**REQUEST FOR PROPOSALS (RFP)**

**OH-506 Summit County CoC**

**YOUTH HOMELESSNESS DEMONSTRATION PROGRAM**

## Application Due Date: Wednesday, June 19th, 2024, by 5:00pm

Questions and Completed Applications to: [JMOORE@SUMMITCOC.ORG](mailto:JMOORE@SUMMITCOC.ORG)

# Purpose

The purpose of this document is to provide information on the Youth Homelessness Demonstration Program (YHDP) Request for Proposals.

# Background

Established in 2018, the Youth Advisory Board (YAB) is comprised of youth and young adults in Summit County who have experienced or are currently experiencing homelessness. The YAB demonstrates the importance of youth leadership and agency when advocating for better housing and housing rights. The YAB has grown exponentially and promotes equity throughout the community's youth homeless response system for Black, Indigenous, Hispanic (non-white), and LGBTQ+ youth who are disproportionately more likely to experience homelessness than their white, straight, and gender conforming counterparts. This includes identifying barriers that lead to any disparities in subpopulations being served and taking the necessary steps to eliminate these barriers in our community’s youth homeless response system.

The Youth Summit workgroup comprised of Summit County Children Services, Project Rise (Akron Public Schools), Summit County Job & Family Services, Shelter Care, Juvenile Court, and many other stakeholders who work with youth was established in 2015 specifically to address local youth homelessness. In 2021 the SCCoC, in collaboration with the Summit County Health Department, contracted with The Partnership Ltd. to conduct a youth risk needs assessment.

# Vision

To learn from the lived experiences of the homeless and formerly homeless youth of Summit County in providing guidance and leadership; to advocate for those without a voice in the processes and practices that directly impact youth; to collaborate with others on youth-driven solutions that empower us to exercise our rights, to employ community resources, and to bring issues dealing with youth housing instability and its effects to the public eye.

To prevent and end homelessness amongst youth of all races, ethnicities, gender expressions, and abilities. The Youth Advisory Board (YAB) educates, advocates, and develops partnerships within Summit County in order to inspire the community, uplift youth voices, and directly reach youth experiencing homelessness.

# Request for Proposals Description

The YAB and Summit County Continuum of Care (SCCoC) are seeking proposals from service providers to complete the application process and to implement programs as defined by the YHDP Coordinated Community Plan to prevent and end youth homelessness under the Youth Homelessness Demonstration Program (YHDP), funded by the Department of Housing and Urban Development’s (HUD) Office of Special Needs Assistance Program (SNAP).

Respondents should be familiar with the YHDP NOFO, and the YHDP Coordinated Community [Plan. These and additional YHDP-related materials can be found at https://summitcoc.org/ youth-advisory-board-yab/.](https://summitcoc.org/youth-advisory-board-yab/)

We are seeking applications from eligible organizations to implement five different project types approved by the YAB, SCCoC, and local YHDP leadership that will address critical resource needs for youth experiencing homelessness in Summit County. Applicants may apply for each project type in full (opting to operate and manage the full scope and implementation of the project) or for one or more of the project components. An application is required for each project type if the agency is applying for more than one project.

If selected, applicant(s) may be asked to serve as the “lead” agency depending upon the outcomes of the RFP. For instance, if multiple entities are selected to administer a project type, one agency may be asked to serve as the project lead and be responsible for managing subcontracts with the other selected entities.

See appendix A for detailed information for each project type below.

# YHDP Project Types

### Youth Dedicated Drop-In Center

* Description: The Drop-In center will serve youth ages 24 and under, who are experiencing homelessness. At this 24/7/365 drop-in center, youth will be provided with access to food, clothing, hygiene items, laundry facilities, showers, and a safe place to be. Beyond basic needs, a clinical team will provide therapy and case management, and partner agencies provide on-site and community-based access to stabilizing resources, such as housing, transportation, health care, employment, education, addiction services, legal aid, government benefits, ID cards and more.
* Target Population: All YYA experiencing homelessness, ages 24 and under, including unaccompanied youth and pregnant or parenting youth who are experiencing homelessness.
* Available Funding Amount Approximately $413,410 Cost does not include MATCH: Unlimited duration

### Enhanced Coordinated Entry and Youth Peer Navigator

* Description: Support for three new positions (2 housing navigators and dedicated youth CE staff) in the youth/young adult system – CE System Management and System Navigation. These positions will strengthen the operation of the entire youth coordinated entry system from identification and engagement to housing by providing direct navigation assistance to young people, ensuring all providers are using best practices, marketing the youth CE system, and engaging the Youth dvisory board in the work to build a new, improved system.
* Target Population: Youth experiencing homelessness, ages 24 and under, including unaccompanied youth and pregnant or parenting youth.
* Available Funding Amount: Approximately $250,000 Cost does not include MATCH.

