

# Request for Proposals: Coordinated Community Plan Development to Address Youth Homelessness

October 1, 2023

## Introduction

The purpose of this Request for Proposals (RFP) is to obtain the professional services of a firm or individual, hereinafter referred to as the “Proposer”, to assist the Ohio Balance of State Continuum of Care (BoSCoC) and its partners within a 32-county geographic area to develop a coordinated community plan to address youth homelessness. Development of the plan includes gathering and analyzing data on youth homelessness and housing instability, analyzing current system capacity data to identify gaps and unmet needs, and leading the overall community process to develop the Coordinated Community Plan (CCP) to prevent, respond to, and end youth homelessness.

## Background and Context

The Ohio Balance of State Continuum of Care (BoSCoC) is the federally recognized homeless system that represents the 80 largely suburban and rural counties in Ohio. Within these 80 counties there are approximately 400 homeless programs including emergency shelters, transitional housing, rapid re-housing programs, and permanent supportive housing. On any given day, these programs can serve over 7000 people.

In September 2023, the Ohio BoSCoC was selected by the U.S. Department of Housing and Urban Development (HUD) for a [Youth Homelessness Demonstration Program \(YHDP\)](#) award for a 32-county subset of CoC. The Ohio BoSCoC was awarded approximately \$5.1 million to develop a Coordinated Community Plan (CCP) and design, fund, and implement projects aligned with the CCP to address youth homelessness.

The Ohio BoSCoC counties included in the YHDP award site are in the following [Homeless Planning Regions](#) of the CoC:

- Region 2 (Ottawa, Wood, Sandusky, Seneca, Erie, Huron, Richland counties)
- Region 3 (Pike, Adams, Brown, Scioto, Lawrence counties)
- Region 5 (Lake, Ashtabula, Geauga, Portage, Trumbull counties)
- Region 9 (Knox, Licking Holmes, Coshocton, Muskingum, Fairfield counties)
- Region 11 (Putnam, Hancock, Hardin, Wyandot, Marion, Crawford counties)
- Region 14 (Butler, Clermont, Warren counties)

## Ohio BoSCoC Organization and Management

### Role of Ohio Department of Development

The Ohio Department of Development has been designated by the Ohio BoSCoC Board to serve as the Collaborative Applicant for the CoC.

ODOD is also the state agency responsible for administering federal Emergency Solutions Grant funds and state homeless program funds. In this role, ODOD works to align state and federal program requirements and to ensure coordinated community planning across funding streams.

## Role of Coalition on Homelessness and Housing in Ohio

ODOD contracts with the Coalition on Homelessness and Housing in Ohio (COHHIO) to provide primary staff support for the Ohio BoSCoC. Additionally, COHHIO has been designated by the Ohio BoSCoC Board to serve as the Homeless Management Information System (HMIS) Lead.

For the YHDP planning process, ODOD has designated COHHIO to manage the funds that will support YHDP planning work, including the development of the CCP. COHHIO CoC staff (hereafter referred to as CoC staff) will also serve as primary Points of Contact (POC) for this RFP and YHDP CCP development process.

## YHDP Requirements

HUD requires YHDP awardees to submit their completed CCPs no later than March 20, 2024. CCPs must include all [HUD required elements](#). Upon successful submission of the CCP, YHDP awardees may begin the process to solicit projects to address youth homelessness within the site's geography.

Centering youth who have lived expertise of homelessness is foundational to the YHDP and must be paramount in all aspects of the YHDP process – from CCP development to project implementation.

## Timelines

- The Ohio BoSCoC is seeking to begin work on the YHDP CCP by October 30, 2023
- Final YHDP CCPs are due to HUD by March 20, 2024

## Proposal Requirements and Information

### Scope of Services

Proposers are encouraged to use their expertise and experience to develop an appropriate scope of services. It is anticipated that the tasks to be performed would likely include the following, but Proposers should delineate whatever activities they believe are most critical to the development of a strong CCP.

### Catalog Existing Resources to Support Youth Experiencing Homelessness and Housing Instability

- Inventory current programs and resources, both within and outside of the homeless response system, in the 32-county YHDP site area
- Identify key organization and community competencies to build capacity to address youth homelessness
  - Convene stakeholders, with a special emphasis on centering the leadership of youth and young adults, to ensure necessary skills and resources are present and leveraged

### Identify Gaps in Programs and Services for Youth Experiencing Homelessness

- Use multiple data sources to estimate the numbers of youth experiencing homelessness and housing instability
- Use data to identify gaps in services and unmet needs
- Identify gaps and needs for various subpopulations

### Facilitate the Coordinated Community Plan Development Process

- Work with the Ohio BoSCoC YHDP Leadership Team, Youth Action Board (YAB), and key stakeholders to engage in a coordinated process to develop the CCP
  - Facilitate small and large group strategic discussions
  - Conduct key informant interviews
  - Collect input via survey or other means

### Draft the YHDP Coordinated Community Plan

- Ensure the plan meets HUD requirements

- CCP completion meets agreed upon local timelines as well as HUD's submission requirements

### Maximum Proposal Cost

The proposed project budget is not to exceed \$100,000.

### Contents of the Proposal Package

Proposals should include the following:

- A detailed work plan outlining the Proposer's scope of services. Work plan should include a description of process to be used, deliverables, and timeframes for each element in the scope of services. The timeline should indicate the length of time suggested for each activity and its beginning and ending point within the contract period. Work plan should clearly explain how it will result in a CCP that addresses all required HUD elements.
- The credentials, experience, and background of the Proposer. Preference may be given to proposals that include Proposer team members who have experienced homelessness and have demonstrated experience working with young adults.
- Detailed descriptions of similar work, including information relating to the outcomes or success of the work. References from past employers or contractors should be included if possible.
- Other resources or capacities that the Proposer has to enhance the provision of this service.
- Information about experience in data collection, analysis and reporting, including experience with Homeless Management Information System (HMIS) or databases similar to HMIS.
- Evidence of experience working with people with lived experience of homelessness or similar populations.
- Detailed budget related to the deliverables in the work plan for the contract period.

### Timeline

- The RFP will be available beginning October 9, 2023.
- The RFP will be posted to [www.cohhio.org](http://www.cohhio.org) and distributed through various networks.
- Interested parties may contact Erica Mulryan, Ohio BoSCoC Director, at [ericamulryan@cohhio.org](mailto:ericamulryan@cohhio.org) for copies of the RFP or for questions.
- **Proposal packages must be submitted by October 20, 2023** to [ericamulryan@cohhio.org](mailto:ericamulryan@cohhio.org)
- The Ohio BoSCoC will seek to begin work as soon after proposal selection as possible. Proposers should keep this mind when developing proposals.

### Selection Process

Following submission of proposals, a selection team comprised of COHHIO staff and other relevant stakeholders will review the proposals and, if needed, schedule interviews with Proposers. The selection team will recommend the best Proposer to the Ohio BoSCoC YHDP Leadership Team for consideration. Negotiations for contracting with the selected Proposer will be completed and the contract will be placed into effect at that time.

### General Requirements

- The Proposer must comply with applicable local, state and federal laws and regulations and meet applicable professional standards. Proof of insurance may be required at time of contracting.
- The Proposer must be an equal opportunity employer and provide assurance that no person will be denied services on the basis of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.
- The Ohio BoSCoC Board or its representatives reserve the right to contact a Proposer for clarification of the proposal submitted and to reject any or all submitted proposals.