Community Action Pioneer Valley (CAPV)

Three County Continuum of Care MA 507 (CoC)

Youth Homelessness Demonstration Program

Franklin County, Massachusetts

Request for Proposals (RFP)

Total YHDP AWARD (2 year)	**$1,960,000**
YHDP Planning (collaborative applicant only)	$22,000
HMIS Annual Amount (HMIS lead only)	$44,000
YHDP Annual Amount	**$925,000**

CoC Project Applicant Bidders meeting: Thursday, March 12, 2020 10am-12pm
John Oliver Transit Center Conference Room, 12 Olive Street, Greenfield, MA
(register here)

Response/Applications Due Date: 5PM, Thursday, April 2, 2020

Questions and Completed Response to: Keleigh Pereira, CoC Program Director

kpereira@communityaction.us

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Purpose:

Community Action Pioneer Valley's Three County Continuum of Care (CoC), on behalf of the Franklin County Youth Homelessness Demonstration Program (YHDP), is seeking proposals from service provider(s) to complete the application process and implement programs as defined by the Frankin County Coordinated Community Plan to Prevent and End Youth Homelessness, under the Youth Homelessness Demonstration Program (YHDP), funded by the United States Department of Housing and Urban Development's (HUD) Office of Special Needs Assistance Programs (SNAP).

This document provides information to The Three County CoC stakeholders, sub-recipients and other interested parties about the local process leading up to submission of an application to HUD, including the steps required to submit an application for YHDP funding, the project selection process, and the timeline for project approval and esnaps submission.

Applicants are strongly encouraged to read the YHDP NOFA on the HUD Exchange at: https://www.hud.gov/sites/dfiles/SPM/documents/YHDP-FR-6200-N-35.pdf and the funding criteria for projects at : https://www.hud.gov/sites/dfiles/SPM/documents/FY18_AppendixAFINAL_YHDP.pdf

Background on the Continuum of Care (CoC):

The Continuum of Care (CoC) Program was established by the McKinney-Vento Homeless Assistance Act as amended by S.896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The program consists of the former McKinney/Vento Shelter Plus Care (S+C) Program, the former McKinney/Vento Supportive Housing Program, and the former Single-Room-Occupancy program.

The CoC Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

Program Components

To achieve the above purpose, the CoC Program funds may supportive activities under the following primary program components:

- Permanent Housing (Permanent supportive housing (PSH) and Rapid Re-Housing (RRH))
- Transitional Housing (TH)
- Supportive Services Only (SSO)
- Homeless Management Information Systems (HMIS)

In Massachusetts, there are 16 Continuum of Care based on geographic service areas and they collaborate through a state-wide CoC network. HUD competitively funds the 16 CoCs and membership is

open to anyone interested in ending homelessness in the CoC geographic area. Examples of members are: state agencies, private non-profit homeless service providers, private non-profit organizations, participants from our funded programs, and individual community members.

Acting as the **Collaborative Applicant** for **the Three County CoC**, Community Action Pioneer Valley (CAPV) coordinates the submission of the Three County CoC Consolidated Application to HUD. The Three County CoC will act as the recipient for all funding, including the YHDP funding, and applicants approved for YHDP Funding will be sub-recipients to the CoC grant process. As the Collaborative Applicant, CAPV is responsible for submitting the full applications for funding on behalf of the Continuum, and for fiscal and programmatic monitoring of sub-recipient projects and funding.

Three County's Youth Needs Assessment Process:

From April through June 2019, Community Action Pioneer Valley (CAPV) partnered with jo consulting to conduct a needs assessment on youth and young adult (YYA) homelessness in Berkshire, Franklin, and Hampshire Counties in western Massachusetts.

This process had Four Specific aims:

1. Understand the scope and nature of YYA homelessness in the region

2. Engage YYAs in designing services and systems

3. Develop recommendations for improving the response to YYA homelessness

4. Lay the groundwork for cross-system collaboration

YYAs with lived experience of homelessness were engaged throughout the process through focus groups and the development of a Youth Action Board (YAB). To view the findings of the Youth needs assessment go here.

Youth Homelessness Demonstration Program (YHDP):

The Youth Homelessness Demonstration Program (YHDP) Grant uses funding made available through the Consolidated Appropriations Act, 2017 (Public Law 115-31). This act appropriated up to $43 million to the U.S. Department of Housing & Urban Development (HUD) to implement projects to demonstrate how a comprehensive approach to serving homeless youth, age 24 and under, can dramatically reduce youth homelessness.

YHDP Objectives

1. Build national momentum
2. Evaluate the coordinated community approach
3. Expand capacity
4. Evaluate performance measures
5. Establish a framework for federal program and TA

collaboration

On August 29, 2019, HUD announced $75 million in funding to 23 communities to help end youth homelessness, Franklin County was one of those Communities, awarded with over $1.9 million dollars to fund housing and supportive services programming for youth and young adults for a two year demonstration period.

In September, 2019, Community Action Pioneer Valley began and led an 8 month effort to engage community youth serving programs, the newly formed Young Adult/Youth Action Board, state departments, the Three County Continuum of Care (CoC) and area stakeholders in creating a Coordinated Community Plan for ending youth homelessness in Franklin County. The full report will be submitted to HUD and shared with the larger community in the spring of 2020.

YHDP HUD Principles:

Housing First, Low/No Barrier: Housing & services are offered without pre-conditions or background checks; programs work to screen-in rather than screen out; eligibility documentation protocols are streamlined

Youth-Driven Services: Service plans are governed by youth with no imposed goals; youth have choice of interventions and may refuse opportunities with no consequence

Racial Equity: Strategies are employed to ensure one's race is not a determining factor in their permanent housing outcomes

Positive Youth Development: The system gives young people opportunities to develop skills that have real-world application; youth are looked at as resources and partners in service environments

Stable Housing: Youth have access to safe and stable housing opportunities

Trauma Informed Care: a strengths based framework that is grounded in an understanding of and responsiveness to the impact of trauma experienced by youth

Permanent Connections: Youth have ongoing attachment to families, schools, communities, and other positive social networks of their choice

Social/Emotional Well-being: Development of key competencies, attitudes, and behaviors that help youth succeed in work, relationships, and community

Education & Employment: High performance in/completion of educational and employment opportunities of choice

Franklin County YHDP vision, Guiding Principles, and Goals:

Vision Statement

Franklin County envisions a community where all young people have equitable access to safe, quality, stable housing, and the supports and opportunities they need to thrive.

