



Homeless Services Consortium and Youth Action Board of Dane County Request for Proposals Continuum of Care funded Youth Homelessness Demonstration Program May 9, 2022

I. Background

In September 2021, the Madison/Dane County Continuum of Care (CoC) was selected by HUD as a YHDP community. This comes with a total funding allocation of \$2,492,491 for two years, funds will then be renewed annually. The community has allocated \$199,200 to hire staff and compensate youth during the planning process. The remainder of funds (\$1,196,445 annually) are available to operate programs as determined in the Community's Coordinated Plan (CCP).

II. Definition and Key Terms

Coordinated Entry (CE) - A process developed to ensure that all people experiencing a housing crisis have fair and equal access to housing services and assistance. Through Coordinated Entry, households in need of assistance are quickly identified, assessed for, referred and connected to housing and assistance based on their strengths and needs. [Dane County Homeless Services Consortium](#)

Diversion - A strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. [National Alliance to End Homelessness](#)

Homeless - Category 1 - Literally Homeless - Youth who are in shelter, transitional housing, hotels or motels paid for by the government or charitable organizations (sheltered); are sleeping on the streets, in parks, or other places not meant for human habitation (unsheltered); OR exiting an institution where they have stayed for 90 days or less and resided in a sheltered or unsheltered situation before entering the institution. [Department of Housing and Urban Development](#)

Homeless - Category 2 - Imminently at Risk of Homelessness - Youth who will imminently lose their primary nighttime residence, provided that:

- Residence will be lost within 14 days of the date of application for homeless assistance
- No subsequent residence has been identified; and
- The youth lacks the resources or support networks needed to obtain other permanent housing

[Department of Housing and Urban Development](#)

Homeless - Category 4 - Fleeing or Attempting to Flee Domestic Violence, Sexual Assault, Dating Violence, Stalking or Human Trafficking - Youth who are fleeing or attempting to flee their housing or place they are staying because of domestic violence, dating violence, sexual assault, stalking or human trafficking. Additionally, the youth must have no safe, alternative housing, resource or support networks to maintain or obtain permanent housing. [Department of Housing and Urban Development](#)

Housing First - A model of assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). [FY19-FY20 YHDP NOFO](#)

Joint Transitional Housing and Permanent Housing - Rapid Rehousing Component Project (Joint TH-RRH) - The Joint TH and RRH component project combines two existing program components - transitional housing and rapid rehousing- in a single project. Agencies must be able to provide both components to all program participants. [Department of Housing and Urban Development](#)

Positive Youth Development (PYD)- Defined by the Federal Interagency Working Group on Youth Programs as an intentional, pro-social approach that engages youth in a manner that is productive and constructive; recognizes, utilizes and enhances youths' strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships and furnishing the support needed to build on their leadership strengths. PYD programs are generally focused on the following six youth outcomes: Confidence; Character; Connection; Competence; Caring; and Contribution. [FY19-FY20 YHDP NOFO Appendix A](#) For additional information, see the page entitled "Positive Youth Development: at <https://youth.gov/youth-topics/positive-youth-development>.

Trauma-Informed Care (TIC) - An approach that recognizes the widespread impact of trauma and understands potential paths for recovery, recognizes the signs and symptoms of trauma in clients, families, staff and others involved with the system, responds by fully integrating knowledge about trauma into policies, procedures and practices and seeks to actively resist re-traumatization. TIC models generally focus on the following: Safety; Trustworthiness and Transparency; Peer Support; Collaboration and Mutuality; Empowerment; Voice and Choice; and Cultural, Historical, and Gender Issues. [FY19-FY20 YHDP NOFO](#)

Youth Action Board (YAB) - The YAB is composed of youth and young adults aged 24 and younger who are currently or formerly experiencing homelessness. They are integral to development and implementation of programming serving youth and young adults.

