



Colorado Division of Housing

Youth Housing Stability (YHS) Program

2025 Request for Applications (RFA)

Important Dates:

- Request for Applications (RFA) Release Date: August 21, 2025
- Pre-recorded Webinar Release Date: September 5, 2025
- RFA Questions Due: September 4, 2025 by 11:59 PM MST
- Application Due: September 21, 2025 by 11:59 PM MST
- Award Notifications: November 14, 2025
- Grant Term: April 1, 2026 to March 31, 2027

Application Submission Instructions:

All applications must be received by the Division of Housing via Neighborly by 11:59 PM MST on September 21, 2025. Incomplete and/or late applications will not be considered for review. For registration instructions and guidance on how to navigate your account within the DOH Neighborly Platform, refer to the [Subrecipient User Guide](#).

Note:

This RFA is subject to periodic updates. Please verify that you are using the most up-to-date version before submitting your application.

Released: August 15, 2025

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Background

The Youth Housing Stability (YHS) program is a new grant administered by the Colorado Department of Local Affairs (DOLA) Division of Housing's Office of Homeless Initiatives through its Division of Housing (DOH) and Office of Homeless Youth Services (OHYS).

Established by House Bill 02-1159, also known as the Homeless Youth Services Act, the Office of Homeless Youth Services (OHYS) was created to coordinate Colorado's efforts in addressing youth homelessness. Its mission is to lead statewide initiatives, share best practices, and provide technical assistance to organizations serving youth at risk of or experiencing homelessness.

Operating within the Office of Homeless Initiative (OHI), Division of Housing (DOH), OHYS continues to address youth and family homelessness across Colorado by administering targeted programs and services designed to increase housing stability, promote academic success, and support youth-focused service providers.

Research collected by OHYS has shown a need for an increase in services to help support youth and families in Colorado who are at risk or may already be experiencing homelessness.

- In 2024, 4,109 families and 3,712 youth sought housing and homelessness services in Colorado, accounting for 17% of all households served in Colorado's Homeless Management Information System (COHMIS) as reported in the Colorado State of Homelessness Report.
- Colorado saw a 19% increase in family and youth homelessness from 2023 to 2024 (COHMIS).
- The Colorado Department of Education (CDE) reported 22,896 students experiencing homelessness in 2023 to 2024, with nearly 60% in doubled-up situations, and over 2,100 unaccompanied homeless youth identified (CDE, Homeless Education Data).

If not addressed, homelessness during childhood leads to long-term impacts, including reduced educational attainment, poorer health outcomes, and economic hardship in adulthood (Colorado State of Homelessness Report, 2024).

Objective

The YHS program aims to prevent homelessness for at-risk and doubled-up households and secure stable housing for youth and families experiencing homelessness. The funding can be used to provide temporary financial assistance, host home placements, and implement housing-focused case management through the Rapid Rehousing, Host Homes, and/or Homelessness Prevention program models.

The funds are designed to serve unaccompanied youth (ages 15 to 24), youth-headed households (ages 18 to 24), and families with youth (under 18), with a household income below 60% Area Median Income (AMI). YHS service areas must be regional and not limited to one municipality to support the creation of a robust continuum of homelessness response and resolution in communities throughout Colorado. The proposed project should contribute data to the statewide HMIS, demonstrate collaboration with the local Coordinated Entry System, and partner with the local Continuum of Care and other partners to identify and respond to community needs.

Funding Availability

To maximize the impact of available resources, the minimum award size will be \$250,000. Applications that demonstrate regional collaboration and service delivery are highly encouraged.

Administrative Requirements

Grants awarded through this RFA will be administered on a reimbursement basis unless otherwise determined by DOH. Grantees must submit reimbursement requests to DOH for review and approval before receiving funds.

Applicants must have strong financial management systems and internal controls to ensure timely and accurate processing. These systems must demonstrate the organization's capacity to manage cash flow effectively and comply with all reimbursement and reporting requirements established by DOH. A match is not required for this program.

