

Request for Letters of Interest

New Projects to Implement the Ohio Balance of State Continuum of Care Region Six Coordinated Community Plan to Prevent and End Youth Homelessness

Background

In early 2019, a team of service providers and system leaders representing a five-county region in Ohio were awarded funding as part of the Youth Homelessness Demonstration Program (YHDP), a federal initiative to develop community responses to prevent and end youth homelessness. The five-county region includes Columbiana, Carroll, Tuscarawas, Jefferson and Harrison counties and is collectively referred to as Homeless Planning Region 6 (or Region 6).

As part of participating in the demonstration program, the Region 6 YHDP Team was required to develop a Coordinated Community Plan to Prevent and End Youth Homelessness (CCP); the CCP will guide the implementation of new projects and a newly coordinated system of care with the overall goal of ending youth homelessness in Region 6. Anyone interested in submitting a LOI to administer one or more new projects should read the full CCP. [You can contact Lisa Brooks at lisabrooks@cohhio.org to request a copy.](#)

Through YHDP, Region 6 will be able to access approximately \$715,000 annually in new federal funding to support the implementation of projects to serve youth who are at risk of or experiencing homelessness in the region. This request for LOIs is seeking to identify organizations interested in administering one or more project types to address the needs of homeless and at-risk youth in Region 6.

The following sections outline the process and timeline for submission of LOIs, minimum requirements for eligible applicants, preliminary project information, and requirements and expectations for selected applicants.

Any questions can be directed to the YHDP Project Selection Workgroup lead, Lisa Brooks at lisabrooks@cohhio.org.

Eligible Applicants

To be eligible to submit an LOI in response to this request, applicants must meet the following requirements:

- Be a non-profit organization or unit of local government
- Have experience administering federal and/or state funds, and be in good standing with current funders
- Have experience administering programs and services that assist people experiencing homelessness and/or housing crises, and/or programs serving youth and young adults
- Have experience administering programs in at least one of the five counties included in Region 6
- Have participated in some element of planning to develop the Region 6 CCP

Projects and Activities

The Region 6 YHDP Team is seeking organizations to administer several different project types and activities as part of the regional effort to reduce and end youth homelessness. Applicants may indicate interest to administer one or more project types. If an applicant wishes to implement multiple projects, some of the required LOI information will need to be provided for each project type. Detailed instructions about this can be found in the LOI form.

Since the YHDP Team has preliminarily identified the type and size of projects created through the YHDP, interested applicants should refer to the **Preliminary YHDP Project Information** table at the end of this document for information about the projects the team is seeking to fund. Please note however, that the YHDP project types, activities, and budgets outlined are preliminary. Selected applicants will be expected to work with the YHDP Team to identify and secure sources of local match, as needed, to finalize project size, and to finalize project budgets including the amount of funding that will be requested from HUD through YHDP. No specific YHDP funding amounts have yet been fully committed to any of the preliminary YHDP projects.

Priorities and Process for Selection of Applicants

When selecting applicants to carry out the project types and activities of the YHDP effort, the YHDP Project Selection Workgroup will prioritize the following:

- Applicants with documented experience serving persons experiencing homelessness, especially youth
- Applicants with documented experience serving youth and young adults
- Applicants with documented experience engaging in system coordination and planning efforts
- Applicants with understanding of and experience implementing programs that utilize best practices in serving youth and those experiencing homelessness

Upon receipt of LOIs, the YHDP Project Selection Workgroup may follow up with applicants if there are questions or if additional information is needed. If the Workgroup determines that some of the project types were not addressed, the YHDP Team reserves the right to either release another request for LOIs (for some or all project types) or to follow-up with applicants to explore the possibility of revision to include additional project types.

Applicants selected to administer YHDP projects will be required to work with the YHDP Team or Project Selection Workgroup to finalize project design and create a cohesive application. As part of this, the YHDP Team may request applicants to modify budget targets to ensure appropriate distribution of funding. The YHDP Team also reserves the right to adjust project specifications and activities as needed to meet CCP goals.

Applicants selected to administer YHDP projects will be required to complete full applications in HUD's *e-snaps* grant management system and are solely responsible for ensuring applications are successfully submitted. All project applications must be approved by the YHDP Team and Youth Action Board (YAB) prior to submission in *e-snaps*. Upon successful submission of applications and award selections, applicants will contract with HUD directly for all YHDP funding.

