



**Homeless Services Consortium and Youth Action Board of Dane County**

**Request for Proposals**

**Continuum of Care funded Youth Homelessness Demonstration Program**

**May 9, 2022**

1. **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).

1. **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](https://www.danecountyhomeless.org/coordinated-entry)

**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](https://endhomelessness.org/resource/closing-the-front-door-creating-a-successful-diversion-program-for-homeless/)

**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](https://files.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf)

**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](https://files.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf)

**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](https://files.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf)

**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](https://www.hud.gov/sites/dfiles/CPD/documents/YHDP_NOFO.pdf)

**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](https://www.hudexchange.info/faqs/reporting-systems/e-snaps-homeless-assistance-application-and-grants-management-system/nofasnotices/fy-2017-nofa/what-is-a-joint-th-and-ph-rrh-component-project/)

**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](https://www.hud.gov/sites/dfiles/CPD/documents/Appendix-A.pdf) 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](https://www.hud.gov/sites/dfiles/CPD/documents/YHDP_NOFO.pdf)

**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.

1. **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.**

1. **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](https://www.in.gov/ihcda/files/housing-urban-dev-24-cfr-part-578.pdf)) 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.

1. **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 |

1. **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](mailto: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](mailto:tkoppmueller@cityofmadison.com).





**YHDP Project Application**

**Application Instructions**

Completed applications should be submitted to [hsc@cityofmadison.com](mailto:hsc@cityofmadison.com) by Noon on Friday, May 27, 2022.

Required Attachments

\_\_\_ Termination & Grievance Policy

|  |  |
| --- | --- |
| Agency Name |  |
| Project Name |  |
| Project Type | \_\_\_ System Navigation \_\_\_Joint Transitional Housing - Rapid Rehousing |

|  |  |
| --- | --- |
| Project Contact Name |  |
| Phone Number |  |
| Email |  |

|  |  |
| --- | --- |
| **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? | \_\_Yes \_\_No |
| 1. 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? | \_\_Yes \_\_No |
| 1. Does the agency have an unqualified, independent financial audit completed within the past 18 months without findings or sufficient explanation with corrective action? | \_\_Yes \_\_No |
| 1. Does the agency have a SAM.gov registration? | \_\_Yes \_\_No |
| 1. Does the agency have an active Unique Entity ID (formerly DUNS Number)? | \_\_Yes \_\_No |
| 1. Does the agency have any delinquent federal debt? | \_\_Yes \_\_No |
| 1. Is the agency under debarment or suspension from doing business with the Federal Government and/or on the Federal do not pay list? | \_\_Yes \_\_No |
| 1. Does the agency currently enter data into the Homeless Management Information System (HMIS) or comparable database for Domestic Violence providers?    1. If no, please explain how the agency plans on becoming an HMIS agency by the YHDP project implementation start date in the narrative below. | \_\_Yes \_\_No |
| 1. Does the agency agree to participate in training required by the YAB for all YHDP-funded program staff? | \_\_Yes \_\_No |
| 1. Does the agency commit to participating in system-wide continuous quality improvement activities? | \_\_Yes \_\_No |
| 1. 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? | \_\_Yes \_\_No |
| 1. Does the agency agree to participate in the [Coordinated Entry System](https://www.danecountyhomeless.org/coordinated-entry) and follow Coordinated Entry [policies and procedures](https://www.danecountyhomeless.org/_files/ugd/73dee7_e4c12835ebd34575a0d566833b7ad279.pdf)? | \_\_Yes \_\_No |
| 1. Does the agency agree to serve clients of all gender identities? | \_\_Yes \_\_No |
| 1. Does the agency agree to follow the [Dane CoC Written Standards](https://www.danecountyhomeless.org/governance) and suggest changes to Standards that are not meeting the needs of youth? | \_\_Yes \_\_No |

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

**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.
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.
3. Why do you think young people experience homelessness?
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.
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.
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)

**Agency Experience & Capacity**

1. Describe your agency’s experience with federal funding. Please give an example of how you have used federal funds.
2. How many people on your Board or in agency leadership identify as the following:
   * Lived Experience/currently experiencing homelessness
   * LGBTQ+
   * Parenting youth(currently age 24 or below and parenting)
   * Disability
   * BIPOC

**Data & Evaluation Experience**

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

**Service Description**

1. Provide a description that addresses the entire scope of the proposed project.
2. Provide a description that addresses how the project will follow Positive Youth Development.
3. Provide a description that addresses how the project will follow Trauma Informed Care.
4. What do you think you will work with young people on?
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.
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.
7. Describe the plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.
8. If an access point for Coordinated Entry, how will you handle an influx of young people seeking access to services?

**Staffing**

1. How do you supervise your staff?
2. 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.

**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 |  |
| Begin program participant enrollment |  |
| Program participants occupy leased or rental assistance units or structure(s), or supportive services begin |  |
| Leased or rental assistance units or structure, and supportive services near 100% capacity |  |

**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](https://www.in.gov/ihcda/files/housing-urban-dev-24-cfr-part-578.pdf) for more detail on Program Components and Eligible Costs.

System Navigation - Estimated Program Budget

|  |  |
| --- | --- |
| **Project Activities** | **Annual Assistance Requested** |
| Supportive Services |  |
| Operations |  |
| HMIS |  |
| *Subtotal* |  |
| 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 |  |
| Rental Assistance |  |
| Supportive Services |  |
| Operations |  |
| HMIS\* | **$7500 (annually)** |
| *Subtotal* |  |
| Administration (not to exceed 10% of subtotal) |  |
| **Annual Total** |  |
| **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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Value of Cash Commitments** | |  | |
| **Total Value of In-Kind Commitments** | |  | |
| **Total Value of All Commitments** | |  | |