III. Eligible Applicants

In order to submit a proposal in response to this request, applicants must be an eligible 501c3 organization, State or Local government, instrumentality of State and Local government, Indian Tribes and Tribal Designated Housing Entities and meet the thresholds listed on pages 5 and 6 of the YHDP application. This includes a match to the total grant funding of no less than 25% in cash or in-kind resources. **Note that there is a 2-year initial grant term for projects, and match commitments are required for the full 2 years.**

IV. Eligible Activities

The HSC and YAB are seeking organizations to administer several different projects as outlined in the CoC Program Interim Rule ([24 CFR Part 578](#)) as part of a broader effort to prevent and end youth homelessness. This RFP is for

housing and supportive services projects that serve youth and young adults experiencing homelessness who meet HUD Categories 1, 2, and 4 of the homeless definition (see above for definitions). The following projects have been approved for funding under this demonstration program:

- **System Navigation** (\$200,000) - This project will provide intensive support to young people at-risk of or currently experiencing homelessness. The staff for this project will walk alongside and support youth from initial contact with the system through location of permanent housing and connection to ongoing support services. Services for this program could include:
 - Transportation
 - Peer Mentors that are paired with Navigators to work as a team
 - Intensive case management support to help the young person connect with services, community support and help with housing plans
- **Joint Transitional Housing - Rapid Rehousing** (\$946,646)- This project type offers the most flexibility to meet the needs of young people in our community experiencing homelessness, as it offers both transitional housing and rapid rehousing options. The budget for this project *could* include leasing buildings, rental assistance for people living in apartments, and up to 4 years of assistance per household. The model has the flexibility to offer older teens a transitional housing option when family reunification isn't a safe choice and an apartment option after turning 18. Depending on services needed, about 30-50 young people could be served each year with this amount of funding.

V. Evaluation Process

Process for Selection and Award of Applicants

All complete applications that are submitted on time, will be reviewed by members of the YAB and the HSC Board of Directors who will comprise the YHDP Project Review Team. Applications will be reviewed and scored using the tool provided following the application. Applicants will have an interview scheduled with YHDP Project Review Team to gain additional insight into the agency's ability to successfully develop and implement the project.

The final evaluation and decision will not be based solely on a number scoring rubric. The YHDP Project Review Team will ensure selected projects collectively can provide housing and services in Dane County. The YHDP Project Review Team will create a funding recommendation that will be approved by both the Youth Action Board and the Homeless Services Consortium Board of Directors. The meeting date and time of the HSC Board meeting will be shared with applicants once scheduled.

It is critical for applicants to understand that selected YHDP projects funded under this RFP will be required to collaborate with the Youth Action Board and other funded partners to finalize the project design and create a plan for implementation.

Selected projects will be required to submit an application in e-SNAPS ahead of a July 1, 2022 deadline. Further instructions and technical assistance will be provided to applicants. New project start dates are dependent on HUD, but are anticipated to start in the fall of 2022.

Timeline

Week of May 2, 2022	RFP Distributed
May 19, 2022 9-11AM	Mandatory Training for Applicants

May 27, 2022, Noon	Applications Due
May 30-June 3, 2022	Youth Action Board & Continuum of Care Board review applications
Week of June 6, 2022	Interviews with applicants & final selection of recipients
June 13 -30, 2022	Notify selected applicants & submit applications in e-snaps
October 1, 2022	Projects begin operation

VI. Instructions

Certification: By submitting this application electronically, you certify that you are authorized to submit this application and that the information provided is accurate.

Application Submission

1. Please complete the YHDP application in Word.
2. For each project, address an email to hsc@cityofmadison.com and attach the YHDP application and all required attachments (listed in application). Please be sure to name all documents clearly.
3. Your email message and required attachments must be received by **Friday, May 27, 2022 at Noon**. Late applications will not be considered. Incomplete applications received on Friday, May 27, 2022 will not be considered.
4. On submission, applications will be reviewed to ensure they are complete and meet the threshold requirements.
5. Projects will be scored and ranked using the scoring criteria set forth in the application.

For questions on completing this application, please contact Torrie Kopp Mueller, Continuum of Care Coordinator at tkoppmueller@cityofmadison.com.