Applicants selected to administer YHDP projects will be required to accept program participants through the Region 6 coordinated entry process. Applicants will also be expected to participate in ongoing Continuous Quality Improvement (CQI) work and system planning with the YHDP team and Continuum of Care (CoC) throughout the duration of administration of the YHDP project

Process and Timeline for Submission of an LOI

Interested applicants must adhere to the following process and timeline when submitting LOIs:

Due Date	Activity
May 22, 2020	Submit LOIs to YHDP Project Selection Workgroup Lead <ul style="list-style-type: none">• Email to lisabrooks@cohhio.org
June 2, 2020	Applicants notified no later than 6/2/20 of the status of their LOI <ul style="list-style-type: none">• YHDP Project Selection Workgroup may request applicants to participate in meetings if there are questions or if additional information is needed to make selections• MOAs signed by applicants and YHDP Team
June 5, 2020	Selected applicants submit finalized YHDP Project applications <ul style="list-style-type: none">• Final edits will be made to YHDP Project applications based on feedback and suggestions from the YAB and YHDP Project Selection Workgroup
July 1, 2020	Submit YHDP project applications to HUD <ul style="list-style-type: none">• Applications must be submitted in <i>e-snaps</i> no later than 7/01/20

Region 6 Youth Homelessness Demonstration Program

Letter of Interest Form

1. Applicant Agency:

2. Contact Person Name, Phone, & E-mail:

3. Which Project Type are you Applying for? (may choose more than one)

Youth Transitional Housing

Youth Rapid Re-housing

Youth Supportive Services Program

Proposed project should include the following types of services:

- Street outreach
- Case management for YYA in ES, TH, and RRH
- Navigation/support for YYA

Youth Centralized Access Point

If selecting more than one project type above, please provide responses to all of the following questions for each project type selected. A separate LOI Form may be used for each project type but submitted as part of one package.

4. Project Description: Please succinctly describe your project – what it is, the proposed project activities to meet the identified needs, how these activities will help prevent or end youth/young adult (YYA) homelessness, and the names and roles of collaborating partners, if any. (1,200 characters maximum)

5. Applicant Experience: Please describe your agency's experience managing federal and/or state funding. Are there any unresolved monitoring or audit findings? (500character maximum)

6. Applicant Experience: Please describe your agency's experience administering projects that are the same as or similar to the project type(s) selected above:

7. Applicant Experience Serving Youth and Young Adults (YYA): Please describe how your agency and any collaborating partners have worked directly with YYA in the past. What lessons (if any) from this YYA experience have you incorporated into your agency or program activities? Please describe your current (if any) and planned interactions with the Youth Action Board (YAB) and how you plan to work with the YAB in planning and implementing this project. What YYA leadership and employment opportunities will your project provide? How will your agency involve program participants and/or the YAB in assessing program effectiveness and continuous program improvement?

8. Best Practices and Innovative Strategies: Please name and describe any best practices or other innovative strategies your project will implement. How will you incorporate housing first, positive youth development, and trauma informed care into the project? Regarding any innovative strategies selected, why did you select these particular practices and what do you hope to achieve and learn from implementing them?

9. Youth Centered Programming: For each proposed project, describe specific efforts you will undertake to identify youth in need, ensure your project is dynamically responsive to needs of youth, ensure project staff are appropriately trained and equipped to provide high quality services tailored to youth's needs, and address

common access barriers, including transportation. Describe how you will incorporate feedback from the YAB and other YYA to inform system operations and improve project performance.

10. Alignment with Coordinated Community Plan and Federal Goals: Please describe how your project will meet the goals of the CCP. How specifically will your project (1) align with mainstream systems for YYA, such as state and local child welfare agencies and systems of care, and (2) promote systems changes needed to better prevent and end YYA homelessness in Region 6?

11. Preliminary Proposed Budget and Funding Request: Please provide details about the proposed annual budget and potential funding sources for each project type selected above (please see *Preliminary YHDP Project Information*):

Preliminary Annual Budget:

Budget and Activities	Annual Funding Request	Potential Funding Sources (eg, YHDP, Agency cash or in-kind match, private grants, etc)
Supportive Services		
Rental Assistance/Leasing		
Operations		
TOTAL		

Region 6 Preliminary YHDP Project Information

Project Name and Project Type	Total Estimated YYA to be Served Annually	Total Units Offered by Project (at a PIT)	Preliminary Project Budget	
			Eligible Activities and Budgets	Total Estimated Annual Project Budget
Youth Centralized Access Point (SSO-CE)	500	NA	Supportive Services - Staffing - Staff supplies and technology Admin	\$66,000
Youth Supportive Services Program (SSO) - including the following:				
- Street Outreach	500	NA	Supportive Services - Staff - Staff transportation and supplies - Emergency supplies for YYA Admin	\$135,000
- Case Management	150	NA	Supportive Services - Staff - Staff transportation and supplies Admin	\$210,000
Regional Youth Navigator (SSO)	150	NA	Supportive Services - Staff - Staff transportation and supplies Admin	\$200,000
Transitional Housing (TH) - ALOS estimated to be 60 days	70	15	Leasing/Rental Assistance Supportive Services Operations Admin	\$265,000
Rapid Re-housing (PH-RRH) - ALOS estimated to be 9 months	80	50	Supportive Services Rental Assistance Admin	\$480,000