### Emergency Transitional Housing (TH)-Rapid Rehousing (RRH)

* Description: TH-RRH will provide permanent and transitional housing and supportive services to young adults 18-24 experiencing homelessness.
* Target Population: All YYA experiencing homelessness, ages 24 and under, including members of the LGBTQ+ community, fleeing violence, including trafficking and exploitation, unaccompanied youth, pregnant or parenting youth.
* The rapid rehousing option will provide rental assistance plus supportive services using a housing-first model that is similarly YYA-led and meets program participants where they are.
* Funding Amount: Approximately $650,000 - Cost does not include MATCH.

### Host Homes and Kinship

* Description: Traditional Host Homes and Kinship Host Homes are an intervention for youth who are currently experiencing homelessness for any variety of reasons, including but not limited to family conflict, poverty, gender identity and sexual orientation. The goal of host homes is to provide a safe, temporary, welcoming space for up to twelve months where the young person has time to repair their relationships with self-identified families or make decisions about other housing options with the support of a caring housing case manager. The Host Home must have a commitment to showing generous hospitality, building intentional relationships, and meeting the physical and emotional needs.
* Target Population All YYA experiencing homelessness, ages 18 and under, including unaccompanied youth and pregnant and parenting YYA.
* Available Funding Amount: Approximately $70,000 - Cost does not include MATCH.

### Planning Grant

* Description: The YHDP Planning Grant will support the Youth Advisory Board (YAB), Youth and Young Adults (YYA) and CoC staff dedicated to the development and implementation of YHDP projects.
* Target Population: Youth experiencing homelessness, ages 24 and under, including unaccompanied youth and pregnant or parenting youth who are experiencing homelessness.
* Available Funding Amount: Approximately $72,811(5% of Total Award) - Cost does not include MATCH.

\*All HUD funds require a 25% match on all budget items, except for leasing.

\*5% max for administration cost

# YHDP Participant Expectations

Selected project applicant(s) will be required to fulfill the following:

1. **Implementation:** Agree to work with YAB, SCCoC and YHDP Planning Committee on project design and implementation once awarded, including the application submission to the SNAPS office, which is due in E-SNAPS by July 1, 2024. This will include finalizing the project scope and the proposed budget.
2. **YHDP Principles and Values:** Agencies will embrace YHDP guiding principles as identified in the Coordinated Community Plan (CCP) and demonstrate how they will implement these principles in their project application.
3. **Continuous Quality Improvement (CQI), Reporting, and Evaluation:** As part of this RFP, agencies will need to demonstrate their familiarity and experience with CQI processes, as well as their commitment to the flexibility and willingness to adjust course depending on lessons learned and performance outcomes. Applicants are responsible for complying with all HUD CoC and YHDP program requirements. Recipients of the grant award are expected to participate in all HUD, CoC, and YHDP required reporting, evaluation, and monitoring.
4. **Onsite Visits:** Applicants will agree to participate in onsite visits if requested by the Scoring and Ranking Committee during the applicant review and scoring process. Selected applicants will agree to participate in ongoing onsite visits as part of annual monitoring visits.
5. **Centralized Intake System:** Coordinate all program referrals through SCCoC Centralized Intake Process as defined by the OH-506 Centralized Intake Policy and Procedures Manual.
6. **Homeless Management Information System (HMIS):** The HMIS is an online database that enables organizations to collect data on the services they provide to people experiencing homelessness. Agencies are required to participate in HMIS and enter participant data via the HMIS data standards. Agencies are encouraged to include an HMIS budget line item in their YHDP budget to cover the cost of HMIS licensing and staff time for data entry.
7. **Compliance:** Agencies must comply with program requirements as per the Summit County Continuum of Care Policies and Procedures, HUD Continuum of Care Interim Rule and related notices, FY 2023 YHDP NOFO, and any CoC Alternative Requirements and/or HUD-approved waivers for the agency’s YHDP project(s).

Upon selection of applicants for YHDP projects, each applicant will sign a Memorandum of Agreement with SCCoC, agreeing to the above YHDP Participant

# Proposal Guidelines

To be considered for this opportunity, full completion and submission of the application packet\* is required and must be submitted by email to [jmoore@summitcoc.org](mailto:jmoore@summitcoc.org) by Wednesday, June 19th, 2024 at 5pm EST.

