiencing homelessness, including your trauma-informed practices, cultural competency, protection from harassment, and positive youth engagement practices, designed to prevent and end youth homelessness?					
2) describe your agency's capacity to establish or expand access to a range of housing options, beyond emergency shelter, that meets the needs of youth experiencing homelessness?					
3) describe the qualifications of your agency's staff that serve youth experiencing homelessness. If volunteers are utilized, how well does the proposal explain their qualifications?					

<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
4) describe how your agency tracks the progress of youth experiencing homelessness that you serve, your plan for program performance evaluation that will contribute to continual quality improvement, and your ability to report on housing stability of youth post program exit?					
5) describe how your agency collaborates with other agencies that work with, or serve, youth experiencing homelessness in your service area. How well does the proposal describe how these relationships will enhance the project?					
6) describe how you are collaborating to implement your local plan to end youth homelessness? How well does the proposal describe the youth-specific components of your agency's coordinated entry system?					
7) describe your agency's participation in your local Continuum of Care? How well does the proposal describe how your agency submits data through HMIS?					
8) describe your agency's referral system which must include: employment services agencies; law enforcement agencies; social services agencies; schools; mental health and health care providers; and the local Victim Witness Assistance Center?					
<b>BUDGET PAGES &amp; NARRATIVE</b> (Maximum Four Pages)	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) How well do the proposed Budget Pages & Narrative support the objectives and activities?					
2) How well do the proposed Budget Pages & Narrative support the management of funds for the entire 60-month Grant Subaward performance period?					

<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
3) How well do Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities?					
4) How well do the proposed Budget Pages & Narrative support the necessity for subcontracts and unusual expenditures?					
<b>COMPREHENSIVE ASSESSMENT</b>	<b>0</b>	<b>25</b>	<b>50</b>	<b>75</b>	<b>100</b>
How well does this proposal support the overall intent, goals, and purpose of the Program?					

# HOMELESS YOUTH EMERGENCY SERVICES AND HOUSING (YE) PROGRAM

## PART V – CHECKLIST

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This checklist is provided to ensure that a complete proposal is submitted to Cal OES.

- PROPOSAL COVER SHEET – Please complete and attach to the front of the proposal.
- GRANT SUBAWARD FACE SHEET ([Cal OES FORM 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE – ([Cal OES Form 2-104](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES FORM 2-106B](#) Budget Pages with One Funding Source)
- GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
  - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES FORM 2-160](#))
  - PETTY CASH VICTIM FUND PROCEDURE CERTIFICATION ([Cal OES FORM 2-153](#))
  - NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES FORM 2-156](#))
  - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXPEMPTION REQUEST ([Cal OES FORM 2-164](#))
  - OUT-OF-STATE TRAVEL REQUEST ([Cal OES Form 2-158](#))
  - LODGING RATE EXEMPTION REQUEST ([Cal OES FORM 2-165](#))
  - PAYEE DATA RECORD – Please complete if Applicant has never before received a Grant Subaward from Cal OES’s VS Branch ([Std. 204](#))