Eligible Applicants

For the purposes of this RFA, eligible applicants must be one of the following:

- Local Government Entity: County, Municipality, City and County, Tribal Government, Special District organized under Title 32, School District, District, Housing Authority, Council of Governments, Regional Planning Commission organized under Title 30, or any other political subdivision of the State.
- Nonprofit organization in good standing with the Colorado Secretary of State.

If an awarded applicant intends to subaward for the service provision outlined within this RFA, the selection and approval of those subrecipients shall be done in conjunction with OHI staff.

Eligible Activities

Under YHS, eligible activities include:

- Host Homes
- Homelessness Prevention
- Rapid Re-Housing

For additional details about each activity, please see [Appendix 1: Program Models](#).

Eligible Participants

To be eligible to receive YHS assistance, a household must meet the following qualifications:

- Household income must be less than 60% of the Area Median Income (AMI). Income limits are available at [HUD's website](#).
- The following household types are eligible to be enrolled in a YHS program:
 - Families with Children: Households with at least one adult age 18 or older and at least one child under age 18. **Notes:** Includes households where the adult is also within the young adult age range (18-24).
 - Young Adults: Individuals ages 18 to 24, with or without dependent children. **Notes:** This category bridges youth and adult services and should be reported as *households* in performance measures.

- **Unaccompanied Youth:** Individuals under 18 years old who do not reside with a parent or legal guardian over the age of 18. **Notes:** Includes minors who are pregnant or parenting. These households are counted as *households* for reporting purposes.

YHS funds are intended to prevent and address homelessness, and therefore, households currently experiencing homelessness are eligible, including those enrolled in transitional or doubled-up housing.

For Homeless Prevention services, applicants are expected to demonstrate through documentation that a household is experiencing homelessness or is at risk of becoming homeless within 21 days of the request for YHS assistance. The funds may only be used to assist if the household meets the following criteria:

- The inability to make the required payments is due to a sudden reduction in income;
- The assistance is necessary to avoid eviction or termination of services;
- There is a reasonable prospect that at-risk individuals or families will be able to resume rent payments or take on rental responsibility within 6 months;
- The assistance will not replace or supplant funding for homelessness prevention activities from other sources.

Project Threshold Requirements

The proposed project must be able to demonstrate that it will meet the following threshold requirements to be considered for review:

1. **Applicant:** Must be an Eligible Applicant as listed above.
2. **Proposed Program Model and Activities:** The request must be for an eligible use as listed in the Eligible Applicant section.
3. **Timeline:** Application must demonstrate that the project or program is able to be completed within the grant term of April 1, 2026, to March 31, 2027.
4. **Commitment to Inclusion, Diversity, Equity, and Accessibility (IDEA):** Application must demonstrate a recognition of and commitment to advancing IDEA. The delivery of all services should be guided by the principles of cultural competency and positive youth development.

- a. **Culturally Responsive Services:** Applications that demonstrate a commitment to delivering trauma-informed and culturally responsive services tailored to the unique needs of underserved populations, including Native American, Black, Hispanic, LGBTQ+, and system-involved and/or unaccompanied youth, will be prioritized.
- 5. **Program Design Informed through Lived Expertise:** Application must include the meaningful inclusion, participation, and engagement of youth with lived expertise of homelessness. This can include, but is not limited to, participation on applicant boards or other decision-making entities, through facilitating Youth Advisory Boards, employing individuals with lived experience, etc.
- 6. **Services Capacity and Experience:** For program models and related activities requested, the application must demonstrate that any participating services provider(s) will have the experience and capacity to provide and manage the wraparound supportive services proposed in the application. In the application, applicants must demonstrate that they will meet the following:
 - a. Familiarity with the population(s), including incorporating the input from youth with lived expertise, engagement strategies that accommodate the specific needs of the population(s), the ability to achieve significant reductions in homelessness,, and the ability to accommodate the specific and diverse cultural, linguistic, and ability needs.
 - b. Experience providing housing-focused and holistic support to youth and family households that centers around continued engagement and long-term stability.
 - c. The ability to effectively engage prospective property owners and rapidly connect eligible individuals or households with prospective units in a manner that respects participant choice and subsidy standards, if applicable.
- 7. **Services Standards:** The application must demonstrate that the proposed Rapid Rehousing and Host Homes projects will include a target staff-to-participant ratio of no less than one case manager to every 15 households. Homelessness Prevention projects will include a target staff-to-participant ratio of no less than one case manager to every 30 households. Staff should have relevant professional accreditations, education, and experience to implement both holistic and

housing-focused services. Staff should be community-based and multi-disciplinary when possible.