Guiding Principles

- We recognize young people as experts in their own lives and we value the importance of youth voice and choice in the systems that we create. We believe that the inclusion of young people most impacted by homelessness is essential to the work of preventing and ending youth homelessness. We strive to ensure authentic youth engagement and leadership throughout our planning and implementation processes.
- We strive to create an equitable system that supports all members of the community, with specific focus on those who experience homelessness at higher rates because of systems of power, violence, white supremacy and capitalism, including young people of color, LGBTQ+/GSRM youth, pregnant and parenting youth, and youth who have been involved with state systems.
- We utilize collaborative partnerships, a collective impact approach and existing systems in order to build capacity and engage all sectors in developing a coordinated plan for the community.
- We strive to utilize evidence-based, low-barrier practices, such as Housing First, to create safe, inviting, sustainable housing opportunities that are tailored to young people's needs and desires.
- Ending youth homelessness involves more than providing housing. We are committed to providing comprehensive individualized supportive services that are sustainable, strengths-based and trauma informed; creating permanent connections; engaging families when possible; and creating a feeling of belonging for youth and young adults.
- We believe in advocating for policies and resources that support those who have been disenfranchised by systems of power.
- We have adopted the principles of the U.S. Interagency Council on Homelessness Framework, which includes the Four Core Outcomes of housing, education/employment, permanent connections and social and emotional well-being, in our planning process, goals and objectives, and project design.
- We believe in continuous improvement and in the importance of regular (at least annual) reflection on our experiences and approach in order to effectively meet the changing needs of the community.

Five Coordinated Community Plan (CCP) Goals

To achieve our vision, we set the following five goals for our community:

Goal #1: Identification. The Franklin County community has a coordinated system to identify all youth and young adults who are experiencing or at risk for homelessness.

Goal #2: Coordinated Entry. All youth and young adults experiencing and at risk of homelessness have access to a "no wrong door" coordinated entry system that provides appropriate assessment, immediate crisis response, individualized support, and safe housing options.

Goal #3: Prevention/Diversion. The community implements a collaborative system of prevention and diversion strategies to support youth and young adults who are at risk of experiencing homelessness.

Goal #4: Stable Housing. The community connects youth and young adults who are at imminent risk or experiencing homelessness to accessible supports and low-barrier housing options.

Goal #5: *Sustainability.* The Community has sustainable partnerships, plans, resources, and system capacity to ensure that the community's shared vision can be achieved and maintained.

RFP response/Applicant timeline:

Description	date
RFP release	3.2.20
Applicant Bidders Conference	3.12.20, 11am-1pm
RFP response/Letter of Intent due	**By 5pm, 4.2.20**
CoC Written notification to Project Applicants	By 4.25.20
Initial project decision Appeals	**By 2PM, 4.29.20**
Final Notification of Approved Projects	**By 5 PM, 5.1.20**
New Project Applicant Training	TBD
Selected Project applicant technical assistance	5.10-30
All New Project Applications Completed for the CoC in esnaps	By 5.30.20
Continuum of Care has approved applications in writing and submitted in esnaps	By 6.30.20
CoC development of grant agreements	By 9.30.2020
Expected Project Start Date	Fall, 2020

RFP Guidelines, Descriptions and Project Types

The Three County CoC is seeking applicants from eligible organizations to implement **Five (5) project types** approved by the local YHDP Planning Team and Youth Action Board, that will address critical resource needs for youth experiencing homelessness in Franklin County. Applicants may apply for one or for more than one of the projects, and in their application, could chose to plan a subcontract as part of the description. (For example: The supportive services aspect of a project could be subbed to another organization in your plan).

See selection process for more information regarding decision making process.

Project Types:

The Annual Amount of $925,000 is available to be put towards the following five projects:

1. **Funding: $60,000** - **Supportive Services Only/Coordinated Entry: Oversight of the youth housing Coordinated Entry Process**
2. **Funding: $200,000 – Rapid Rehousing/Supportive Services: Housing Navigators for Youth & Short Term Housing Funds**
3. **Funding: $60,000 – Supportive Services Only: Expansion of Services**
4. **Funding: $340,000 – Transitional Housing/Rapid Rehousing Joint Component**
5. **Funding: $265,000 – Rapid Rehousing for Young Families and Individuals**

The fine print regarding project designs and funding: If multiple applications are received for a project type or more than one entity is selected to administer the project types, one agency may be asked to serve as the project lead and be responsible for managing sub-contracts with the other selected entities. In addition, the project selection team may award more than one applicant in a category and split the funds based on need. If the project selection team receives no applicants for a specific project type, those funds may be moved to another category. If an applicant determines they can use less of the funds provided for a project type, the Selection team may move additional funds to another category/project type.

Project Details:

https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/

Supportive Services Only (CE): Oversight of the Coordinated Youth/Young Adult (YYA) Housing Coordinated Entry Process

Project Type	Type of Organization
SSO/CE: This project type is created in order to implement policies, procedures and practices - with a trauma-informed, evidence based approach - to meet the needs of people experiencing homelessness. It is meant to increase their access to housing and supports, and create a system level, coordinated community effort to ending homelessness.	Prioritized Organization: with demonstrated knowledge of the current CoC coordinated entry system and CoC funding requirements

Program Description	Population Served
• Coordinates systems engagement with key partners, including navigators, YHDP funded Projects, housing authorities, and landlords, builds capacity to the youth coordinated entry system to meet HUD's best practices, data collection and delivery, and CoC expectations.	All Homeless YYA, especially YYA under 25 experiencing category 1, 2, or 4 in HUD's homelessness definition
	Timeframe for Participants
Activities: Develops tool for and coordinates vulnerability Assessment of Youth experiencing homelessness	Length of time experiencing homelessness or in CoC housing
Holds case conferencing in Franklin Cty for Y/YYA	**Desired Outcomes**
Manages the YHDP coordinated entry By Names List & trains organizations on the CoC's vulnerability assessment	All YYA experiencing a housing crisis in Franklin County have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their vulnerabilities, strengths, and needs; End YYA homelessness in Franklin County by making it rare, brief, and non-recurring.

