

EXHIBIT 1

Office of Housing Stability – YHDP Administration

Scope of Work

- Coordinate with Youth Homelessness Demonstration Project grantees to establish policies and procedures to administer their projects
- Coordinate with Housing and Urban Development Technical Assistance Staff on Youth Homelessness Demonstration Project implementation, to ensure ongoing grant compliance, and to facilitate continuous quality improvement
- Provide Technical Assistance to Youth Homelessness Demonstration Project sub-grantees
- Act as a core liaison between Youth Homelessness Demonstration Project implementation and ongoing Continuum of Care activities to ensure coordination
- Act as the administrative support for Youth Homelessness Demonstration Project activities, communications, and stakeholder coordination
- Ensure all Youth Homelessness Demonstration Projects follow HUD 2 CFR 200, and 24 CFR Part 578, including all flexibilities and required activities by conducting annual programmatic and fiscal monitoring of each contracted agency
- Coordinate with City of Knoxville around project invoicing, to ensure costs are allocable and allowable, and that subgrantees are reimbursed in a timely fashion

Performance measures for OHS:

Jan 1, 2025 to March 31, 2025

- Complete policies and procedures for both YHDP projects and submit to HUD
- Establish billing procedures for YHDP projects

April 1, 2025 to June 30, 2025

- Establish Continuous Quality Improvement Workgroup
- Establish regular meeting schedule with YHDP sub-grantees to ensure grant compliance and continuous quality improvement

July 1, 2025 to Sept 30, 2025

- Ensure grant compliance and continuous quality improvement with YHDP sub-grantees

Oct 1, 2025 to Dec 31, 2025

- Ensure grant compliance and continuous quality improvement with YHDP sub-grantees

Budget

YHDP Administration
Budget breakdown

CATEGORY	OHS REQUEST
Administration	
General project management	\$43,448.20
Monitoring and compliance	\$20,000.00
10% for Admin/overhead	\$7,049.80
Total	\$70,498.00
TOTAL REQUESTED BUDGET	#REF!

CoC	TN-502
Grant term	2 years
Total Allocation	\$1,823,342

Project Name	Project Number	Total
TN-502 - YNEW - Joint Component Transitional Housing/Rapid Rehousing	TN0473Y4J022200	\$65,498.00
TN-502 - YNEW - SSO Navigation	TN0474Y4J022200	\$5,000.00
		\$70,498.00