- a. Services should be implemented using recognized best practice models, including Housing First, Harm Reduction, Motivational Interviewing, Positive Youth Development, and Trauma-Informed Care (see Definitions in Appendix 2), as well as how these service delivery models apply when working with the eligible population(s).

8. **Collaborative:** The intent of this RFA is to support the creation of a robust continuum of homelessness response and resolution in communities throughout Colorado. The application should demonstrate that the proposed project aligns with the priorities and efforts of the regional Continuum of Care and any local homelessness strategies within the region, as well as the [Colorado State Homelessness Playbook](#). The application should demonstrate that the proposed project addresses community needs and breaks down silos to prevent the duplication of services, build cross-sector partnerships, and achieve system performance measures. At a minimum, the proposed project should contribute data to the statewide Homeless Management Information System (HMIS), demonstrate collaboration with the local Coordinated Entry System, and partner with the local Continuum of Care and other partners to identify and respond to community needs. Applications with Letters of Support from agencies within the region and/or Continuum of Care will receive additional scoring.

- a. **Regional:** Priority will be given to larger, regional projects that can scale service delivery to address the needs of youth and families experiencing or at risk of homelessness across multiple municipalities or counties.

9. **Safety and Security Planning:** For program models and related activities requested, applications must demonstrate how project partners will ensure the safety and well-being of youth and families with minor children, particularly those with heightened risk of victimization, trauma, or violence. Applicants should describe in detail the type of security measures that will be provided and how those are tailored to meet the unique needs of families, children, and young adults. Safety planning should include the physical design of the project (for example, child-friendly and secure spaces), as well as operational and programmatic practices that promote a nurturing, stable environment. Applicants must explain how safety and security

protocols are integrated into the overall program structure to support family stability, minimize re-traumatization, and foster a sense of trust and belonging. Plans should also reflect the best practices of Trauma-Informed Care, de-escalation techniques suitable for both adults and children, and mental health first aid, ensuring that staff are trained to respond appropriately to the needs of both parents and children in crisis.

10. **Expected Outcomes:** The application must demonstrate previous experience as well as a clear framework for what outcomes will be measured and the success anticipated. The applicant must articulate how it will capture and report relevant performance data, including data sharing processes with external entities if necessary.
11. **Homeless Management Information Systems (HMIS):** All YHS programs must utilize HMIS to track and provide service data. Any subcontracted or participating service providers must currently use HMIS or demonstrate a commitment to begin use of HMIS for client-level data entry prior to the project start date. If the applicant is a Victim Service Provider, the application should demonstrate a commitment to an HMIS Comparable Database or describe existing data activities.
12. **Housing-Focused:** Application must support moving individuals into safe, stable, permanent, and independent community-based housing with the rights and responsibilities of tenancy. Program design must be focused on long-term housing outcomes, including housing stability.
13. **Low Barrier to Entry:** For program models and related activities requested, the application must demonstrate that they are taking steps to remove barriers to entry that would typically prevent youth, young adults, and families from access, enrollment, or securing tenancy and to include culturally specific community engagement and outreach. Applicants should detail efforts to ensure inclusive, equitable access for families of diverse cultural backgrounds through culturally specific community engagement and outreach strategies. Overall, applicants must show how the program structure is family-centered, trauma-informed, and intentionally designed to reduce procedural and practical barriers to housing and services.

Reporting Requirements & Performance Outcomes

To ensure system coordination and resource optimization, projects must commit to submitting accurate and timely data, providing accurate data on priority metrics, and tracking all client referral sources.

The following performance indicators must be included in a quarterly and final report submitted to DOLA. All data shall be pulled directly from HMIS or comparable database for victim service providers. OHYS will provide reporting instructions to awarded agencies.

