

SPRINGFIELD-HAMPDEN COUNTY CONTINUUM OF CARE
Youth Homelessness Demonstration Program

REQUEST FOR PROPOSALS
For New Rapid Rehousing Project(s)

Total available funding for two years: \$1,061,159

RFP Available: Monday, June 15, 2020

Bidders' Conference: Wednesday, June 24, 10:30 am

Zoom:

<https://us02web.zoom.us/j/85722335581?pwd=bGpHaTlqeEdhYmU0Y1gvWXlwQWdRZz09> or

call +1 929 205 6099; Meeting ID: 857 2233 5581; Password: 500084

Applications Due: Tuesday, July 7, 2020, 4 p.m.

Submit electronically to gmccafferty@springfieldcityhall.com

A. RFP Overview

Youth Homelessness Demonstration Program (YHDP)

The Springfield-Hampden County Continuum of Care (CoC) has been selected as a Youth Homelessness Demonstration Program (YHDP) community by the U.S. Department of Housing and Urban Development (HUD). YHDP is a national demonstration program which enables local communities to expand capacity and test innovative solutions to prevent and end homelessness among youth and young adults (YYAs).

Coordinated Community Plan - Vision and Goals

Beginning in early 2019, the CoC and a YHDP Planning Team worked with a broad coalition of stakeholders, including YYAs with lived experience of homelessness, to conduct a YYA homelessness [needs assessment](#) and create a coordinated community plan (CCP) to prevent and end YYA homelessness in Hampden County. **The [Draft CCP](#) provides critical context for this Request for Proposals (RFP) and should be read by any prospective RFP respondent.**

Our community's vision is that youth and young adults in Hampden County have a safe and stable home, community, resources, and opportunities to live harmoniously and thrive. Achievement of this vision requires commitment to a holistic view of success for YYAs: YYAs experiencing homelessness, at risk of experiencing homelessness, and leaving systems of care must have...

1. **System Access.** Access to a broad spectrum of services and opportunities through a coordinated system that is well-known, effective, caring, and prioritizes their choice.
2. **Stable Housing.** Access to well-maintained and affordable housing in safe, welcoming neighborhoods.
3. **Health and Wellbeing.** Access to resources to help promote and maintain health and wellbeing at home, school, work, and in the community.
4. **Education and Employment.** Access without barriers to a variety of education and employment opportunities to achieve the personal and financial stability necessary to thrive.
5. **Permanent Connections.** A consistent, self-identified person or people who can respectfully guide, support, and advocate with YYA to get their needs met.

A Coordinated Suite of New Programs

The plan identified four new program types to develop in our community with the federal funds awarded with the YHDP designation. These programs will be the core of an integrated housing and services system available to meet the needs of homeless YYAs. Three of the four project types have been awarded to community agencies and those agencies are listed with the project type below.

1. **Coordinated Entry and Permanency Navigation: Center for Human Development and Gandara Center**

An easily identifiable place and phone number for YYAs experiencing a housing crisis. The program will provide extended and weekend hour access, intake and assessment, problem-solving with access to flexible funds and short-term rental assistance, family mediation, and referral to YYA emergency and permanent housing.

2. **Transitional Housing – Rapid Rehousing: Gandara Center**

Five units of transitional housing, which will be furnished apartments available as emergency housing for young adults, along with funding for six people to receive rental assistance to enable them to obtain their own housing.

3. **Rapid Rehousing: *this RFP is seeking proposals to operate this project***

Funding to provide up to two years' rental assistance and supportive services to 30 YYA.

4. **Permanent Supportive Housing: Mental Health Association**

Eight units of subsidized housing with intensive case management support for YA with disabling conditions.

Eligible YHDP Project

The CoC seeks applicants to operate the Rapid Rehousing Program, funded at \$1,061,159, to serve 30 YYAs at a time over the two-year grant period. The annual grant amount (\$530,579.50) is eligible for renewal for one-year terms after the initial two-year term.

Applicants can apply to operate the entire project, or a portion of the project. The project is funded to cover rental assistance for 30 units and four full-time equivalent staff. An applicant applying for less than the full grant amount should apply for a proportionate amount of units and staff (for example, 15 units and 2 staff, or 7-8 units and one staff).

