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**CITY OF SPOKANE  
Youth Homeless Demonstration Program**

**Youth Homeless Demonstration Program (YHDP) Coordinator Application**

**Description:** The purpose of this Request for Proposals is to identify an eligible organization to be the recipient of YHDP Planning grant funds in order host the YHDP Coordinator role and co-lead the YHDP Initiative in partnership with the City of Spokane.

**PROPOSAL SUBMITTED BY:**

**ORGANIZATION** Click or tap here to enter text.

**POINT OF CONTACT** Click or tap here to enter text.

**PHONE** Click or tap here to enter text.

**E-MAIL** Click or tap here to enter text.

**SIGNATURE** \_\_\_\_\_\_\_\_

***Signature here will confirm compliance with all instructions, terms, and conditions of Funding Notice.***

Applicants that wish to be considered for funding under this opportunity must respond to the following questions in writing and meet all conditions and requirements as stated in the City of Spokane Notice of Funding Availability (NOFA). Submission of this application does not guarantee that a proposal will be approved.

**General Instructions**

Please complete a single narrative application for the proposal. Please be concise but complete in your responses. Applications must be no greater than 3 pages in length (beginning from the Narrative Questions section), with minimum margins of ½ inch and font size no smaller than 11 point. Question text may be removed to meet page limits, however applicants must include section headings and question numbers.

**Proposal Summary**

**Organization** **Leadership Contact Information**

Contact Person:

Mailing Address:

Telephone:

E-mail:

**Organization Project Contact Information**

Contact Person:

Mailing Address:

Telephone:

E-mail:

Submission Date:

Project Title: [Click or tap here to enter text.]

Applicant Organization / Lead Agency Name: [Click or tap here to enter text.]

Dollar Amount Requested from City of Spokane: [Click or tap here to enter text.]

**Narrative Questions**

1. Please provide a work plan and timeline for hiring and onboarding the YHDP Coordinator position.
2. Please describe any relevant experience the applicant has with youth homelessness as an issue. This could include but is not limited to: direct service, system collaboration/coordination, and/or advocacy work.
3. Please describe any relevant experience the applicant has in co-designing programs, services, initiatives, etc. in collaboration with individuals with relevant lived experience (i.e. the intended beneficiaries of those programs, services, initiatives, etc.)
4. Young people of color, young people who identify as transgender or non-binary, and young people who identify as lesbian, gay, bisexual, transgender, queer, questioning, pansexual, or other non-heterosexual orientations experience homelessness and housing instability at greater rates than their white, cisgender, and heterosexual peers. It is a core value of the YHDP that marginalized or overrepresented identities are centered within the work to end youth and young adult homelessness. Please describe the applicant’s commitment to racial equity and social justice.

**Budget Narrative**

Applicants are required to complete and submit a Summary Budget Workbook that outlines the costs of operations of the proposal. The Summary Budget Workbook must have an accompanying budget narrative and justification that provides the total amount for implementation of the project. If multiple agencies will be partnering on this proposal, provide a cost breakdown of the expenses that will be incurred by each individual agency.

1. In a budget narrative below, please explain how the requested funds will be used to support the proposed service. For each line item listed with a dollar figure (except expense category subtotals), provide a brief narrative detailing: (a) how the item relates to the proposed service and (b) the method used to determine the cost. The budget narrative should be laid out in the same format relative to the budget categories as provided in the budget worksheet and provide information regarding the basis of estimation for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization’s policy, payroll document, and vendor quotes, etc.).
2. If the budget includes indirect costs, please provide an explanation of the proposed indirect cost method.