	SAMPLE Budget
Works with HMIS Lead on meeting coordinated entry data collection requirements and youth specific data elements	
Facilitates YHDP funded housing placements, case support and other housing options, area landlords.	SS staffing: $45,000 (CE staff, mileage, benefits, training) HMIS = $10,800 Admin = $4200 Total = $60,000
Coordinates with the larger CoC coordinated entry system, written standards, procedures & HUD policies	*(match dollars are not part of this funding scenario)*
Tracks available units funded with YHDP grants	
Participates in CoC Coordinated Entry committee	
Creates and oversees a homeless YYA coordinated entry systems response	
Ensures compliance with CoC program requirements, the YHDP vision and desired outcomes, and the CoC interim rule	

Rapid Re-housing and Supportive Services (RRH): Navigators for Youth Housing and Short Term Housing Funds

Project Type	Type of Organization
RRH: provide short- and/or medium-term rental assistance and accompanying, limited supportive services, as needed, to help an individual or family that is homeless move as quickly as possible into permanent housing and achieve stability in that housing. **SS:** Supportive services are eligible costs under the PH, TH, and SSO program components. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. As in the past, services must be offered to residents of PSH and TH for the full period of their residence. RRH programs must require program participants to meet with a case manager at least monthly. Services may be provided to formerly homeless families or individuals for up to six months after their exit from homelessness, including the six months following exit from a transitional housing project. Recipients and sub-recipients are required to perform an annual assessment of the service needs of their program participants and to adjust services	Experience with YYA. Experience with diverse populations (LGBTQ YYA, YYA of color). Experience with housing programs. Experience in Franklin County. Experience with the CE system or ability to participate in it.

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Program Description	Population Served
This project would establish a team of mobile Youth Navigators in Franklin County situated at the front door of Coordinated Entry (CE) and provide connections to schools and providers to ensure referral to the CE system. Navigators would cover all of Franklin County, including Greenfield, North Quabbin, and West County. Youth Navigators would do assessments for YYA and make appropriate referral linkages to service and housing needs. Navigators would be well versed in homeless services system with broad knowledge of housing and services in the CoC (funded and unfunded projects) and outside of it. Navigators would perform landlord engagement, training for participants in tenancy "best practices", and actively participate in moving forward the YHDP Coordinated Community Plan. Navigation services would be customizable to meet the needs of each individual YYA. Option to have this mobile team conduct outreach in community when not working directly with YYA entering CE. Special concentration on underserved locations in Franklin County.	Any and all youth and young adults experiencing homelessness needing assessment for and having had assessment for the coordinated entry process. YYA who meet category 1, 2, and 4 of HUDs definition of homelessness.
	Timeframe for Participants
	Length of time experiencing homelessness and for up to 6 months after being housed. This could be customizable to meet needs of YYA. Navigators may be able to work with YYA from entry in to CE to 6 months after exiting CE.
	Desired Goals and Outcomes
	Meet all YHDP HUD goals; Youth exit CE feeling like they own a short-term plan and have the resources and support to execute it; Increase coordination in the COC entry system; Positive exits to housing; Increased probability of success for youth and young adults after housing placement; Increased relationships with landlords in Franklin County
	SAMPLE Basic Budget
	Rental Assistance = $50,000 Supportive Services = $131,000 (Case management, client services, mileage, benefits) HMIS = $5,000 Admin= $14,000 Total= $200,00 *(match dollars are not part of this funding scenario)*

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accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Supportive Services Only (SSO): Expansion of Services for Homeless YYA

Project Type	Type of Organization
SSO: This program component allows recipients and sub-recipients to provide services to homeless individuals and families not residing in housing operated by the recipient. SSO recipients and sub-recipients may use the funds to conduct outreach to sheltered and unsheltered homeless persons and	Experience with YYA homelessness, trauma informed, serving LGBTQ youth, and serving youth of color. A strong collaborator with other services and community resources.

Program Description	Population Served
This project would support expansion of an already existing program, to meet the specific needs of a homeless youth who meets the criteria for categories 1, 2, and/or 4 of HUDs definition of homelessness. Innovative and creative ways of increased programming to meet this population. Examples: • Expanded hours at a drop-in center/services for YYA. This would be a very low-barrier drop in center with extended hours & services for youth experiencing homelessness. Services could include laundry, case management, food, showers/hygiene, etc. • An organization that hires Supportive Services staffing to provide case management to homeless YYA. Support might include housing search and stabilization of homeless YYA within the age range. *Special consideration for programs who work in underserved locations in Franklin County or serve special populations.	Any and all youth and young adults experiencing homelessness and who meet category 1, 2, and 4 of HUDs definition of homelessness

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families, link clients with housing or other necessary services, and provide ongoing support. SSO projects may be offered in a structure or structures at one central site, or in multiple buildings at scattered sites where services are delivered. Projects may be operated independent of a building (e.g., street outreach) and in a variety of community-based settings, including in homeless programs operated by other agencies.

Timeframe for Participants

Length of time experiencing homelessness and up to 6 months after being housed. This could be customizable to meet needs of YYA.

Desired Goals and Outcomes

increased trust, relationship and connection for YYA so they are more comfortable entering the crisis response system to access services/housing resources; Immediate safe place for youth; Increase engagement in Coordinated Entry; Reduced length of time homeless

SAMPLE Basic Budget

SS= $40,000 (case management, benefits, & mileage)
HMIS = 3,000
Admin= $4,200
Total= $60,000
(match dollars are not part of this funding scenario)

Transitional Housing/Rapid Rehousing Joint Component (TH/RRH): Young Family Crisis and Short Term Housing *(may also serve individuals)*

Project Type	Type of Organization
TH/RRH joint component: project type includes two existing program components–Transitional Housing (short term immediate housing) and PH-RRH (longer term housing supports – up to 2 years or more)–in a single project to serve individuals and families experiencing homelessness. If funded, HUD will limit eligible costs as follows: 1. leasing of a structure or units, and operating costs to provide transitional housing; 2. short- or medium-term tenant-based rental assistance on behalf of program participants in the rapid rehousing portion of the project; 3. supportive services for the entire project; 4. HMIS; and 5. project administrative costs. If awarded, recipients or sub-recipients must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all program participants up to 24 months as needed by the program participants. (the applicant may leverage other resources to pay a part of the project).	Experience with YYA + especially experience with systems-involved YYA, experience with families. Experience with diverse populations (LGBTQ YYA, YYA of color). CoC and/or housing program experience.