More details about the project can be found in Section B. Core CoC standards and YHDP principles that must be incorporated into the projects are described in Section C.

Eligible Populations to be Served

The project will exclusively serve YYA referred by the YHDP Coordinated Entry and Navigation Project. The project will serve unaccompanied YYAs up to and including the age of 24 at the time of program entry, including pregnant and parenting YYA. To be eligible for YHDP-funded assistance, YYA must be literally homeless or imminently at-risk of literal homelessness within 14 days. Eligibility is limited to paragraphs 1, 2 and 4 of [HUD's Final Definition of Homeless](#).

Literally homeless

- In shelter including emergency shelter, transitional housing, or hotel or motel paid by government or charity; OR

- On the street or another place not meant for human habitation (e.g., car, garage, park, abandoned building); OR
- In an institution (e.g., jail, hospital, juvenile detention) that the youth is exiting and where youth was 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; OR
- Fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and who lack resources and support networks to obtain other permanent housing.

Imminently At-risk of Literal homelessness

- In own housing, but being evicted within 14 days; OR
- In a hotel or motel paid for by the youth, family, or friends and 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; AND
- Have no safe alternative housing, resources or support networks to maintain or obtain permanent housing.

HUD has produced three additional briefs that specifically address eligibility among YYA at risk and experiencing homelessness. Please review them on [HUD's YYA homelessness Resource page](#) for more information. HUD has also created a [YHDP Final Definition Quick Guide](#) which provides additional information.

Eligible Applicants

Non-profit organizations, local and state government, and instrumentalities of local and state government (such as housing authorities) are eligible to apply for grants. For-profit entities are not eligible.

YHDP and CoC Program Requirements; Waivers

Funds available through this Request for Proposals (RFP) are subject to requirements of the [FY2018 YHDP Notice of Funding Availability \(NOFA\)](#), and the regulations that guide CoC funding, [24 CFR Part 578](#). Please see Section D for eligible costs.

In order to encourage innovation, HUD encourages the CoC to seek waivers of existing requirements where justified to make a project more responsive to the needs of the target population and community. Project applicants are encouraged to request any waivers they believe will enhance their project. Applicants are encouraged to seek technical assistance on waivers from the YHDP Technical Assistance provider (see page 16). Waivers may not be in place at the start of project implementation, and applicants must be able to implement a project without a waiver. [See HUDs FY18 YHDP NOFA Appendix A for more information about Waivers.](#)

Examples of CoC program rules that can be requested to be waived include the following:

1. Requirement to have a 12-month lease in Rapid Rehousing Projects. *Applicants have been allowed to use lease agreements that cover less than 12-months.*
2. Requirement for annual assessment of eligibility for assistance after determination of initial eligibility. *YYA in the program only need to satisfy eligibility requirements once upon program entry and retain their eligibility in the program regardless of changes in circumstance.*
3. 24-month time limit in Rapid Rehousing. *Applicants have been allowed to increase the time limit for program participation to 36 months*
4. Prohibition against master leasing in a Rapid Rehousing Project. *Applicants can request to be allowed to sign master leases for units with a given landlord and then sublease with YYA program participants instead of using a rental assistance model.*

YYA Collaboration

A critical component of the YHDP and our CCP is collaboration with YYA in all levels of program development, monitoring, and assessment. Applicants are strongly encouraged to involve YYA in development of their proposals. However, please note that you **may not** involve the YYA participating in the RFP Application Review Committee in your project development; these YYA are: Jacob Chacon, Chris Coburn, Leslie Garcia, Taina Lopez, Miosoty Rivas, Nathan Santiago, and Nathan Vargas.

All funded projects will need to have or develop mechanisms for YYA served by the project to provide meaningful and ongoing input on 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, and for boards that already have a person with lived experience, it will be encouraged that an additional board position is created for a YYA with lived experience.

Match Requirement

YHDP grants have a 25% match requirement for the total grant. 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 grant, 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 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. Existing CoC grants cannot be used as match, but this does not preclude other federal funding sources.