Host Homes

- Number of individuals served
- Number of individuals housed
- Percentage of individuals moved into permanent housing within six months or less from intake
- Percentage of individuals stably housed 6-months post-exit from Host Home
- Referrals: Total referrals, referral sources, prioritization criteria, and reasons for denial
- Financial Assistance: Amount distributed and housing outcomes (identified below by activity type)

Rapid Rehousing

- Number of households served
- Number of households housed
- Average length of time for participants to secure permanent housing (in days):
- Average amount spent per accepted household:
- Percentage of households stably housed 6-months post-exit
- Percentage of households exiting to permanent housing
- Percentage of households exiting to homelessness, incarceration, or hospitalization
- Referrals: Total referrals, referral sources, prioritization criteria, and reasons for denial.
- Financial Assistance: Amount distributed and housing outcomes (identified below by activity type)

Homelessness Prevention

- Number of households served
- Number of households housed
- Percentage of households stably housed 6-months post-exit
- Percentage of households exiting to permanent housing
- Percentage of households exiting to homelessness, incarceration, or hospitalization
- Average amount spent per enrolled household
- Referrals: Total referrals, referral sources, prioritization criteria, and reasons for denial
- Financial Assistance: Amount distributed and housing outcomes (identified below by activity type)
- Number of referral connections to services provided

Colorado Division of Housing
Youth Housing Stability Program
2025 Request for Applications (RFA)
Required Application Contents

Application Submission Instructions:

All applications must be received by the Division of Housing via Neighborly no later than 11:59 PM MST on September 21, 2025. Incomplete and/or late applications will not be considered.

Entity Information

Please provide the following information. An asterisk indicates a required response.

Basic Entity Information

- * Entity Name (Must Match Organization Name on W9)
- * Entity Address (Must Match Address on W9)
- * Type of applicant
- **Document upload:** IRS Determination Letter (Non-profits only)
 - IRS Determination Letter: [This online search tool allows organizations to search for an organization's tax-exempt status and filings](#)
- **Document upload:** Certificate of Good Standing from the Colorado Secretary of State (No Appendix Form; Please Attach - Nonprofit agencies only)
 - Go to [Colorado Secretary of State Business Database Search](#)
 - Search Agency Legal Name
 - Download the Certificate of Good Standing form and attach to this submission
 - Secretary of State Certificate of Good Standing (non-profit only)

Signatory Authority

- * Signatory Authority First Name
- * Signatory Authority Last Name
- * Signatory Authority Address

- * Signatory Authority Title
- * Signatory Authority Phone Number
- * Signatory Authority Email
- * Checkbox: I certify that this person has full signatory authority in regard to all contracts and corresponding documents associated with agreements entered into by the applicant.
- * Picklist: Type of backup documentation provided for signatory authority.
 - If other, type of backup documentation provided for signatory authority
 - Signatory and Back up Documentation for Signatory forms

Backup documentation for signatory authority
- *Document upload: [Signature Authority Form](#)
- *Document upload: Backup documentation for the signatory authority

Responsible Administrator

- * Responsible Administrator First Name
- * Responsible Administrator Last Name
- * Responsible Administrator Title
- * Responsible Administrator Address
- * Responsible Administrator Email
- * Responsible Administrator Phone Number

Key Staff

- Other Key Staff First Name
- Other Key Staff Last Name
- Other Key Staff Title
- Other Key Staff Address
- Other Key Staff Email
- Other Key Staff Phone Number

Additional Entity Documentation:

- * Document upload: Applicant W-9 (Must match the legal name)
 - Download IRS Form: [W-9](#)
 - Upload a current W-9 (signed within the last 14 days)
 - Date W-9 signed

- * Does the applicant have the ability to comply with the [State's Insurance Requirements](#), if awarded funds?
 - Is your organization requesting an insurance waiver based on DOH requirements?
 - If yes, please explain the reason for the waiver request in the space below. For reference, please review the [Certificate of Insurance \(COI\) requirements](#).
- * Does the applicant have a current Negotiated Indirect Costs Rate Agreement (NICRA)?
 - Date current NICRA expires?
 - **Document Upload:** Current Negotiated Indirect Costs Rate Agreement documentation
- * Has the applicant elected to use the 15 percent de minimis indirect cost rate allowed under the Uniform Guidance on any grants the applicant has?