Application Packet:

1. Cover Sheet
2. Threshold Form
3. Project Proposal
4. Budget Form

\*See Appendix B for Application Packet.

# YHDP RFP Timeline

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| **Due Date** | **Activity** |
| June 5, 2024, | RFP Released |
| June 11, 2024 | Q & A with SCCoC/YAB and HUD at 3pm EST |
| Zoom link for meeting https://us06web.zoom.us/j/81395490557 |
| June 19, 2024 | Proposals due by 5pm EST to [JMOORE@SUMMITCOC.ORG](mailto:JMOORE@SUMMITCOC.ORG) |
| June 20- June 24, 2024 | Proposal review and scoring will be conducted by Scoring and Ranking Committee |
| June 25, 2024 | Scoring and Ranking Committee to notify applicants by this date of |
| outcome of review and scoring |
| July 1, 2024 | Memorandum of Agreement (MOAs) signed by this date between SCCoC and applicants.  The applications will be submitted in [e-snaps](https://esnaps.hud.gov/) before this date. |

Eligibility and Minimum Requirements

To be considered for funding through this RFP, applicants must meet or be prepared to meet the following requirements by the time of the project start date:

* + Meet the requirements of the FY 2023 YHDP NOFO, including Appendix A of the NOFO
  + Be a nonprofit organization, State, local government, or instrumentality of State or local government (for-profit entities are not eligible to apply for grants or be subrecipients of grant funds)
  + Be located and/or provide services in the Summit County region (Akron, Barberton, Summit County).
  + Have experience administering programs and services that assist people experiencing homelessness and/or housing crises, and/or programs serving youth and young adults that utilize best practices.
  + Adhere to Housing First practices while serving households experiencing homelessness
  + Participate in the Homelessness Management Information System (HMIS)
  + Participate in and accept all program participants through the Coordinated Entry System.
  + Follow and integrate the YHDP Guiding principles laid out in the Coordinated Community Plan into all aspects of project design and implementation
  + Agency financial audit completed within the past year
  + Not debarred from SAMs receiving federal funds and in good standing with all government and funding contracts

# Evaluation Process

The Scoring and Ranking Committee, as defined in the YHDP Governance Structure within the Coordinated Community Plan, may be composed of members of the Youth Homelessness Committee, the SCCoC Youth Advisory Board, funding partners, and other individuals knowledgeable about homelessness and housing. Membership must be consistent with the CoC Conflict of Interest policy and members will be asked to sign a non-disclosure agreement.

All applicants will undergo a threshold review. The Scoring and Ranking Committee will review application packages for eligibility and completeness, and that each project has met the minimum requirements as set forth in this RFP. Incomplete and/or ineligible application packages will not receive further review. Applications that pass threshold review will be evaluated utilizing a scoring tool, by the Scoring and Ranking Committee based on the provided RFP application packet and an interview with the applicant.

This RFP is competitive. All interested parties must complete the application packet by the deadline to be considered for funding. All completed applications turned in on or before the deadline that meets the eligibility requirements will be reviewed and individually scored by [members of the committee. The YHDP Scoring Metrics will be posted at https:// summitcoc.org/youth-advisory-board-yab/ by June 25th.](https://summitcoc.org/youth-advisory-board-yab/)

Multiple proposals may be selected per project type depending on the scale and budget of proposals submitted. Applicants selected to administer YHDP projects will be required to work with the Scoring and Ranking Committee, to finalize project design and create a cohesive application. As part of this, the Scoring and Ranking Committee may request applicants to modify budget targets to ensure appropriate distribution of funding. The Scoring and Ranking Committee also reserves the right to adjust project specifications and activities as needed to meet Coordinated Community Plan goals.

If the Scoring and Ranking Committee determines that some of the project types were not addressed, the Scoring and Ranking Committee reserves the right to either release another RFP (for some or all project types) or to follow-up with applicants to explore the possibility of revision to include additional project types in order to maximize all YHDP project funds.

Final selection recommendations will be sent to the SCCoC Board of Directors by the Scoring and Ranking Committee and SCCoC Youth Advisory Board for final approval.

Applicants selected to administer YHDP projects will be required to complete full applications in HUD’s *e-snaps* grant management system and are solely responsible for ensuring applications are successfully submitted by HUD’s deadline. All project applications are required to have approval from SCCoC prior to submission in *e-snaps*. Upon successful submission of applications and award selections, applicants will contract with HUD directly for all YHDP funding.