YHDP Project Application

Application Instructions

Completed applications should be submitted to hsc@cityofmadison.com by Noon on Friday, May 27, 2022.

Required Attachments

* Termination & Grievance Policy

Agency Name	Providence Transitional Housing
Project Name	Providence Transitional Housing
Project Type	<input type="checkbox"/> System Navigation <input checked="" type="checkbox"/> Joint Transitional Housing - Rapid Rehousing

Project Contact Name	Charmeca Mcintosh
Phone Number	773-310-8160
Email	providencetransitionalhomes@gmail.com

Threshold Criteria	
1. Does your organization commit to operationalizing the principles of the Coordinated Community Plan in their programming, including equity, Positive Youth Development, trauma-informed approaches, Housing First, family engagement youth choice, individualized and client-driven supports, and social and community integration?	<input type="checkbox"/> _x_Yes <input type="checkbox"/> _No
2. Does your organization commit to supporting youth leadership development, supporting youth participation in a youth action board, and involving youth in decision-making within the organization including participation on the Board of Directors or equivalent policymaking entity?	<input type="checkbox"/> _x_Yes <input type="checkbox"/> _No
3. Does the agency have an unqualified, independent financial audit completed within the past 18 months without findings or sufficient explanation with corrective action?	<input type="checkbox"/> _Yes <input checked="" type="checkbox"/> _x_No

4. Does the agency have a SAM.gov registration?	<input checked="" type="checkbox"/> _Yes <input type="checkbox"/> _No
5. Does the agency have an active Unique Entity ID (formerly DUNS Number)?	<input checked="" type="checkbox"/> _Yes <input type="checkbox"/> _No
6. Does the agency have any delinquent federal debt?	<input type="checkbox"/> _Yes <input checked="" type="checkbox"/> _No
7. Is the agency under debarment or suspension from doing business with the Federal Government and/or on the Federal do not pay list?	<input type="checkbox"/> _Yes <input checked="" type="checkbox"/> _No
8. Does the agency currently enter data into the Homeless Management Information System (HMIS) or comparable database for Domestic Violence providers? a. If no, please explain how the agency plans on becoming an HMIS agency by the YHDP project implementation start date in the narrative below.	<input type="checkbox"/> _Yes <input checked="" type="checkbox"/> _No
9. Does the agency agree to participate in training required by the YAB for all YHDP-funded program staff?	<input checked="" type="checkbox"/> _Yes <input type="checkbox"/> _No
10. Does the agency commit to participating in system-wide continuous quality improvement activities?	<input checked="" type="checkbox"/> _Yes <input type="checkbox"/> _No
11. Does the agency incorporate youth-focused Housing First principles into the program design, including absence of barriers to entry and service participation requirements and provision of targeted, intensive support to ensure housing success?	<input checked="" type="checkbox"/> _Yes <input type="checkbox"/> _No
12. Does the agency agree to participate in the Coordinated Entry System and follow Coordinated Entry policies and procedures ?	<input checked="" type="checkbox"/> _Yes <input type="checkbox"/> _No
13. Does the agency agree to serve clients of all gender identities?	<input checked="" type="checkbox"/> _Yes <input type="checkbox"/> _No
14. Does the agency agree to follow the Dane CoC Written Standards and suggest changes to Standards that are not meeting the needs of youth?	<input checked="" type="checkbox"/> _Yes <input type="checkbox"/> _No

Threshold Criteria Narrative: If you answered “no” to any of the threshold questions, please provide further explanation here.

#3. Our agency is brand new and we do not have any unqualified audits for our program.

#6. Our agency does not have any federal debts.

#7. Our agency is not under any federal debarment or suspension from doing business with the government.

#8. Our agency plans to implement training on the (HMIS) system right away so that from day 1 of our program opening, proper documentation and data can be entered into the system and tracked. We will also have a manager in place that will be responsible for insuring that the info is accurately and quickly entered into the system.

Overarching Project Elements

1. All projects must operate using a Housing First approach. Describe how the Housing First approach will be applied to the proposed project.