Project Information

Please provide the following information. An asterisk indicated a required response.

- * Project Name
- * Project Location
 - If there are multiple addresses, list additional addresses
 - Additional Address 1
 - Additional Address 2
- Project Counties
- * Project Colorado State House District Number
- * Project Colorado State Senate District Number
- Which local CoC(s) does your organization fall within?
 - Balance of State Continuum of Care (CoC)
 - Metro Denver Homeless Initiative Continuum of Care (CoC)
 - Northern Colorado Continuum of Care (CoC)
 - Pikes Peak Continuum of Care (CoC)
- * Does the applicant intend on serving as a pass through entity, passing grant funds along to other entities?
 - If yes, briefly describe the anticipated scope of work to be procured or subawarded, your procurement process, and how your organization will monitor subrecipient or contractor performance. If partners are not yet identified, explain how they will be selected post-award.

Project Overview

Please provide the following information.

1. Funding Request and Justification:

- State the total amount of funding requested for your project (minimum \$250,000).
- **Document Upload:** Please provide a detailed overview of your proposed budget using the [YHS RFA Budget Breakdown](#).
- Provide a detailed budget narrative justifying how the requested funds will be utilized to achieve the proposed project objectives and meet the eligible uses outlined in the RFA.

2. Collaborative and Regional Approach:

- Describe how your proposed project aligns with the priorities and efforts of your regional Continuum of Care (CoC) and any local homelessness strategies within your region, as well as the [Colorado State Homelessness Playbook](#).
- Explain how your project addresses community needs, breaks down silos, prevents duplication of services, builds cross-sector partnerships, and aims to achieve system performance measures.
- Describe how your project demonstrates a regional approach, scaling service delivery to address the needs of youth and families across multiple municipalities or counties.
-

3. Homeless Management Information Systems (HMIS) or Comparable Database Use:

Answer one of the following:

- If your organization already uses HMIS, describe how the proposed project will utilize HMIS to facilitate the evaluation of programming, implementation of evidence-based practices, and positive movement within community dashboards.
- If subcontracted or participating service providers do not currently use HMIS, describe their commitment to begin use prior to the project start date.
- If your organization is a Victim Service Provider, describe your commitment to use an HMIS Comparable Database or explain your existing data activities.

4. Program Design Informed by Lived Expertise:

Explain how your application includes the meaningful inclusion, participation, and engagement of youth with lived expertise of homelessness in the design and/or implementation of the program. Provide specific examples (for example, participation on boards, Youth Advisory Boards, employment of individuals with lived experience).

5. Commitment to Inclusion, Diversity, Equity, and Accessibility (IDEA) and Culturally Responsive Services:

Describe your organization's recognition of and commitment to advancing IDEA principles within your proposed project. Detail how your project will deliver trauma-informed practices, positive youth development, and culturally responsive services tailored to the unique needs of underserved populations, including Native American, Black, Hispanic, LGBTQ+, and system-involved and/or unaccompanied youth.

6. Housing-Focused and Low Barrier to Entry:

Provide activity-specific details on access to the program, including hours of operation, eligibility considerations, and participant experience. Include an example if it helps illustrate distinct elements of this activity. Explain how your program design is explicitly focused on moving youth into safe, stable, permanent, and independent community-based housing with the rights and responsibilities of tenancy, emphasizing long-term housing stability outcomes. Detail the steps your project will take to remove typical barriers to entry that prevent youth, young adults, and families from accessing, enrolling in, or securing tenancy, and intentionally designed to reduce procedural and practical barriers to housing and services.