If you have any questions, contact the YHDP Scoring and Ranking Committee at [jmoore@summitcoc.org](mailto:jmoore@summitcoc.org)



Appendix A: Project Description

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| **Project 1: Planning Grant** | |
| **YHDP Planning Grant** | Support for the Youth Advisory Board, YHDP project implementation, monitoring/evaluation, and system coordination. |
| **Project Description** | The YHDP Planning Grant will support the Youth Advisory Board (YAB), Youth and Young Adults (YYA) and CoC staff dedicated to the development and implementation of YHDP projects.  The YHDP Planning Grant to continue the coherent planning process for all activities related to youth homelessness. The YAB, YYA, and designated CoC staff will continue to develop and expand youth homelessness services by:  ·Reviewing, updating, and implementing the YAB Governance Charter and Bylaws.  ·Reviewing and updating the Review and Ranking Process  ·Creating Performance Measures for all recipients which include Ranking and Review tools and Systemwide Performance Measures.  ·Continuing to review committee structures including roles, responsibilities, and meeting guidelines  ·Monitoring all YHDP-funded projects to ensure compliance with HUD regulations (24 CFR 578).  ·Creating and implementing a reallocation process  ·Continuing the development of a comprehensive system-wide Centralized Intake system to focus on the youth homeless response system  ·Coordinating youth specific point-in-time counts  ·Providing a system-wide analysis of the CoC by reviewing project data submitted through Annual Performance Reports |

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|  | ·Continuing to expand the collaboration with stakeholders and other interested individuals  ·Implementing a financial analysis of each project to analyze the cost of meeting outcomes and cost effectiveness of programs  ·Identifying low performing projects and collaborating with them to create corrective action plans, and to improve performance  ·Reviewing, updating, and revising all policies & procedures to ensure that they align with 24 CFR 578  ·Updating CoC monitoring guide to reflect new HUD standards. |
| **Target Population** | Youth experiencing homelessness, ages 24 and under, including unaccompanied youth and pregnant or parenting youth who are experiencing homelessness. |
| **YHDP Budget** | Approximately $72,811(5% of Total Award) Cost does not include MATCH |
| **Project 2: Enhanced Coordinated Entry and Youth Peer Navigator** | |
| **Program Description** | Support for two new navigator positions and dedicated CE staff.  These positions will strengthen the operation of the entire youth  coordinated entry system from identification and engagement to housing by providing direct navigation assistance to young people, ensuring all providers are using best practices, marketing the youth CE system, and engaging the youth advisory board in the work to build a new, improved system.  Development and implementation of a youth-specific CE system, including initial triage before young people enter shelter and assistance for young people as they navigate the CE system.  Improving coordination with system partners to improve coordination within, access to, and referrals to and from the CE system.  YYA contacting CE or YAB hotline are immediately referred to a youth peer navigator.  The youth peer navigator is a field-based services position that is charged with helping address all aspects of street outreach, diversion/prevention, shelter entry, and assessment for all homeless or at-risk YYA in the county.  Youth peer navigator does diversion screen with YYA and either diverts or assists to enter emergency housing program  13 |

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|  | Once YYA is in emergency housing, the youth peer navigator completes CE assessment within 48 hours to help identify housing needs and best intervention. |
| **Target Population** | Youth experiencing homelessness, ages 24 and under, including unaccompanied youth and pregnant or parenting youth who are experiencing homelessness. |
| **Desired Outcomes** | Increased and rapid access to emergency TH for YYA without safe places to sleep; decrease in length of time homeless; increase in exits to permanent housing; reduction in recidivism; increased connection to  wrap-around services (i.e. mental health, employment, treatment, benefits, etc.). |
| **YHDP Budget** | Approximately $250,000 Cost does not include MATCH |
| **Timeframe** | Immediate one-time response |
| **Project 3: Youth Drop-In Center** | |
| **Program Description** | The Drop-In center will serve youth ages 24 and under, who are experiencing homelessness. At this 24/7/365 drop-in center, youth will be provided with access to food, clothing, hygiene items, laundry facilities, showers, and a safe place to be. Beyond basic needs, a clinical team will provide therapy and case management, and partner agencies provide on-site and community-based access to stabilizing resources, such as housing, transportation, health care, employment, education, addiction services, legal aid, government benefits, ID cards  and more. |
| **Target Population** | All YYA experiencing homelessness, ages 24 and under, including  unaccompanied youth and pregnant or parenting youth who are experiencing homelessness. |
| **Outcome Measures** | We will see an increase in youth receiving housing and decrease the number of youths that are category 1 homeless. |
| **YHDP Budget** | Approximately $413,410 Cost does not include MATCH |
| **Timeframe** | Unlimited duration |
| **Project 4: Emergency Transitional Housing (TH)-Rapid Rehousing (RRH)** | |
| **Program Description**  **Note: Applicants will be given the option to apply for TH-RRH or RRH projects under this project type.** | TH-RRH will provide permanent and transitional housing and supportive services to young adults 18-24 experiencing homelessness, particularly but not limited to young adults and young adult families who are members of the LGBTQIA+ community or fleeing violence, including trafficking and exploitation.  TH-RRH will co-enroll young adults into transitional housing and rapid rehousing with the choice given to YYA to opt in or out of the transitional or rapid rehousing option at any time.  The transitional housing option will provide short to medium-term assistance for up to 2 years in a site-based setting using a housing first model that centers the needs and preferences of YYA and works with them to quickly move to permanent housing.  The rapid rehousing option will provide rental assistance plus supportive services using a housing-first model that is similarly 14 YYA-led and meets program participants where they are. While |