Program Description	Population Served
Low barrier youth choice housing program that offers two components to address various level of need and urgency with an option to transition from TH to RRH (Rental Assistance). This housing provides for YYA in their own, independent apartments or shared housing opportunities with a focus on employment and income maximization. Provides supportive services and access/connection to other community supports. *The project would have a formal relationship with WIOA or other workforce development programs and	Unaccompanied Pregnant/parenting YYA, YYA with disabilities. Project would not require Chronic Homelessness Criteria – but would meet Category 1, 2, or 4 in HUD's homeless definition.
	Timeframe for Participants
	Applicants would need to identify suggested length of time – 6 to 24 months of TH and/ or 24 or 36 months for RRH ***36 months would require prior approval/exception from HUD**
	Desired Goals and Outcomes

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Mental Health Provider(s) to ensure a seamless connection for YYA. * Housing first is an essential element of the project. * Project would prioritize families (YYA with children), but could serve individuals.	YYA build community; obtain safe, healthy housing with supports which are adequate for assisting youth to sustain long term; YYA vision of a positive future; Reduce length of time homeless; Reduce returns to homelessness; Increase economic stability for YYA; Increased social and emotional wellbeing for YYA; Positive exits to permanent housing; Improved health outcomes; Increased incomes
	SAMPLE Basic Budget
	Scenario includes Funding to support families in Transitional Housing and option of rental assistance – based on 6 families with options for both TH and RRH. unit breakdown with FC FMR. TH – rental - $50,000 average RRH leasing funds - unit cost of $1400 = $100,800 Operating funds =$30,000 SS - (case management staff, mileage, benefits)= $100,00 Supportive Services funding for client needs = $18,000 HMIS = $17,400 Admin = $23,800.00 Total = $340,000 *(match dollars not included in this budget scenario)*

Rapid Rehousing (RRH*) (or Permanent Supportive Housing (PSH):* Young Adult Short Term Housing for Individuals or Families

Project Type	Type of Organization
RRH Prioritized over PSH The CoC Program funds two types of permanent housing: permanent supportive housing (PSH) for persons with disabilities and rapid re-housing. . Rapid re-housing (RRH) emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing. Permanent supportive housing is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability	Experience with YYA, especially experience with systems-involved YYA, Experience with families. Experience with diverse populations (LGBTQ YYA, YYA of color). CoC and/or housing program experience.
Program Description	**Population Served**

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A small RRH or PSH program to serve homeless YYA with or without children, with rental assistance. It would have a high level of wraparound supportive services for participants. It would intentionally include a move-on strategy for those youth nearing the age of 25 to transition to permanent housing on own.	**RRH:** Unaccompanied YYA - Project would not require Chronic Criteria – but would meet Category 1 (literally homeless), 2 (At imminent risk of homelessness), or 4 (fleeing domestic violence) in HUD's homeless definition. **PSH:** unaccompanied YYA or young families with a disability under the age of 25 who meet criteria in category 1 (literally homeless) or 4 (fleeing domestic violence or other unsafe living situations)
Low barrier housing program to address various level of need. This housing provides for YYA in their own, independent apartments or shared housing opportunities with supportive services and a demonstrated relationship and access/connection to other community supports.	**Timeframe for Participants**
	If applied for as an RRH: Applicants would need to identify suggested length of time of 24 or 36 months for RRH. There would be a plan in place for those YYA who turn 25 while in the project to transition to independence/self-sufficiency ***36 months would require prior approval/exception from HUD** *If applied for as a PSH:* This would be a non-time limited permanent housing placement. There would be a plan in place for those youth who turn 25 while in the project to transition to independence/self-sufficiency
*The project would have a formal relationship with education, WIOA or other workforce development programs and mental health provider(s) to ensure a seamless connection for YYA. * Housing First is an essential element of the project. * project could serve either individuals or families/ both	
Applicants who apply for this project as an RRH would be prioritized. Applicants with an interest in providing a PSH are also encouraged to apply.	**Desired Goals and Outcomes**
	Provide an easier transition to YYA's own stable housing with high level of supportive services; Create social and emotional wellbeing for YYA; YYA build community; Reduce the # of YYA experiencing homelessness; Reduce length of time homeless; Reduce returns to homelessness; Increase economic stability for YYA; increased health outcomes; Positive exits to permanent housing; Long term stable housing for YYA(If PSH)
	SAMPLE Basic Budget
	Scenario includes funding to support both families and individuals in leasing or rental assistance – based on 10 unit breakdown with FC FMR. (for example: 4 individuals, 6 families– average unit cost of $1400) Leasing or Rental Assistance = $168,00 SS= $71,450 (case management staff, mileage, benefits) HMIS = $7,000 Admin = $18,550 Total = $265,000 *(match dollars not included in this budget scenario)*

Exceptions:

Project applicants are encouraged to submit any exceptions to general CoC rules that they believe will enhance their project. Applicants are encouraged to seek technical assistance from the CoC, prior to project application is submitted in esnaps, and if awarded, the CoC will support the applicant in submission of any exceptions – please note in the application if you believe there is interest in an exception. It is possible that exceptions may not be in place at the start of project implementation, and applicants must be able to implement a project without the exception.