This is the second time the CoC is seeking applicants for this project, and some potential applicants indicated that meeting the 25% match requirement for this project was particularly difficult. Applicants should strive to identify 25% match for their application. However, if an

applicant is unable to provide the full match, the CoC will still consider the application and consider whether the CoC as a whole can provide additional match. The application should show any match amount that will be made available to the project.

Grant Management; Reporting and Evaluation Requirements

The City of Springfield, as the unified funding agency for the CoC, is the direct recipient of the YHDP funds from HUD, and will enter into subrecipient contracts with successful applicants. See the City's Springfield-Hampden County CoC [Guidance for Subrecipients](#) for details regarding grant management.

Funded programs will be required to comply with all CoC and YHDP reporting requirements. Programs will be required to enter client-level data in the CoC's Homeless Management Information System (HMIS), and YHDP-funded programs will include data elements that are not required in existing CoC-funded programs, such as Runaway and Homeless Youth (RHY) data elements. Programs may be required to track and report additional data outside HMIS. HMIS and HMIS training will be made available to all programs without cost.

Funded programs that provide housing or direct services will also be required to participate in coordinated entry. Coordinated entry is a county-wide standardized process for accessing front door services, assessing YYA for their needs, prioritizing YYA based on their needs for housing and services, and referring YYA to those resources. All YHDP-funded housing programs, including this RRH program, must fill all vacancies through referrals from coordinated entry.

Application Submission Requirements

YHDP Project applications are due Tuesday, July 7, 2020 by 4:00 pm.

Applicants must submit all application materials to gmccafferty@springfieldcityhall.com. Please use "YHDP RFP Response" and your agency name in the subject line of the email.

See section E for more details about the application process.

Project Review and Selection

All timely applications will be subject to threshold review by the City of Springfield. Applications which meet the threshold will be scored by an Application Review Committee, which will be made up of subject-matter experts not associated with any applicant organizations and YAB members. The Application Review Committee will make the final applicant selection decision.

Selected projects will be awarded for a two-year term with potential for renewal through future HUD CoC competitions as part of the Springfield-Hampden County CoC.

For the application scoring criteria see section E.

Timeline

June 15	YHDP RFP Released
June 24 10:30 – 11:30 a.m.	Bidders' Conference
July 7 4:00 pm	Project Applications due
July 15	Projects notified of selection
August 1	Earliest possible project start date

B. Eligible YHDP Project

Rapid Rehousing- 30 units (\$1,061,159) - one or more projects

The rapid re-housing project will use a housing first approach to assist YYA experiencing homelessness to move directly into permanent housing in the community using whichever combination of financial assistance and housing-focused services are needed and desired by the household. The project(s) will incorporate housing identification, rent and move-in financial assistance, and case management.

Continuing rental assistance is provided on an individualized need basis. Pursuant to CoC program rules, a household may receive assistance for a period of up to two years. Through a waiver request, a program may propose to allow a household to remain assisted for a period of up to three years or until the YYA turns 25, whichever is longer.

Similarly, pursuant to CoC program rules, YYA will qualify as eligible upon entry and be assessed for eligibility on an annual basis. Through a waiver request, rental assistance may be reinstated for a household if they temporarily leave the program (for any reason), request to be reinstated, and are still within the maximum program participation length.

Applicants may apply to provide less than the full number of 30 units; there may be multiple recipients of RRH project funds.

C. Core CoC Standards and YHDP Principles

All projects must adhere to the following standards and principles:

Coordinated Entry

YYA will access housing and services through the YHDP coordinated entry (CE) and navigation system operated jointly by Gandara Center and the Center for Human Development's Safety Zone project. CE will use standardized assessment tools and practices which prioritizes those with the highest needs to be served first. CE will incorporate common forms and releases of information between programs. Housing projects may only fill vacancies from CE referrals.

Youth Choice

The CoC is firmly committed to client choice. Programs must be based on voluntary choice and participants must not be penalized for not accepting certain proposed services or outcomes. Programs offer services, and YYA choose whether to accept what is offered.

Immediate Access to Housing with No Preconditions

YHDP uses a Housing First model in which YYA are provided housing without first having to prove they are "ready" (for example, through abstaining from substance use, engaging in treatment or counseling programs, or having a certain level of income to be able to contribute to housing costs). Programs will accept YYA without regard to credit barriers, landlord screening, or criminal background.