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|  | the length of time on the subsidy must be participant-driven and individually determined, we expect an average of 1 year per participant and up to 3 years (maximum allowed). We also expect an average of 6 months of aftercare and up to a maximum of 1.5 years once a participant’s rental assistance ends. Housing will be scattered site and allow program participants the option to have a roommate. Supportive services may be provided directly by the YHDP grantee or through program partnerships but must have the capacity to meet participant needs to sustain housing and thrive. |
| **Target Population** | All YYA experiencing homelessness, ages 24 and under, including unaccompanied youth and pregnant or parenting youth who are experiencing homelessness. |
| **Desired Outcomes** | Successful exits to Permanent Housing, decrease in length of time homeless, reduction in recidivism, and increased connection to wrap around services (i.e. mental health, employment, treatment, benefits, etc.). |
| **YHDP Budget** | Approximately $650,000-Cost does not include MATCH |
| **Timeframe** | Transitional Housing will be short to medium-term assistance for up to 2 years in a site-based setting.  Rapid Rehousing will be an average of 1 year per participant and up to 3 years (maximum allowed). We also expect an average of 6 months of aftercare and up to a maximum of 1.5 years once a participant’s rental assistance ends. |
| **Project 5: Host Homes** | |
| **Project Description** | Traditional Host Homes and Kinship Host Homes are an intervention for youth who are currently experiencing homelessness for any variety of reasons, including but not limited to family conflict, poverty, gender identity and sexual orientation. The goal of host homes is to provide a safe, temporary, welcoming space for up to twelve months where the young person has time to repair their relationships with self-identified families or make decisions about other housing options with the support of a caring housing case manager. The Host Home must have a commitment to showing generous hospitality, building intentional relationships, and meeting the physical and emotional needs  Successful implementations of long-term and short term host homes have generally been volunteer-based programs.  Providing a cost-effective and successful model for preventing youth homelessness in a wide range of cases.  Youth peer navigators will provide primary services, including connection to host homes, conducting assessments, assisting with housing plan development and linkage/connection to other resources.  15 |

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|  | Successful implementations of short-term host homes have generally been volunteer-based programs, with stays lasting from three to six months; however, other successful implementations addressing community needs have existed in the short-term housing system. Providing short-term host homes  is a cost-effective and successful model for preventing youth homelessness in a wide range of cases. |
| **Target Population** | All YYA experiencing homelessness, ages 24 and under,  including unaccompanied youth who are experiencing homelessness. |
| **Desired Outcomes** | Reduced youth involvement with Summit County Children Services, reduction in first time homeless, and increased connection to wrap around services (i.e. mental health, employment, treatment, benefits, etc.). Emergency response services available 24/7 YYA can access shelter within 12 hours of presenting to a system access point, YYA  have a safe place to stay (assessments to determine safety of current housing situation or need to move to Emergency TH) |
| **YHDP Budget** | Approximately $70,000-Cost does not include MATCH |
| **Timeframe** | Average length of stay between three to twelve months |

Appendix B: Application Packet Summit County CoC YHDP

RFP Application Packet

## REQUIREMENTS

**Deadline:** Application packets must be submitted by 5pm EST Wednesday, June 19th, 2024.

**Submission:** Application packet MUST be submitted in PDF format by email to [jmoore@summitcoc.org.](mailto:jmoore@summitcoc.org) DO NOT submit proposals by mail, fax, or hand delivery. The subject of email for proposals should be clearly labeled with the name of the project being applied for. If an agency is applying for more than one project type, please submit an application packet for each project type. A confirmation email will be sent upon receipt by the YHDP Scoring and Ranking Committee.