Examples of Exceptions that have been approved in previous YHDP communities:

1. Waives the requirement to have a 12-month lease in Rapid Re-Housing
2. Allow youth to maintain initial eligibility for assistance (no annual assessment) in Rapid Re-Housing
3. Allow Rapid Re-Housing rental assistance for up to 36 months (24 months current)
4. Allowing Leasing/sponsor based funds to be used in a Rapid Re-Housing project.
5. Allowing Leasing and Rental Assistance within the same project.
6. Utilizing the Habitability Standards instead of Housing Quality Standards (HQS) Inspections for units.

See HUDs FY18 YHDP NOFA Appendix A for more information about Waivers (now Exceptions).

Eligible Populations:

Projects awarded funds under the Youth Homelessness Demonstration Project (YHDP) can serve unaccompanied youth (individual or families) up to the age of 24, including pregnant and parenting youth, who meet Category 1, 2, OR 4 of homelessness in HUD's Final Definition of Homeless. Projects will be asked to create a policy surrounding an effort to move youth on when they are exiting the YHDP age range.

For more information about eligible youth populations, go to: Determining Homeless Status of Youth.

Agency Eligibility & Requirements:

Eligible applicants for these funds include non-profit housing and/or supportive services organizations, public housing authorities, or other public agencies.

Franklin County YHDP Expectations

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

i.   Agree to work with The CoC Board & Staff on project design and implementation once selected, within 30 days of selection, including the application submission to eSNAPS office, as approved by the YHDP Planning team and Selection team. This will include finalizing project scope and proposed budget.

ii.   Be prepared to begin project implementation in the early fall of 2020.

iii.   Agree to follow the CoC's required fiscal guidelines and adhere to Community Action Pioneer Valley's fiscal expectations.

iv.   Continuous Quality Improvement and Evaluation: As part of this project application, agencies will need to demonstrate their familiarity and experience with continuous improvement processes, as well as their commitment to the flexibility and willingness to adjust course depending upon lessons learned and performance outcomes. Recipients of the grant award are expected to participate in continuous improvement evaluation.

v.   Participate in and Coordinate all program referrals through the Three County CoC Coordinated Entry Process as defined by the CoC Written Standards and policy manuals.

vi.   Comply with program requirements as per the Three County Continuum of Care Policies and Procedures, HUD Continuum of Care Interim Rule, FY2018 YHDP NOFA and any HUD approved exceptions.

vii.   Reporting and Evaluation: Applicants are responsible for complying with all HUD Continuum of Care and YHDP program requirements. In addition, all YHDP projects will be evaluated by the CoC and the Project Ranking and Evaluation committee.

viii.   All YHDP funded projects will be expected to participate in the 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 and follow any CoC reporting expectations. Agencies are required to participate in HMIS and enter participant data per the HMIS data standards and procedures.

ix.   Align with screening standards for program eligibility requirements; and

x.   CoC documentation requirements

xi.   Adhere to Housing First practices while serving households experiencing homelessness;

Minimum Threshold Requirements:

To be considered for funding through this RFP, projects must meet or be prepared to meet the following requirements by July 1, 2020:

i.   Be an eligible applicant serving/planning to serve an eligible population

ii.   Be located and/or provide services in Franklin County's geographic area and serve people who are experiencing homelessness;

iii.   Meet the requirements of the FY18 YHDP NOFA;

iv.   Not debarred from receiving federal funds and in good standing with all government and funding contracts;

v.   Demonstrate financial stability and ability to meet the fiscal and match requirements for CoC funding.

vi.   Document secured minimum match

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Have an active Sam.gov registration and DUNS number.
Demonstrate due process to participants, comply with Fair Housing, Civil Rights, and equal access Laws
Has an updated Code of Conduct compliant with 2 CFR Part 200.

If an applicant is not able to meet the above thresholds and additional expectations as outlined in attachment B. Threshold form, they may not be considered for the selection team. See attachment B. for further information.

<u>For current or previous CoC-Funded agencies:</u>

For applicants with past or current CoC-funded projects, any of the following must be resolved or adequately addressed in the application: history of slow expenditure of grant funds, history of serving in-eligible participants, expending funds on ineligible costs or outside of statutorily established timeframes, low program participant utilization, unsatisfactory data entry.

Grant Terms:

Projects awarded under YHDP will be awarded for 2 year grant terms and eligible for renewal under the CoC Program when the initial grant term expires. Project Applicants should ensure that the budgets requested will be adequate to fund the project for the full 2 years, and should note that the amounts listed in the project description are for an ANNUAL amount.

HUD's Project Requirements:

(https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/)
(https://www.hud.gov/sites/dfiles/SPM/documents/FY18_AppendixAFINAL_YHDP.pdf

<u>The following should be demonstrated within the written description of your project application:</u>

Youth Collaboration

Including youth voice in all levels of program development, monitoring and assessment is a foundational element of the YHDP. The project narrative must include the ways in which the project will include youth as collaborative partners in meaningful and ongoing ways, including input for project design, rules, service practices and policies; as well as a formal grievance policy that all participants are informed of. All YHDP funding recipients will need to have a person with lived experience on their board or equivalent governing body, or have an avenue for homeless or formerly homeless neighbors to provide feedback. For boards that already have a person with lived experience, it will be encouraged that an additional board position is created for a youth or young adult with lived experience.

Project Requirements

Projects providing supportive services or housing assistance to program participants must incorporate:

- **A plan to incorporate the USICH Youth Framework and the Four Outcomes = education and employment, permanent connections, social/emotional wellbeing, stable housing.**
- **A plan to address the Needs of Special Populations you plan to support: GLBTQ, youth of color, pregnant and parenting, youth with disabilities, immigrant youth, etc.**
- **A plan to address Racial and Ethnic Inequities**
- **PYD and Trauma Informed Care models of housing and service delivery**

Match Requirement

HUD requires all YHDP applicants to contribute a 25% match on all budget items, except leasing. Match is actual cash or in-kind resources (or a combination of the two) contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the YHDP, even if the recipient is not receiving YHDP grant funds for that activity. In-kind match is the value of any real property, equipment, goods, or services contributed to YHDP that would have been eligible costs under the YHDP if the recipient/sub-recipient was required to pay for such costs with YHDP grant funds. Match may be from public or private resources, as long as they are not statutorily prohibited from being used as match and not otherwise leveraged. Cash match with state funding may require pre-approval from the state agency administering the respective funds.