Positive Youth Development

Positive youth development (PYD) is an approach to working with youth that emphasizes building on youths' strengths and providing supports and opportunities that will help them achieve goals and transition to adulthood in a productive, healthy manner. For more information, see <https://www.acf.hhs.gov/sites/default/files/fysb/whatispyd20120829.pdf>.

Trauma-Informed Care

Many YYA who experience homelessness have experienced trauma, and homelessness itself is traumatizing. Trauma Informed Care (TIC) is an organizational structure and treatment framework that involves understanding, recognizing, and responding to the effects of trauma. For more information see <https://www.integration.samhsa.gov/clinical-practice/trauma>.

Family Engagement

For YYAs for whom it is safe, family engagement should be a priority part of programming, even for youth who are over 18. Family engagement is the systematic inclusion of families in activities and programs that promote youth's development and wellness. Just as youth voice should be central to case management, so should families. Families can also be key partners in design and development of projects designed to support YYAs.

Equity

Persons of color experience disproportionately high rates of homelessness. Programs must take steps to understand and respond to the effects of this inequity.

Serving Special Populations

Certain populations are more likely to experience homelessness and may have special needs which must be taken into account when providing services. These include LGBTQ and gender-non-conforming YYA; minors; system-involved YYA; and victims of sexual trafficking and exploitation. Programs must take the needs of these populations into account in program design and implementation.

D. Eligible Costs

This program has an established budget, which is for the 30 RRH units. Applicants seeking to operate fewer than 30 units should use a proportionate amount of each budget line items.

Rental Assistance	\$598,320
Supportive Services	\$412,422
Administration	\$50,417
TOTAL BUDGET	\$1,061,159

The following guidance indicates the costs that may be covered by program budgets, to be paid for by the CoC grant or by matching funds.

Rental Assistance

Tenant-based rental assistance for homeless individuals and families, including tenant-based rental assistance. Grant funds may be used for security deposits in an amount not to exceed two months of rent, as well as first and last month's rent.

Supportive Services

The eligible costs of supportive services that address the special needs of the program participants.

Eligible supportive services costs:

- Annual assessment of service needs
- Reasonable one-time moving costs
- Case management
- Child care
- Education services
- Employment assistance and job training
- Food—meals or groceries for program participants
- Housing search and counseling services
- Legal services
- Life skills training
- Mental health
- Outpatient health services

- Outreach services
- Substance abuse services
- Transportation
- Utility deposits (one-time fee, paid to utility companies)

If the service described in the above bullets is being directly delivered by the recipient, eligible costs for those services also include: 1) costs of labor, supplies, and materials; and 2) salary and benefit packages of service delivery staff.

Project Administration

Projects may use 5% of the grant for administrative costs.

E. Application Process

Required Application Materials

Application

Applicants must submit an application containing narrative responses. The application is attached to this RFP. You may request an electronic Microsoft Word version of the applications by sending a request to gmccafferty@springfieldcityhall.com.

Budget and Budget Narrative

Applicants must submit a project budget using the spreadsheets attached to this RFP (available electronically with an email request to gmccafferty@springfieldcityhall.com), and a budget narrative that provides details for all budget items and describes how amounts were calculated. For example, the budget narrative for a staff position should indicate if the position is salary or hourly; the salary or hourly rate; the percentage of time or number of hours to be worked; the amount of pay charged to the grant; and the manner in which fringe benefits are calculated.

Documentation of Required Match

Provide written documentation of matching funds. The documentation of cash match must show a committed dollar amount, state the time frame in which the match may be used, and indicate the source and allowable uses of the match funds. For in-kind match, there are two types, goods and services. Services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient and the third party that will provide the services. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

Documentation of in-kind goods must be provided on agency letterhead signed and dated by an authorized representative, and should include the following:

- Value of donated goods to be provided to the recipient for the project

- Specific date the goods will be made available
- The actual grant and fiscal year to which the match will be contributed
- Time period during which the donation will be available
- Allowable activities to be provided by the donation
- The value of commitments of land, buildings, and equipment are one-time only and cannot be claimed by more than one project or by the same project in another year.