#### Application Packet:

1. Cover Page
2. Threshold Form
3. Project Proposal
4. Budget Form

**Format:** Please limit your written proposal to no more than ten (10) single spaced pages. Attachments and forms do not count towards page limit.

SCCoC YHDP RFP Project Proposal

1. **Interest.** Describe the special needs and challenges presented by homeless youth and explain why your organization is interested in and committed to serving this population. Interest should link the project activities to the mission and vision of the applicant organization and should include how the applicant will ensure that the project is consistent with the vision, goals, and objectives of the YHDP

Coordinated Community [Plan on](https://summitcoc.org/youth-advisory-board-yab/) [https://summitcoc.org/youth-advisory-board-yab/](https://summitcoc.org/youth-advisory-board-yab)

1. **Organizational Experience.** This section shall address:
   1. History of Performance and Compliance. Describe your organization’s experience and past performance in providing housing, supportive services, and referral services, especially to unaccompanied youth experiencing homelessness. Include in this description your organizational infrastructure, including administrative financial capacity to effectively utilize federal funds and deliver the services as proposed. Specifically identify federal grants your agency has had in the past five years and whether the federal agency contracted with has any outstanding findings or concerns with respect to services offered or funds administered. If there are unresolved findings or concerns from a federal agency, please specify.
   2. Collaboration and Knowledge of Community Resources. Demonstrate organizational collaboration with other providers or agencies throughout the Summit County region, as well as knowledge of community partners and resources serving unaccompanied youth experiencing homelessness.
   3. Staff Qualifications and Experience. Describe the experience of the person/s on staff who will provide staff supervision and management of project activities. Describe how skills and experience of existing staff will ensure success of the YHDP project, with a particular focus on how they will support youth choice and authentic youth engagement. Identify if existing staff will be assigned to this project or if staff will be recruited specifically for this project. Give an approximate timeline for implementation of project activities.
   4. Compliance with Fair Housing and Equal Access Requirements. Demonstrate that the program is in compliance with applicable fair housing and civil rights requirements and provides equal access for program participants regardless of
2. **Program Description.** This section shall address:
   1. Program Design. Establish the population to be served by this project, including a clear definition of eligibility for project applicants. Describe how the housing and supportive services that will be provided through the project, including the type, scale, and location of supportive services and the mode of transportation to those services. Explain how the program design will be made accessible and appropriate for unaccompanied youth experiencing homelessness. Describe any linkages to other services or agencies that will support program implementation and service delivery. Describe the geographic service area your project will include for housing and supportive services.
   2. Linkages to housing: Describe how your project will address the crisis housing needs of participants. Describe how your project will assist youth in locating and securing permanent housing. Describe how you will maintain positive working relations with property owners (if applicable). Describe how your services will support long-term housing stability. Provide your plan for in-home visitation as appropriate.
   3. Supportive Services (if applicable). Describe the range of supportive services for youth, which may include, but are not limited to, independent living skills (such as managing a budget, preparing meals, and understanding tenant rights and responsibilities) and access to education and employment services, that will be included in the program design. Describe how, directly or through linkages, mental health and substance abuse services will be made available to clients. A full listing of CoC Program Supportive Services can be found at [24 CFR 578.53.](https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml#seqnum578.99)
   4. Mainstream Resources. Describe the project’s plan to connect youth to mainstream resources, such as mental and physical health, social, and employment programs for which they are eligible. This should include a description of how the project will screen for eligibility for mainstream resources, plans to coordinate with mainstream systems and resources to make referrals, and staff training on mainstream resources for youth.
   5. Youth Involvement and Leadership. Describe youth involvement in planning and designing the proposed project, as well as the organization’s plan for active involvement and leadership among youth in the project’s implementation, including employment opportunities and youth voice in the staff hiring process.
   6. Populations of Focus. Describe how the project will serve vulnerable and often overrepresented youth experiencing homelessness including youth of color, lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth; pregnant and parenting youth; youth who have had involvement with juvenile justice and foster care systems; and victims of sexual trafficking, exploitation, and/or domestic violence. This should include how considerations for the population’s special needs and challenges will be 19

incorporated into the project’s identification methods, infrastructure considerations, housing and/or service-delivery.