Housing First will be the basis of the entire project. The project emphasis will be on problem solving and assistance with permanent housing. We will also offer supportive services and collaborate with many agencies to help get the tenant some permanent and lasting solutions. We are also designed to have low barriers for program admission and the highest priority will be given to the most vulnerable and high need people for housing assistance. We will serve various groups of people and will implement our policy of “High Inclusion”

(HI) to ensure that people of color, people of the LGBTQ orientation, and other minority groups will be able to thrive as well as other groups.

2. Agencies providing services with CoC funds shall be required to have a termination and grievance policy. Please attach a copy of the agency's current policy.

General Requirements for All Personnel

Staff shall be able to demonstrate the skill and competence necessary to contribute to each client's physical, intellectual, personal, emotional, and social development. Factors contributing to the attainment for this standard include:

- **Emotional maturity when working with youth**
- **Cooperation with the purposes and services of the program**
- **Respect for clients and staff**
- **Flexibility, understanding, and patience**
- **Physical and mental health that do not interfere with responsibilities**
- **Good personal hygiene**
- **Frequent interaction with clients**
- **Listening skills, availability and responsiveness**
- **Sensitivity to client's socioeconomic, cultural, ethnic, and religious backgrounds, and individual needs and capabilities**
- **Use of positive guidance techniques**
- **Ability to provide an environment in which the clients feel comfortable, relaxed, and motivated**
- **Implementation of the Dane County Written Standards at all times**
- **Staff Development**
- **All professional development needs to be updated as well as documented by the director. All requests for professional development will be documented and not count against vacation/requested time off. All staff are required to complete 15 hours of professional development each year.**
- **Expectations of Behavior while being Clocked In**
- **It is the expectation that any staff member who is clocked in is to be performing work related tasks and completing the duties as described in their job description. In addition, you are expected to be flexible and complete any duties that are asked of you by your Director or Owners. Being a Providence Transitional House staff member you are expected to be a team player and willing to do additional tasks that benefit the program. No person despite their position or title should be above doing any duty**

Termination of Employment will result if the following occurs

1. **Failure to follow the policies outlined in the handbook.**
2. **Negligence, carelessness or inconsiderate treatment of Company clients and their information.**
3. **Theft, misappropriation or unauthorized possession or use of property, documents, records, or funds belonging to the program, or any client or employee; removal of same from the premises without authorization.**
4. **Divulging confidential information to any unauthorized individuals or to others without an official need to know.**
5. **Accessing, without authorization, confidential information pertaining to clients or employees.**
6. **Changing or falsifying client records, personnel or pay records, including time sheets without authorization.**
7. **Willfully or carelessly damaging, defacing or mishandling property of a client, the house or other employees.**

8. ***Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position***
9. ***Entering program premises without authorization.***
10. ***Willfully or carelessly violating security, safety, or fire prevention regulations, or tampering with safety equipment.***
11. ***Conduct that is illegal under federal, state, or local law.***
12. ***Creating a disturbance on property premises.***
13. ***Use of abusive language.***
14. ***Any rude, discourteous or unbusinesslike behavior, on or off the premises.***
15. ***Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.***
16. ***Leaving during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.***
17. ***Sleeping during regular working hours.***
18. ***Recording time for another employee or having time recorded by another employee.***
19. ***Use or possession of intoxicating beverages or illegal drugs on the premises, or reporting to work under the influence of intoxicants.***
20. ***Unauthorized possession of a weapon on premises.***
21. ***Illegal gambling on the property***
22. ***Falsification of documents requested by or provided to the employer or necessary for business operations.***

Sexual Harassment

Sexual harassment and unlawful harassment are prohibited behavior and against our policy. Providence Transitional House is committed to providing a work environment free of inappropriate and disrespectful behavior, intimidation, communications and other conduct directed at an individual because of their sex, including conduct that may be defined as sexual harassment.

Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission of the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employees work performance or creating an intimidating, hostile, or offensive working environment. The following list contains examples of prohibited conduct. They include, but are not limited to:

- ***Unwanted sexual advances;***
- ***Offering employment benefits in exchange for sexual favors;***
- ***Making or threatening reprisals after a negative response to sexual advances;***
- ***Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;***
- ***Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;***
- ***Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;***
- ***Physical conduct such as touching, assault, or impeding and/or blocking movements;***
- ***Retaliation for reporting harassment or threatening to report harassment.***

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for the Company, such as clients, customers or vendors.

Prohibited harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, veteran status, age, or any other basis protected under local, state or federal law, includes behavior similar to sexual harassment, such as:

Other Types of Harassment

- **Verbal conduct such as threats, epithets, derogatory comments, or slurs;**
- **Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;**
- **Physical conduct such as assault, unwanted touching, or blocking normal movement;**
- **Retaliation for reporting harassment or threatening to report harassment.**

3. Why do you think young people experience homelessness?

I believe that there is never just one reason but an onslaught of reasons that youth become homeless. Of these many reasons however, I have seen some trends among a vast majority of them. Lots of youth lack resources such as education, finances, documentation, and support. To add, many of them experience homelessness because they are fleeing (run aways) from dangerous/ abusive conditions. In most cases some form of trauma or abuse has occurred rather it be mental, physical, sexual etc. Some of these experiences open doors to addiction struggles, and criminal ventures for both escapism and survival. Many teens, especially those whom are aging out of the foster system, or those that are not being accepted among family due to their LGBTQ status, and also those whom may have experienced childhood homelessness are also likely to experience homelessness as a youth or young adult.

4. Describe your agency's experience in providing housing and services to Black, Indigenous, and People of Color (BIPOC) experiencing homelessness. If minimal experience, please provide your plan to serve this population.

We currently provide services for (BIPOC) experiencing homelessness. Our program in Illinois serves families in a variety of ways. We operate a childcare center (Little Leaders Academy) for low-income homeless and or transitioning families. In addition to educating the children, we network and have linkages with trade and job training for the parents, parenting classes, as well as outpatient detox and rehab programs, and GED programs within the Chicago Englewood community. We also conduct fundraisers and obtain the sponsorships of Churches such as Miracle Faith Temple, and social clubs such as the Redliners Motorcycle Club to donate to our families every year. These families receive toiletries, toys, coats, boots, clothing, bus cards, free grooming (haircuts, etc) through our network of resources. We are able to serve between 15-20 families per year. The outcome of our program varies between 12-18 months with our clients being able to secure employment and resources and move from the homeless shelters and transitional homes to permanent apartments and housing.

We also help a lot of families who have been displaced due to domestic violence, and we assist them in transitioning into a new and safe way of living through our resource stream.

We receive our referrals from the local shelters of the area and we receive funding from a subsidy program in which I help them to apply for called Illinois Action for Children. We also receive government grants to operate our program.

Additionally, one of our board members is currently a foster parent of 6 African American Youth males, so we understand the struggles that they identify with.

5. Recent data shows that in Dane County, Black youth on average spend 160 days experiencing homelessness while White youth spend 51 days. How will you help black youth move into housing as quickly as their white peers? Please include any advocacy or policy work your agency may be engaged with.

We will assist black youth with moving into housing as quickly as white youth by offering a relatable and accommodating program with real solutions for them. We will combine with organizations that have diverse staff and have an understanding of working with minority groups such like ourselves. We will prioritize their needs and help them to skip barriers such as credit scores, and criminal records. The main reason why African American Youth experience homelessness longer than Caucasians is do to the lack of resources as well as the lack of relatable servicers that are available to help. We will possess the resources as well as the approachability and experience needed for their recovery.

6. What current collaborations do you have? If awarded these funds, what collaborations will you pursue to ensure the program meets the needs of youth and young adults? (check references on this)

We just developed a connection with Clean Slate. We also have met with and communicate with Casey Becker (Division Administrator housing Access & Affordability) and Sarah Lim (Community Development Specialist) whom is willing to assist us in planning and starting our project in Dane County. To add, I have met through zoom with Torrie Kopp Mueller (Homeless Services Consortium) with Casey Becker. To add, I am also in communication with Valerie Stein (DCF Childcare Licensing Liaison).