Supporting Materials

A single set of the following materials are required for each agency submitting one or more project applications. If an organization is submitting multiple applications, Please include one set of these documents with one of the project applications:

- Agency Articles of Incorporation
- Documentation of 501(c)(3) status, if applicable
- Current List of Board of Directors with identification of officers and terms
- Certified Organization Audit/Financial Statements of most recent two years:
 - Copy of Single Audit (Required by 2 CFR 200 Subpart F if \$750,000 or more in aggregate Federal funds expended); or
 - Financial statements audited by a CPA (if not bound by the requirements of 2 CFR 200 Subpart F)
- Agency Financial Management Policies and Procedures

Questions and Technical Assistance

Bidders' Conference

A bidders' conference will be held June 24, 2020, at 10:30 a.m. via Zoom. Join the conference at <https://us02web.zoom.us/j/85722335581?pwd=bGpHaTlqeEdhYmU0Y1gvWXlwQWdRZz09> or call +1 929 205 6099; Meeting ID: 857 2233 5581; Password: 500084.

Questions about the RFP

Applicants may not contact City staff or Review Committee members directly to discuss the RFP. If an applicant has questions about the RFP, the question can be submitted in writing to gmccafferty@springfieldcityhall.com no later than 2 pm on June 25, 2020. Questions will be answered in writing, with all questions and answers made available to all applicants who have registered by attending the bidders' conference or requesting the Word version of the RFP.

Technical Assistance

Questions about HUD requirements, program design or waivers may be directed to the CoC's technical assistance provider:

Lauren Knott, Technical Assistance Collaborative
lknott@tacinc.org
 617-266-5657 x117

Threshold Review

To be eligible for consideration by the Application Review Committee, all projects must meet minimum threshold requirements. City of Springfield CoC staff will perform a threshold review of all submitted projects. Each project must meet the following minimum standards:

1. The application must be complete and submitted on time.
2. The applicant must provide documentation of minimum match.
3. The applicant demonstrates sufficient organizational capacity and financial stability to operate the proposed program, as evidenced by the listed Supporting Materials submitted.

Competitive Review

Applications which pass threshold review will be forwarded to the Application Review Committee for scoring. The Committee expects to interview applicants during the week of April 20 in order to fully understand each proposal.

Scoring criteria are provided in section E. The Committee will rank projects in each of the application categories and will select the highest-scoring proposal(s) in each category which meet community needs. In addition to composite scores, the Committee may include consideration of overall community needs, such as geographic diversity and specific subpopulations to be served, in making its final decision.

F. Application Scoring Criteria

The following scoring criteria will be used.

Organization Experience Application demonstrates that applicant has a minimum of three years' experience in the following areas: <ul style="list-style-type: none">• Serving YYA (3 points)• Serving people experiencing homelessness (3 points)• Depending on project type:<ul style="list-style-type: none">○ Coordinated entry:<ul style="list-style-type: none">▪ Outreach, assessment and/or housing navigation (3 point)○ RRH, TH-RRH, and PSH:<ul style="list-style-type: none">▪ Providing housing (3 points)• Experience with Housing First or harm reduction program models (3 points)• Experience with receipt and reporting on federal grants (3 points)	15
Project Design <ul style="list-style-type: none">• Clearly reflects incorporation of YYA in process of designing program (10 points)	25

<ul style="list-style-type: none"> • Responds to needs identified in the draft coordinated community plan (8 points) • Incorporates all required components and provides a realistic plan for supporting stability of YYA served (7 points) 	
<p>Incorporation of Core YHDP Principles</p> <p>Application describes how the project incorporates:</p> <ul style="list-style-type: none"> • Youth collaboration and voice in ongoing project management and evaluation (5 points) • Principles of Positive Youth Development (5 points) • Support for the four key YHDP outcomes: Housing, Health & Well-Being, Education/Employment, Permanent Connections (5 points) 	15
<p>Understanding and Commitment to CoC Standards</p> <p>Application demonstrates the applicants understanding of and commitment to:</p> <ul style="list-style-type: none"> • Coordinated Entry (2.5 points) • Housing First (2.5 points) • Trauma-Informed Care (2.5 points) • Client Choice (2.5 points) 	10
<p>Plan to Make Program Accessible and Welcoming</p> <p>Application describes the agency and program plan to address:</p> <ul style="list-style-type: none"> • Racial equity (4 points) • YYA with disabilities (4 points) • LGBTQ YYA (4 points) • Transportation needs of YYA participants (3 points) 	15
<p>Project Initiation</p> <p>Application describes a detailed and realistic plan for rapid start-up of the project</p>	10
<p>Experience with HMIS or client-level data collection and reporting</p> <p>Applicant has the following experience:</p> <ul style="list-style-type: none"> • Use of HMIS (5 points) • (If no experience with HMIS) Use of another system of electronic client-level data collection and reporting (4 points) 	5
<p>Budget and budget narrative</p> <p>All budget costs are allowable and fully detailed in the budget narrative (5 points)</p>	5