HMIS Cash Match

 In addition to the required 25% match for an individual grant, all YHDP grant sub-recipients will be required to support match funding for the YHDP HMIS grant which supports the CoC in meeting HUD's data collection and reporting requirements. Each Project will contribute funding amounts based on the percentage of the overall YHDP award, they receive. The total HMIS grant is $40,000.00 (25% of that is $10,000.00- split amongst the sub-recipients).

Reporting and Evaluation Requirements

Applicants are responsible for complying with all HUD Continuum of Care and YHDP reporting requirements. Given that this is a demonstration program, projects may be required to track additional information inside and outside of our HMIS data tracking system. YHDP recipients must collect and report data on their use of CoC Program funds in an Annual Performance Report (APR) and any additional reports required by HUD. For more information on the APR, see HUD's APR Training Materials (link). Ongoing technical assistance will be available for all YHDP funded project throughout project implementation and when continuation begins within the CoC structure, by program staff.

Application Process Overview & Project Selection:

YHDP project selection will be accomplished in accordance with HUD's CoC conflict of interest requirements under 24 C.F.R. § 578.95. The YHDP Project Selection Team, comprised of subject matter experts without YHDP funding-related conflicts other than the facilitation of a non-voting CoC staff person, will score the proposals, and make the final applicant selection decision. YHDP projects will be selected through this competitive process and will need to work in consultation with the CoC Collaborative Applicant (Community Action Pioneer Valley's CoC) to apply to HUD through e-snaps. All project selections through this process will be made pending approval from HUD and may be amended based on HUD input.

Selected projects will be awarded for a **two year term** with potential for renewal through future HUD CoC competitions as part of the Three County CoC's annual funding application in FY21.

All applicants will go through a threshold review to ensure the projects application and applicant meets the minimum thresholds outlined by HUD to be awarded YHDP funds. Applicants MUST complete all questions in the threshold review form. Applicants that do not pass the threshold will not be further reviewed under the competition.

See attachment D. Project Scoring tool, for more information

Project Selection Team Description

A Youth Homelessness Demonstration Program (YHDP) Project Selection Team is an ad hoc team that has been formed to review YHDP project application proposals & CoC Funding response. The YHDP Project Selection Team includes Youth Action Board members, people familiar with YHDP Program requirements, CoC Programming, fiscal practices, Recipient and Sub-Recipient requirements, and the community's homeless system who are not competing for funding or affiliated with an organization who is competing for funding (i.e., Provider Agency Board Member). The CoC staff will participate on this Selection Team as a facilitator and will not vote on any project application where there is a conflict of interest.

 The YHDP Leadership Team will identify potential members for the YHDP Project Selection Team and present a proposed slate to the planning team and YAB for review, revision, and approval. The project Selection Team will meet once in March to train on our threshold requirements, the project application form, and selection tools and criteria. The Selection team will meet twice in April to respond to applications and determine the outcome of the selection process. The CoC will inform applicants of the final outcome by 5.1.2020.

See attachment A. for full Project Selection Team and Process information

Eligible Populations under YHDP

Category 1 – Literal Homelessness

Youth, including pregnant and parenting youth, in the following living situations:

- Shelter including emergency shelter, transitional housing, or hotel or motel paid by government or charity;
- Street or other place not meant for human habitation (ex. car, garage, park, abandoned building); OR
- An institution (ex., jail, hospital, juvenile detention) that the youth is exiting and where the youth was a resident for 90 days or less AND the youth resided in emergency shelter or place not meant for human habitation immediately prior to entering that institution.

Category 2 – Imminent Risk of Homelessness

Youth, including pregnant and parenting youth, in the following living situations:

- In own housing, but being evicted within 14 days;
- A hotel or motel paid for by someone other than a government or charitable organization, including the youth, family, or friends where the youth cannot stay for more than 14 days (often due to lack of ability to continue paying);
  OR
- With family or friends and being asked to leave within 14 days, which includes:
  - Youth staying with their biological parents, relatives, any individual they identify as family or a friend
  - Youth who are moving from one home to another "couch surfing" and cannot stay at their current home or "couch"
  - Youth who are in a legal guardianship.

Additionally, the youth must have no safe alternative housing, resources or support networks to maintain or obtain permanent housing.

Category 3 – Homeless under other Federal Statutes – _Not applicable for these YHDP projects._

Youth, including pregnant and parenting youth, who do not qualify as homeless under the other 3 Categories but meet ALL of the below criteria:

Category 4 – Fleeing Violence

Youth, including pregnant and parenting youth, fleeing or attempting to flee their housing or the place they are staying because of domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions related to violence that has taken place in the house or has made them afraid to return to the house, including:

• Trading sex for housing;

• Trafficking;

• Physical abuse;

• Emotional abuse, such as threats, intimidation, and exposure to trauma;

• Family conflict that has caused a youth to feel physically or emotionally unsafe and unable to stay in their current living situation;*

• Financial abuse, such as controlling a youth's income or stealing a youth's identity in order use their credit;

• Violence (or perceived threat of violence) because of the youth's sexual orientation or gender identity;

• Active drug/illegal substance use in the youth's current housing;

• Gang or neighborhood violence that is being directed to a youth in their home;** OR

• Other illegal activity in the household that is putting a youth or a youth's child at risk

Additionally, the youth must have no safe, alternative housing, resources or support networks to maintain or obtain permanent housing.

*If youth are under the age of 18 you may be required to report family conflict resulting in abuse or neglect to the local child welfare agency. It is important to understand the mandatory reporting laws for child abuse and neglect in your local jurisdiction.

**Gang or neighborhood violence has to be directed at the youth in their home not just in the general community to be eligible under category 4.