We plan to collaborate with outreach programs, homeless shelters, and other youth organizations so that we can work together to help homeless youth.

Agency Experience & Capacity

1. Describe your agency's experience with federal funding. Please give an example of how you have used federal funds.

Our Agency has years of experience with federal funds, in fact, our monthly payments are all federal funds through a subsidy program. To add, we are the recipients of several grants from the City of Chicago and the State of Illinois for implementing our program. Through receiving this funding meticulously accurate budgeting and documentation must be done continually.

2. How many people on your Board or in agency leadership identify as the following:

- ***Lived Experience/currently experiencing homelessness 1**
- LGBTQ+
- ***Parenting youth(currently age 24 or below and parenting) 3**
- Disability
- ***BIPOC 3**

Data & Evaluation Experience

1. How will youth and young adults be involved in project evaluation?

Every resident/ youth will be given a survey about their stay and asked questions about the things that worked for them as well as things and suggestions that would make the program better. These surveys will be completed annually as well as part of their exit plan. They will also be required to participate in an exit interview where they will have an opportunity to voice their victories as well as things that they would have wanted more assistance/ guidance with.

In addition, the residents/ youth will have an open-door policy with the director of the program and will be able to work with them and report any issues they may have with programming so that adjustments can be made.

Throughout this process, we will continually make programmatic changes to improve the program based on our residents.

Service Description

1. Provide a description that addresses the entire scope of the proposed project.

We would like to collaborate with a rapid rehousing program. Our part in the project would consist of providing a transitional home for homeless youths that cannot get their own apartment yet. These could be fostered children, run aways, and even pregnant youth that has been displaced. We would provide them with the adult supervision, guidance, and assistance needed while at the same time providing the essentials and equipping them with the survival skills needed to move out and retain their permanent housing when the time comes. We would provide them with life skills classes and counseling, assistance with obtaining job training and placement, budgeting, hygiene and grooming, and even parenting classes if applicable.

Of course, one of the main goals would be for them to be reunited with family when possible. When it is not possible, we would do what is needed to facilitate the necessary training, connections to finance and food stamps, and finally, when they are of age (mentally and physically) assist them with obtaining permanent housing.

The program would be available to youth thru age 24 and they would be able to stay up to 24 months if needed.

2. Provide a description that addresses how the project will follow Positive Youth Development.

The program will follow positive youth development by hiring people that have education and experience with children and youth. They must have child development background. To add, they must have experience dealing with trauma, addiction, suicidal and depressed individuals. When equipped with the correct staff, the guidance and care for the youths will produce positivity, self-esteem, and give them some goals for building healthy relationships and stability in the future.

3. Provide a description that addresses how the project will follow Trauma Informed Care.

Our program will follow Trauma informed care. We will put more focus on what happened to the youth as opposed to what is wrong with the youth. In doing so this will help staff to understand the client and use an appropriate approach to each individual. They will be trained to recognize the signs and symptoms of individuals that have experienced trauma and will be knowledgeable on how to treat them and or whom to refer them to for additional support. We will work hard to prevent re- traumatization and we will strongly utilize peer support and collaboration with support services.

4. What do you think you will work with young people on?

We will work with the youth with various life skills and training. We will teach them how to write resumes, job skills, time management, budgeting, interview skills, addiction counseling, hygiene skills, parenting skills, contraception, diet and exercise, self- esteem, and career planning and pursuit.

5. How will you work to remove barriers such as landlord's unwillingness to accept CoC assistance or provide housing to people experiencing homelessness? If the program uses RRH units, additionally describe your landlord engagement to ensure there are RRH units available for people in your project.

Our agency will develop trust with landlords by assuring them that we will assist the tenants with budgeting and submitting their rent on time. We will also keep constant communication with the landlords and perform as the negotiator/ mediator when needed between the client and the property owners.