Springfield-Hampden County Continuum of Care YHDP Rapid Rehousing Project Application

Applicants are urged to read the CoC's [Draft CCP](#) and review the RFP Scoring Criteria listed in section F of the Request for Proposal.

Please note limits on length of response for each question. If your response exceeds the allowed length, the portion that exceeds the allotted number of words will not be read and will not be taken into consideration in scoring your application.

A. Organization Information

1. Organization Name:
2. Organization Type:
 - Non-profit
 - State government
 - Local government
 - Housing authority
 - Other-must describe:
3. Employer or Tax Identification Number:
4. Organizational DUNS:
5. Physical Address:
6. Is the organization a faith-based organization? YES / NO
7. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency? YES / NO
8. Contact person's name, email address and phone number:

B. Organization Experience

1. Describe the experience of the applicant in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations. [Maximum 300 words]
2. Describe the experience of the applicant in leveraging other Federal, State, local, and private sector funds. [Maximum 300 words]

3. Describe the basic organization and management structure of the applicant. Include evidence of internal and external coordination and an adequate financial accounting system. [Maximum 300 words]
4. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant? YES/NO If yes, please describe [Maximum 200 words].
5. Does the applicant and/or potential subrecipients (if any) have experience administering a CoC program? YES/NO
6. Does the applicant have experience serving YYA? YES/NO If yes, please describe the experience and how long the applicant has been serving YYA. [Maximum 100 words]
7. Does the applicant have experience serving people experiencing homelessness? YES/NO If yes, please describe the experience and how long the applicant has been serving this population. [Maximum 100 words]
8. Does the applicant have experience providing housing? YES/NO If yes, please describe the experience and how long the applicant has been providing housing. [Maximum 100 words]
9. Does the applicant have experience with Housing First or harm reduction program models? YES/NO If yes, please describe. [Maximum 100 words]

C. Project Information

1. Project Name:
2. Project Narrative - Provide a description that addresses the entire scope of the proposed project. [Maximum 1000 words] The narrative should include a project summary and should also address each of the following:
 - a. Youth collaboration and voice in ongoing project management and evaluation
 - b. Principles of Positive Youth Development
 - c. Support for the four key YHDP outcomes:
 - Housing
 - Health & Well-Being
 - Education and Employment
 - Permanent Connections
3. Describe how you involved YYA in the process of designing the program. [Maximum 200 words]
4. Describe how the program will incorporate trauma-informed care and client choice. [Maximum 300 words]

5. Does your project have a specific population focus? If yes, please indicate which population(s):

- LGBTQ
- Pregnant/parenting
- Youth exiting state systems of care (DCF, DYS)
- Youth with mental illness
- Other (please state other population):

6. Describe the supportive services that will be available to participants. [Maximum 500 words]

7. Identify the program plan to meet the transportation needs of participants. [Maximum 100 words]

8. Describe how your agency and this program are accessible and welcoming to each of the following populations [Maximum 750 words]:

- YYA with disabilities
- LGBTQ YYA
- Minors
- YYAs transitioning from state systems of care
- Survivors of domestic violence and human trafficking

9. What steps will your program take to address issues of racial equity? [Maximum 300 words]

10. Please describe your detailed plan for rapid program start-up. [Maximum 300 words]

D. Housing

1. Housing Type

- Shared housing
- SROs
- Clustered apartments
- Scattered site apartments
- Other--describe:

2. Maximum number of units and maximum number of beds

3. Where will the housing units be located? Indicate the town(s) and, if known, the address. Do not enter street addresses for scattered site or rapid rehousing units.