Contact Information:

For applicant questions and CoC technical support:

Keleigh Pereira, CoC Program Director, Collaborative Applicant. Three County Continuum of Care. kpereira@communityaction.us

Attachments:

   A. ***Project Selection team and Process Form***
   B. ***Scoring Sheet***

See Application Packet for YHDP Threshold Form and Application

Three County Continuum of Care
Youth Homelessness Demonstration

Project Selection Team and Process

1. Selection Team

A Youth Homelessness Demonstration Program (YHDP) Project Selection Team is an ad hoc team that will be formed to review YHDP project application proposals & CoC Funding response. The YHDP Project Selection Team will include Youth Action Board members, people familiar with YHDP Program requirements, CoC Programming, fiscal practices, Recipient and Sub-Recipient requirements, and the community's homeless system who are not competing for funding or affiliated with an organization who is competing for funding (i.e., Provider Agency Board Member). The CoC staff will participate on this Selection Team as a facilitator and will not vote on any project applicant where there is a conflict of interest.

The YHDP Leadership Team will identify potential members for the YHDP Project Selection Team and present a proposed slate to the planning team and YAB for review, revision, and approval. The project Selection Team will meet once in March to train on our threshold requirements, the project application form, and selection tools and criteria. The Selection team will meet twice in April to respond to applications and determine the outcome of the selection process. The CoC will inform applicants of the final outcome by 5.1.2020.

The Planning Team, including Youth Action board members, have made the following suggestions regarding team membership and the YHDP lead will communicate with (A person could represent more than one of the following):

CoC Funded Project Representatives, Member of the CoC Ranking and evaluation committee, A Coordinated Entry Partner, A youth programming representative, TAY/Service Net Staff, organization that does prevention, Youth Housing graduate/alumni, A fiscal representative, Someone with a trauma lens, Housing Authority leadership, local government, shelter provider.

# of YAB members – 2-3

# of members total – 10-12

2. Scoring Process

The YHDP Project Selection Team will meet once for training on the application and the scoring tool prior to decision-making meetings are scheduled. The documents and process will be sent to them at the time of the RFP release. They may review grant threshold requirements, scoring criteria, and the application.

Attachment A.

Project Applicants/Applications that do not meet the Threshold criteria, as outlined in the Threshold form, may not be moved along to the Selection team for review. If there are questions regarding threshold criteria, the CoC will contact the applicant to provide opportunity to meet the requirements.

The YHDP Selection Team will meet to review YHDP Program project applications utilizing the approved scoring criteria established in the YHDP Project Scoring Tool. (attached)

The Threshold form, as reviewed by the CoC, and the project scores will inform the YHDP Project Selection Team in YHDP project selections and funding awards. The YHDP Project Selection Team may consider application adjustments and propose changes to project scope or budget for such issues as program requirements, geographic distribution, population served, equity, identified community needs, etc.

Minimum Threshold Requirements

To be considered for funding through this RFP, projects must meet or be prepared to meet the following requirements by July 1, 2020:

i.   Be an eligible applicant serving/planning to serve an eligible population
ii.   Be located and/or provide services in Franklin County's geographic area and serve people who are experiencing homelessness;
iii.   Meet the requirements of the FY18 YHDP NOFA;
iv.   Not debarred from receiving federal funds and in good standing with all government and funding contracts;
v.   Demonstrate financial stability and ability to meet the fiscal and match requirements for CoC funding.
vi.   Document secured minimum match
vii.   Have an active Sam.gov registration and DUNS number.
viii.   Demonstrate due process to participants, comply with Fair Housing, Civil Rights, and equal access Laws
ix.   Has an updated Code of Conduct compliant with 2 CFR Part 200.

4. **Project Scoring Tool**

The final tool will be posted to the CoC website for public access. The tool will also be distributed to all stakeholders and project applicants.

The following elements will be present in the project scoring and applications:

1. Agency Capacity and Experience Serving Target Population and or/people experiencing homelessness, operating similar programs, Data collection, etc.

2. Project Performance and Monitoring Results

Attachment A.

3. An Approach that meets YHDP goals and principles, including: youth voice & choice, addressing system disparities that specifically affect youth of color, GLBTQ, youth with experience in the juvenile justice system or foster care, parenting youth, and PYD strategies, as well as, Social and Community Integration.

4. Supportive Services
5. Cost Effectiveness and Project Scope
6. Fiscal and Data Collection Capacity

The sources of information to complete scoring may include but are not limited to: HUD Priorities; HMIS (ETO); Green River; Comparable Databases for victim service; Project Monitoring Results; Annual Performance Reports (APR); Project Participant Performance; Match Documentation; General Ledger; Financial Audits; Bed/Unit Utilization; HMIS Data Quality reports; LOCCS drawdown reports/Expenditure of Funds; Annual CoC PIT counts and other needs-based reports; HUD Fair Market Rent (FMR) amounts; Project Applications; Request for Proposals (RFP); HUD YHDP Policies, the Coordinated Community Plan; and local/regional CoC priorities.

1. **Project Scoring**

Scoring will be as follows, please see *scoring tool* for more detailed information

1. Experience of the Applicant - **20%**
2. Project Narrative/Approach – **35%**
3. Project Scope/Implementation – **25%**
4. Budget – **20%**

7. **Project Determination and Appeals Process**

1.   Applications which do not meet the minimum threshold requirements will not be included in the YHDP project Applications submitted to HUD and may not be scored for this funding competition.

2.   If the YHDP receives more Requests for Proposals than can be supported with available YHDP funding, the YHDP Project Selection Team will select grants based on ranked scoring and adherence to YHDP goals. The YHDP Project Selection Team may suggest award amounts lower than requested in attempt to distribute funding geographically and/or fund all project types or more than one applicant. The Selection Team may choose to rank the applications based on scoring criteria.

3.   The YHDP Project Selection Team may have the opportunity to contact applicants if there are questions during the review process. The CoC will send formal notification of a preliminary determination made by the YHDP Selection Team to each project applicant (as described in the RFP) that will include:

1.   Project Application score

2. Project Application ranking, if ranked
3. Any potential budget reduction or increase
4. Any suggested changes
5. Next steps outlined
6. Information on how to appeal the decision

For all appeals to the Selection Team decision, applicants are asked to put this request in writing and submit to Keleigh Pereira, who will review the request with the CoC Board and respond in writing within 10 days.