Available Activity Types

Please select from the following list the activity types for which your organization is applying:

- ☐ Host Homes
- ☐ Homelessness Prevention
- ☐ Rapid-Rehousing

Host Homes

1. **Population Served:** Identify the specific household types your proposed project will primarily serve within the eligible participant categories (select all that apply):
 - ☐ Unaccompanied Youth Individuals under 18 years old who do not reside with a parent or legal guardian over the age of 18. **Notes:** Includes minors who are pregnant or parenting. These households are counted as *households* for reporting purposes.
 - ☐ Young Adult Head of Household (Households consisting of a young adult 18 to 24 years old with or without dependent children)
2. **Project Description & Host Home Activities:** Describe your project, including whether it is new or existing, its location, main activities, goals, and target population. Detail any innovative approaches the program will implement. Provide an overview of the Host Home activity-specific component, highlighting unique details such as geographic focus, eligibility criteria, or design features that differentiate it from the general project overview. Explain the services available to youth for connecting to permanent housing during their Host Home participation. Describe your recruitment plan for volunteer host households, collaborative efforts with McKinney Vento Liaisons and Continuums of Care Coordination Systems for referrals, the host-participant matching process, and the training hosts will receive.
3. **Service Provider Capacity:** Please describe your organization's experience providing these services. Highlight any relevant outcomes or success stories. Explain how the program will tailor services to your target population and describe any partnerships or coordination with other service providers or agencies.
4. **Staffing Plan:** Outline your project's staffing structure, including case management ratios, staff roles, qualifications, education, and training plans. Describe how your project will maintain a target staff-to-participant ratio of no less than one case manager to every 15 households. Describe the supervisory structure and how staff are supported and held accountable. Include the staff protocol, training, or other approaches used for engaging with participants with holistic and housing-focused services that include the implementation of best practice models, including Housing First, Harm Reduction, Motivational Interviewing, Positive Youth Development, and Trauma-Informed Care.

- 5. Safety and Security:** Describe the safety and security measures planned for the project, including on-site security, staffing protocols, technology, and design elements that promote participant safety and well-being of unaccompanied minor children, particularly those with heightened risk of victimization, trauma, or violence. Include an explanation of whether 24/7 crisis staff will be available for both youth and hosts. Describe physical design elements (for example, child-friendly and secure spaces) and operational or programmatic practices that may be used to promote a nurturing, stable environment.

Homelessness Prevention

- 1. Population Served:** Identify the specific household types your proposed project will primarily serve within the eligible participant categories (select all that apply):
- ☐ Families with Children: Households at least one adult over 18 with children under 18 years and at least one child under age 18. Notes: Includes households where the adult is also within the young adult age range (18-24)
 - ☐ Young Adult: Individuals ages 18 to 24, with or without dependent children.
Notes: This category bridges youth and adult services and should be reported as *households* in performance measures.
- 2. Project Description:** Briefly describe your project, including whether it is new or existing, its location, main activities, goals, and target population. Include any innovative approaches the project plans to use to address the needs of your participants. Then, provide an overview of the activity-specific component of the project, including details that are unique to this activity (for example, geographic focus, eligibility criteria, or design features that differ from the general project overview).
- 3. Service Provider Capacity:** Please describe your organization's experience providing these services. Highlight any relevant outcomes or success stories. Explain how the project will tailor services to the identified target population and describe any partnerships or coordination with other service providers or agencies.
- 4. Staffing Plan:** Outline your project's staffing structure, including case management ratios, staff roles, qualifications, education, and training plans. Describe how your project will maintain a target staff-to-participant ratio of no less than one case

manager to every 30 households. Describe the supervisory structure and how staff are supported and held accountable. Include the staff protocol, training, or other approaches used for engaging with participants with holistic and housing-focused services that include the implementation of best practice models, including Housing First, Harm Reduction, Motivational Interviewing, Positive Youth Development, and Trauma-Informed Care.

5. **Housing Navigation:** Explain how housing placement and stabilization will be approached for participants in this activity, especially if different from your general housing navigation strategy. Include how the project will engage Coordinated Entry systems, landlords, Continuum of Care, and other community resources to assist participants in accessing resources and securing decent, safe, and affordable rental housing.
6. **Safety and Security:** Describe the safety and security measures planned for the project, including on-site security, staffing protocols, technology, and design elements that promote participant safety and well-being of youth and families with minor children, particularly those with heightened risk of victimization, trauma, or violence. Include descriptions of physical design elements (for example, child-friendly and secure spaces) and operational or programmatic practices that promote a nurturing, stable environment.