4. Please describe how the program will operate as a Housing First program. [Maximum 250 words]

5. Please describe how the program will work with the Coordinated Entry project.
 [Maximum 100 words]

E. Participants

1. Complete the following chart indicating the number of households and persons to be served:

Households	Parenting YAs - Households with <u>at Least</u> One Adult and One Child	YA Households <u>without</u> Children	Households with <u>Only</u> Minors (including parenting minors)	Total
Total Number of Households				
Household members				
Persons Aged 18-24				
Minors Under 18				
Total Persons				

2. Complete the following chart to indicate the expected characteristics of the population to be served, at a single point in time:

Persons	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not included in listed populations
Persons in Households with <u>at Least</u> One Adult and One Child (Parenting YAs)							
Persons aged 18-24							
Minors Under 18							
Persons in Adult Households <u>without</u> Children (YAs)							

Persons aged 18-24							
Households with <u>Only</u> Children (Minors, including parenting minors)							
Minors Under 18							

F. Waivers

1. If you have identified the need to request waivers of existing HUD program rules in order to better serve the participants of your program, please note any waivers identified and the reason the waiver would enable you to provide a better program. If your project is selected, you will be able to continue to identify any need for waivers after selection.

G. Attachments

Please submit the following with your application:

1. Budget (using budget worksheet provided) and separate budget narrative
2. Documentation of Match
3. Supporting Materials

A single set of the following materials are required for each agency submitting one or more project applications. If an organization is submitting multiple applications, Please include one set of these documents with one of the project applications:

- Agency Articles of Incorporation
- Documentation of 501(c)(3) status, if applicable
- Current List of Board of Directors with identification of officers and terms
- Certified Organization Audit/Financial Statements of most recent two years:
 - Copy of Single Audit (Required by 2 CFR 200 Subpart F if \$750,000 or more in aggregate Federal funds expended); or
 - Financial statements audited by a CPA (if not bound by the requirements of 2 CFR 200 Subpart F)
- Agency Financial Management Policies and Procedures

Budget: Rental Assistance

Unit Size	# of Units	FMR	Montly Rent	12 months	Total Request
SRO		\$ 526	\$ -	12	\$ -
0 bedroom		\$ 702	\$ -	12	\$ -
1 bedroom		\$ 831	\$ -	12	\$ -
2 bedroom		\$ 1,061	\$ -	12	\$ -
3 bedroom		\$ 1,329	\$ -	12	\$ -
4 bedroom		\$ 1,521	\$ -	12	\$ -
Total	0				\$ -
Grant Term (# years)					2
Total Request for Grant Term					\$ -

Budget: Supportive Services

Eligible Costs	Annual Assistance Requested
1. Assessment of Service Needs	
2. Assistance with Moving Costs	
3. Case Management	
4. Child Care	
5. Education Services	
6. Employment Assistance	
7. Food	
8. Housing/Counseling Services	
9. Legal Services	
10. Life Skills	
11. Mental Health Services	
12. Outpatient Health Services	
13. Outreach Services	
14. Substance Abuse Treatment Services	
15. Transportation	
16. Utility Deposits	
17. Operating Costs	
Total Annual Assistance Requested	\$ -
Grant Term (# of years)	2
Total Request for Grant Term	\$ -

Budget: Match

CASH MATCH

Source	Type of Source (Private or Govt)	Value
Total Cash Match		\$ -

IN-KIND MATCH

Source	Type of Source (Private or Govt)	Value
Total In-Kind Match		\$ -

TOTAL MATCH	\$ -
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SUMMARY BUDGET

1a. Leased Units	
1b. Leased Structures	
2. Rental Assistance	\$ -
3. Supportive Services	\$ -
4. Operating	
5. Sub-total Costs Requested	\$ -
6. Admin (Up to 5%)	
7. Total Assistance Requested	\$ -
8. Cash Match	\$ -
9. In-Kind Match	\$ -
10. Total Match	\$ -
11. Total Project Budget	\$ -