1. Cultural Competency. Describe your organization’s methods of ensuring cultural competence at all levels of the organization. Address experience serving with cultural sensitivity people who are racially, ethnically and religiously diverse; who speak languages other than English; who have a range of physical and mental disabilities; who are lesbian, gay, bisexual or transgender; and who are extremely low-income. Describe the diversity of your board and staff, your organization’s non-discrimination policies, and how you ensure that your staff meets the needs of clients with sensitivity toward clients varied cultural and life experiences.
2. Housing First Approach. Describe how you will use a “Housing First approach” in which assistance is offered and referrals made, including access to intensive, youth-focused case management and services, without preconditions and barriers to entry such as treatment or service participation requirements.
3. Creating equity and addressing disparities. Project addresses disparities and creates equitable practices.
4. Innovation. Describe how innovative your project is, including how the proposed project addresses crisis or permanent housing and/or supportive services in a way that is responsive to the needs of youth and can be sustained on a long-term basis.
5. Community Engagement. Describe the extent to which the project demonstrates connections to existing community organizations for long term support including mainstream organizations, services, clubs, and organizations, faith community, social and civic organizations.

#### Alignment with HUD Principles and Prioritized Elements

Identify how this project will align with the HUD principles in this section below:

* 1. USICH Four Core Outcomes: Project demonstrates a commitment to the principles

of the USICH Youth Framework to End Youth Homelessness published in 2012 and to its four core outcomes:

* + 1. Stable housing includes a safe and reliable place to call home.
    2. Permanent connections include ongoing attachments to families, communities, schools, and other positive social networks.
    3. Education/employment includes high performance in and completion of educational and training activities, especially for younger youth, and starting and maintaining adequate and stable employment, particularly for older youth.
    4. Social-emotional well-being includes the development of key competencies,

attitudes, and behaviors that equip a young person to succeed across multiple domains of daily life, including school, work, relationships, and community. 20

1. **Project Implementation Plan.** This section shall address:
   1. Timeline. Include a timeline for project implementation including the hiring of staff, proposed project start date, project evaluation, and benchmarks for project outcomes. Proposed process measures can be included as well as outcome measurements.
   2. Access. The plan should ensure that the project is incorporated into the CoC Coordinated Entry System. All applicants should ensure that the project or system is well advertised so that its availability is known to unaccompanied youth experiencing homelessness.
   3. Staff Training. Describe any training or staff development activities that would be conducted as part of this project, and how this training will ensure that staff are ready to meet the needs of unaccompanied youth experiencing homelessness.
   4. Budget. Provide a clear budget for the project that supports the housing, services, and staff proposed. Costs should be reasonable, justified, and competitive. The budget must demonstrate the project is cost effective with costs not deviating substantially from the norm in that locale for the type of structure or kind of activity. Provide details about the proposed annual budget and potential match sources in the chart below.
   5. Match. Describe the resources in support of this project, either from in-kind and/or external resources, which will cover the required 25% match. Provide any additional details on securing matching funds that add value to the overall vision of the Coordinated Community Plan.
   6. Additional resources. Describe any other programs, resources, or partnerships that add value to project implementation.

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| **AGENCY INFORMATION** | |
| Agency: | Executive Director: |
| Submission Date: | Agency Address: |
| Primary Agency Contact Person: | Title: |
| Email Address: | Phone: |
| Organization Type (check one):  Non-Profit Governmental Agency Other (Specify | |
| Federal Tax ID or EIN: | DUNS Number: |
| **PROJECT INFORMATION** | |
| Please indicate which project you are applying? (Check all that apply):   * Planning Grant * Youth Dedicated Drop-In Center * Enhanced Coordinated Entry and Youth Peer Navigator * Emergency Transitional Housing (TH)/Rapid Rehousing (RRH) * Host Homes | |
| **COMPETITION AGREEMENT** | |
| I understand that my agency may have current or previous professional relationships with members of the YHDP Scoring and Ranking Committee, who will be making funding recommendations in this process. I understand that myself, nor any representatives from my agency (board, staff, etc.), are to approach the YHDP Scoring and Ranking Committee members for information about other proposals or the Ranking and Review Process. I understand that Committee members are required to inform the Youth Coordinator, Jada Moore, of any conversations that could be considered manipulative or coercive and that make them feel pressured to share information or make certain decisions. I understand that if such actions are reported and substantiated, my proposal will be removed from the process and deemed ineligible for funding. My signature below states that that I understand the information above and will share it with the appropriate people within my organization. | |
| **AUTHORIZED SIGNATURE** | |
| Authorized physical signature of applicant.    Signature of Authorized Representative Date  Name and Title of Authorized Representative | |