Rapid Re-Housing

1. **Population Served:** Identify the specific household types your proposed project will primarily serve within the eligible participant categories (select all that apply):
 - ☐ Families with Children: Households consisting of at least one adult over 18 or older and at least one child under age 18. **Notes:** Includes households where the adult is also within the young adult age range (18-24).
 - ☐ Young Adults: Individuals ages 18 to 24 years old with or without dependent children. **Notes:** This category bridges youth and adult services and should be reported as *households* in performance measures.
2. **Project Description:** Briefly describe your project, including whether it is new or existing, its location, main activities, goals, and target population. Include any innovative approaches the project will use to address the needs of your participants.

Then, provide an overview of the activity-specific component of the project, including details that are unique to this activity (for example, geographic focus, eligibility criteria, or design features that differ from the general project overview).

3. **Service Provider Capacity:** Please describe your organization's experience providing these services. Highlight any relevant outcomes or success stories. Explain how the project will tailor services to your target population and describe any partnerships or coordination with other service providers or agencies.
4. **Staffing Plan:** Outline your project's staffing structure, including case management ratios, staff roles, qualifications, education, and training plans. Describe how your project will maintain a target staff-to-participant ratio of no less than one case manager to every 15 households. Describe the supervisory structure and how staff are supported and held accountable. Include the staff protocol, training, or other approaches used for engaging with participants with holistic and housing-focused services that include the implementation of best practice models, including Housing First, Harm Reduction, Motivational Interviewing, Positive Youth Development, and Trauma-Informed Care.
5. **Housing Navigation:** Explain how housing placement and stabilization will be approached for participants in this activity, especially if different from your general housing navigation strategy. Include how the project will engage Coordinated Entry systems, landlords, Continuum of Care, and other community resources to assist participants in accessing resources and securing decent, safe, and affordable rental housing.
6. **Safety and Security:** Describe the safety and security measures planned for the project, including on-site security, staffing protocols, technology, and design elements that promote participant safety. Explain how these measures relate to overall program operations and support a safe environment.

Budget and Financial Management

Current (year-to-date) Financial Statements

Include a Statement of Financial Position (Balance Sheet) through the most recently completed operating month available (must be within the past three months). Statement of Activities (Income and Expense Statement) through the most recently completed operating

month available (must be within the past three months). Provide the Statement of Activities in a budget-to-actual format if the organization uses that format.

- ***Document upload: Current (year-to-date) financial statements**

Year-end Financial Statements

Include a Statement of Financial Position (Balance Sheet) spanning the entirety of the organization's most recently closed fiscal year. Statement of Activities (Income and Expense Statement) spanning the entirety of the organization's most recently closed fiscal year. Provide the Statement of Activities in a budget-to-actual format if the organization uses that format.

- ***Document upload: Year-end financial statements**

Most Recent Audit

Upload a copy of your most recent audit, if applicable.

- **Document upload: Audit**

Financial Management

1. Of your organization's total revenue during the most recent fiscal year, what percent came from the Colorado Division of Housing?
2. The organization is applying for a cost reimbursement award, which requires special attention to cash flow management. Describe the organization's strategy for managing cash flow, including what steps the organization will take to ensure staff compensation and critical operations continue while awaiting grant reimbursements.
3. Describe the organization's experience managing government funds, including the structures and internal controls the organization has in place to ensure grant compliance.
4. Has the organization experienced significant financial challenges in the last three to five years? If yes, describe how the organization addressed those challenges.
5. What challenges does the organization anticipate in the next three to five years, and what steps are being taken to address those challenges?

Submit the Application

Once an application is submitted, it can only be "reopened" by an Administrator.

- ☐ * I certify to the best of my knowledge and belief that the statements and data in this application, including the required documents, are true and correct.

*** Signature of the Applicant**

*** Title**