The fine print regarding project designs and funding: If multiple applications are received for a project type or more than one entity is selected to administer the project types, one agency may be asked to serve as the project lead and be responsible for managing sub-contracts with the other selected entities. In addition, the project selection team may award more than one applicant in a category and split the funds based on need. If the project selection team receives no applicants for a specific project type, those funds may be moved to another category. If an applicant determines they can use less of the funds provided for a project type, the Selection team may move additional funds to another category/project type.

Three County Continuum of Care Youth Homelessness Demonstration
Scoring Sheet

Project Applicant Information:

    A. Name of Organization: _____ Name of Program (If applicable): _____

    B. Organization Type

        ☐ Units of Local Government   ☐ Non-profit 501(c)(3) ☐ PHA

        ☐ State Government   ☐ Other: Describe_____

Section 1: Project Type (No Score)

Which Project Type are you applying for?
☐ **Funding: $60,000** - **Supportive Services Only/Coordinated Entry: Oversight of the youth housing Coordinated Entry Process**   ☐ **Funding: $200,000 – Rapid Rehousing/Supportive Services: Housing Navigators for Youth & Short Term Housing Funds**   ☐ **Funding: $60,000 – Supportive Services Only: Expansion of Services**   ☐ **Funding: $340,000 – Transitional Housing/Rapid Rehousing Joint Component**   ☐ **Funding: $265,000 – Rapid Rehousing for Young Families and Individuals**

Section 2: Has the agency Passed the Threshold Requirements?	YES/NO
Any necessary information regarding the Threshold Requirements to be considered?	**No Score**

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Three County Continuum of Care Youth Homelessness Demonstration

Section 3: Experience – EACH QUESTION will be given a weight to be determined by the Selection team prior to reviewing applications. This section can receive a total of 20 points.	____/20

A) Applicant and sub-recipients (if applicable) have the experience and capacity to operate the project. Assign points for each to make it easier in all sections?
    1. Experience performing similar activities proposed to perform in response to RFP
    2. Describes the ability to manage public grants/contracts
    3. Describes the ability to lead a collaborative project and, if applicable, ability to monitor multiple parties' performance of services
	YES / NO
	 YES / NO
	 YES / NO
	 ____/

B) Has experience successfully operating a similar program
    1. Has experience administering a CoC program
    2. Has experience serving YYA or homeless YYA, or serving homeless individuals or families?
    3. Has experience coordinating a collaborative project
	YES / NO
	 YES / NO
	 YES / NO
	 ____/

C) Data Collection Experience 1. Currently Participates in Green River, HMIS, or Practices Effective Data Collection	YES / NO ___/

D) Organization/Financial Structure
    1. Has a clear organizational structure/financial accounting system
    2. Financial management systems, as described and in place, are able to manage federal funding
	YES / NO
	 YES / NO
	 ___/

E) Audit – Applicant and Sub-recipients
    1. Monitoring or Audit completed of programs?
      a. Were there any findings?
      b. Have findings been resolved?
      c. Is there still a corrective action plan in place? (attached)
    2. Any unresolved findings from any other HUD/Federal/State audit?
      a. Is there an adequate description of corrective actions?
	YES / NO / NA
	 YES / NO
	 YES / NO
	 YES / NO
	 YES / NO / NA
	 YES / NO
	
	 ___/

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Three County Continuum of Care Youth Homelessness Demonstration

3 County CoC

Section 4: Project Narrative/Approach - EACH QUESTION will be given a weight to be determined by the Selection team prior to reviewing applications. This section can receive a total of 35 points.	____/35
Youth/Young Adult Voice/Collaboration	
Did youth participate in the development of the project?	YES / NO
Did they address how youth/young adult voices will be addressed in the following:	
1. Program Development	YES / NO
2. Program Monitoring	YES / NO
3. Program Assessment	YES / NO
4. Program Practice and Policy Development	YES / NO
	____/
YHDP Goal(s) & Core Principles	YES / NO
1. Housing First	_____
2. Youth driven Services	_____
3. Racial Equity	_____
4. PYD	_____
5. Stable Housing	_____
6. Trauma informed Care	_____
7. Permanent Connections	_____
8. Social/Emotional Well-being	_____
9. Education and Employment	_____
	____/
Special Populations	YES/NO
Do they plan to incorporate any efforts to address the needs of special populations?	____/
Serving Eligible Population(s) Define the categories.	YES / NO
1. Category 1	____/
2. Category 2	
3. Category 3 - N/A	
4. Category 4	
Strategies to reach and/or serve one or more subpopulation(s)?	YES / NO
	____/
Project Requirements	YES / NO

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Three County Continuum of Care Youth Homelessness Demonstration

If No, did the applicant address which ones and how they plan to implement them?	____/
Exceptions are clearly identified and an implementation plan is described (if applicable)	YES / NO No points
Staffing plan – Clear understanding of direct service staff qualifications and staffing levels? Current staff or adequate plan to hire new staff?	YES / NO YES / NO ____/

Section 5: Project Scope/Implementation - EACH QUESTION will be given a weight to be determined by the Selection team prior to reviewing applications. This section can receive a total of 25 points.	____/25
A. Geographic coverage – does the project serve an underserved location?	YES / NO ____/
B. Timeline 1. Has a plan for Timely Completion of work – 2 year grant 2. Has a plan for rapid implementation (3 months after receiving grant)	YES / NO YES / NO ____/
C. Is the project outcomes driven and has a plan for continuous quality improvement?	YES/NO ____/

Section 6: Budget EACH QUESTION will be given a weight of 5 points. This section can receive a total of 20 points.	___/20
Budget is reasonable - 5 pts All proposed costs are reflected in the budget - 5 pts Budget for YHDP dollars does not include ineligible expenses – 5 pts Match is secured and has documentation - 5 pts	YES / NO YES / NO YES / NO YES / NO ___/

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Attachment B.

Three County Continuum of Care Youth Homelessness Demonstration

Section	Points
Section 1: Project Type	No Points
Section 2: **Meets Threshold Requirements**	Y/N (IF No, do not move ahead)
Section 3:Applicant Experience	____/20
Section 4:Project Narrative	____/35
Section 5: Project Scope/ Implementation	____/25
Section 6: Budget	____/20
Score	**____/100**

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