SCCoC YHDP RFP Cover Sheet

|  |  |
| --- | --- |
| **INSTRUCTIONS** | |
| Complete the following form for the YHDP RFP process. In addition, include the following attachments to the threshold application:   1. Current agency financial audit 2. Screenshot of agency active SAM registration 3. Agency Code of Conduct 4. Agency Grievance Policy 5. Any open HUD findings and responses, if applicable | |
| **AGENCY INFORMATION** | |
| Agency: | Project Type: |
| What is your total FY 2023 agency budget? | $ |
| What percentage of your overall budget is Federal Funding? | % |
| Does the agency have the capacity to meet program expenses in advance of reimbursement?  (check one): Yes No | |
| Does the agency have an unqualified, independent financial audit completed within 6 months of the end of the fiscal year? | * Yes * No |
| Does your agency have a SAM.gov registration? | * Yes * No |
| Does your agency have an active DUNS number? | * Yes * No |
| Does the agency have any delinquent federal debt? | * Yes * No |
| Does your agency provide for the participation of at least one homeless or formerly homeless individual on the board of directors or other equivalent policymaking entity? | * Yes - Board * Yes - Other * No |
| If “yes, other,” please describe the entity, its nature, and how the person participates: | |
| Does the agency provide avenues for direct client input to the Board of Directors for the agency? | * Yes * No |
| Does the agency provide due process to clients who are asked to leave any program? | * Yes * No |
| Does the agency provide clients with specialized resources to meet the unique needs of clients with physical, cognitive, or behavioral disabilities and provides reasonable accommodations for clients with linguistic and/or cultural challenges? (I.e. ramps, Spanish language forms, etc.) | * Yes * No |
| Does the agency comply with Public Law 90-284 referring to the Fair Housing Act (42 USC 3601-20), as amended. | * Yes * No |

SCCoC YHDP Threshold Form

|  |  |
| --- | --- |
| **HUD THRESHOLD CONTINUED** | |
| Does your agency have any unresolved Fair Housing or Civil Rights matters? | * Yes * No |
| If yes, explain: | |
| Does your organization comply with HUD directives regarding Equal access to housing Docket Number: HUD-2015-0104; Docket Name:  FR–5863–P–01 | * Yes * No |
| Has your agency updated its Code of Conduct so that it is compliant with 2 CFR Part 200 and submitted to HUD. | * Yes * No |
| Is your agency under debarment or suspension from doing business with the Federal Government and/or on the Federal do not pay list? | * Yes * No |
| Is your organization in compliance with the prohibition against lobbying Section 1352, Title 31, U.S. Code? | * Yes * No |
| **HMIS AND COORDINATED ENTRY PARTICIPATION** | |
| HMIS implementation, participation and data quality are priorities for both SCCoC and HUD. By implementing a system- wide HMIS, the CoC homeless system will be able to provide continuous and accurate information on persons served by homeless assistance projects.  Accurate and timely data assists with determining whether the current approaches to ending homelessness are appropriately designed.  If you answered no or N/A to questions 1-3, please explain how your organization plans on becoming an HMIS agency by the YHDP project implementation start date. 1000- character limit. | |
| Does the agency currently have a policy and procedure in place to check HMIS (or for DV providers, comparable database) data quality  on at least a monthly basis? | * Yes * No * N/A- Agency is not yet participating |
| Has the agency completed a CoC HMIS Agency Participation Agreement? | * Yes * No |
| Has the HMIS User License Participation Agreement been signed by all HMIS users at the agency? | * Yes * No * N/A |
| Does your agency have any other homeless projects? | * Yes * No |
| If yes, is the data from these homeless projects entered into the  CoC HMIS (or, if a DV Provider, another comparable database)? | * Yes * No * N/A |
| Does your agency currently prioritize participants through the Coordinated Entry Process? | * Yes * No * N/A |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Line Item** | **Annual Funding Request** | **Annual Required Match (25%)** | **Match Sources** | **Explain how match will add value to the**  **project** |
| **Rental** |  |  |  |  |
| **Assistance** |
| **Supportive** |  |  |  |  |
| **Services** |
| **Leasing** |  | Not applicable | Not applicable | Not Applicable |
| **Operating** |  |  |  |  |
| **Project** |  |  |  |  |
| **Administration** |
| **(up to 5% allowed)** |
| **HMIS** |  |  |  |  |
| **TOTAL** |  |  |  |  |

SCCoC YHDP Budget Form