6. Describe specific efforts to ensure BIPOC, LGBTQ+ and people with disabilities experiencing homelessness will be connected to housing of their choice and supported in housing after assistance has expired.

Specifically, BIPOC, LGBTQ, and people with disabilities experiencing homelessness will be prioritized in our program. They will be given a variety of housing options that are available and we will continue to stay in communication with them even after they exit our transitional house to insure that they continue to receive fair and stable housing.

- Describe the plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.

We intend to establish linkage agreements with several mainstream health, social services, and employment programs. We will pursue several mainstreams that our clients qualify for and be advocates for them. We will insure the programs that we will be supervising our clients participation and will work with them to develop the best results for the clients.

- If an access point for Coordinated Entry, how will you handle an influx of young people seeking access to services?

We will handle the influx of applications by applying the housing first principles. We will also look at applications from the BIPOC and LGBTQ and disability youths closely to identify the applicants that would benefit the most from our program.

Staffing

- How do you supervise your staff?

Staff will be supervised by an experienced director. He/she will provide instruction, guidance, recommendations for additional training, and will be responsible for insuring that the program policies are being properly implemented, and the youth's needs are being met.

- Describe training provided to staff for this program. Specifically, include how staff are trained on serving: people with disabilities (mental & physical), LGBTQ+ and parenting youth.

All staff will be required to have an orientation prior to starting that addresses how to serve people with disabilities LGBTQ and parenting youth. To add, each staff member will be required to participate in mandatory meetings and trainings once per month and must accumulate 15 service training hours from reputable institutions related to these topics annually.

Implementation

Please indicate the number of days from the grant start date that each of the following milestones will occur if this project is selected for an award. Projected grant start date will be October 1, 2022.

Project Milestone	Days from grant start date
Begin hiring staff or expending funds	14
Begin program participant enrollment	45-60
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	45-60
Leased or rental assistance units or structure, and supportive services near 100% capacity	90

Budget

Selected projects will be required to complete a more detailed budget for HUD.

Operation costs can include: maintenance/repair, property taxes & insurance, replacement reserve, building security, electricity, gas, and water, furniture, equipment (lease/buy)

Supportive Services costs can include: assessment of service needs, assistance with moving costs, case management, child care, education services, employment assistance, food, housing/counseling services, legal services, life skills, mental health services, outpatient health services, substance use treatment services, transportation, utility deposits, operating costs

See [24 CFR Part 578, Subpart D](#) for more detail on Program Components and Eligible Costs.

System Navigation - Estimated Program Budget

Project Activities	Annual Assistance Requested
Supportive Services	
Operations	
HMIS	
<i>Subtotal</i>	
Administration (not to exceed 10% of subtotal)	
Annual Total	
2 Year Total	\$200,000

Joint Transitional Housing - Rapid Rehousing - Estimated Program Budget

Project Activities	Annual Assistance Requested
Leasing	150,000
Rental Assistance	60,000
Supportive Services	75,000
Operations	150,000
HMIS*	\$7500 (annually)
<i>Subtotal</i>	442,500
Administration (not to exceed 10% of subtotal)	44,250
Annual Total	486,750
2 Year Total	\$946,646

*The addition of YHDP funds into the community requires additional work and support from Institute for Community Alliances (ICA) to operate HMIS. The \$7500 annual fee must be incorporated into the budget.

Match summary

Provide a clear description of how the project will leverage cash or in-kind resources to meet the required 25% match.

Note that there is a 2-year initial grant term for projects, and match commitments are required for the full two years.

Cash or In-kind	Source	Contributor	Value of Commitment
50,000	Cash Contribution	Little Leaders Academy Chicago	22%
100,000	Volunteer Services Board Members/ workers	Providence Transitional House Board	42%
86,661	Housing, utilities, essentials	Providence Transitional House Board	36%
Total Value of Cash Commitments		50,000	
Total Value of In-Kind Commitments		186,661	
Total Value of All Commitments		236,661	