**Request for Letters of Interest**

**New Projects to Implement the Ohio Balance of State Round 7**

**Coordinated Community Plan to Prevent and End Youth Homelessness**

**Background**

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)](https://www.hudexchange.info/programs/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/young adult (YYA) homelessness.

Led by youth with lived experience of homelessness, the CCP proposes to allocate the annual award of $2.5 million to fund two project types: Joint Transitional Housing-Rapid Rehousing (TH-RRH) and Supportive Services Only (SSO) for Outreach and Navigation.

This request for LOIs is seeking to identify organizations interested in administering one or more of these project types to address the needs of homeless and at-risk youth in the award areas of Homeless planning Regions 2, 3, 5, 9, 11, and 14.

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.

Questions regarding this email can be directed to Erica Mulryan, COHHIO, at [ericamulryan@cohhio.org](mailto:ericamulryan@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 32 counties included in the Round 7 award area
* Have participated in some element of planning to develop the Round 7 BoSCoC CCP

**Projects and Activities**

The Round 7 Ohio BoSCoC YHDP Team (hereafter R7 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 R7 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 R7 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 R7 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 must submit a LOI in order to respond to the RFP and be selected to administer YHDP projects. Selected applicants will be required to work with the R7 YHDP Team or Project Selection Workgroup to finalize project design and create a cohesive application. As part of this, the R7 YHDP Team may request applicants to modify budget targets to ensure appropriate distribution of funding. The R7 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 R7 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 Ohio BoSCoC coordinated entry process. Applicants will also be expected to participate in ongoing Continuous Quality Improvement (CQI) work and system planning with the R7 YHDP Team and Continuum of Care 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** |
| March 27, 2024 | Information session held to preview the CCP and project types, describe LOI and RFP process, address questions |
| April 15, 2024 | Submit LOIs to YHDP Project Selection Workgroup Lead |
| April 29, 2024 | LOI applicants contacted by YHDP Project Selection Workgroup  Full RFP for project applications launched |
| May 31, 2024 | Full project applications due to YHDP Project Selection Workgroup |
| June 10, 2024 | Interviews with YHDP Project Selection Workgroup as needed |
| June 17, 2024 | Project solicitation workgroup selects applicants to recommend to CoC Board |
| June 21, 2024 | CoC Board approval of projects |
| July 1, 2024 | Projects submitted in e-snaps by June 28, 2024 |

**Round 7 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)

|  |  |
| --- | --- |
| ☐ Joint Component Transitional Housing/ Rapid Re-housing (TH-RRH) with supportive services  NOTE: TH may be offered in one or more of the following configurations:  Hotel/motel  Site-based  Scattered-site  Proposed project should include a plan for ensuring the provision of the following types of services:   * Case management * Assessment of service needs * Childcare * Education services * Food * Housing search and counseling * Job training * Legal services * Life skills * Mental health services * Moving cost * Outpatient services * Outreach services * Substance abuse prevention services * Transportation * Utility Deposits | ☐ Supportive Services Program (SSO)  Proposed project should include a plan for ensuring the provision of the following types of services:   * Case management * Assessment of service needs * Childcare * Education services * Food * Housing search and counseling * Job training * Legal services * Life skills * Mental health services * Moving cost * Outpatient services * Outreach services * Substance abuse prevention services * Transportation * Utility Deposits |

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, the geography that will be served, how these activities will help prevent or end youth/young adult (YYA) homelessness, and the names and roles of collaborating partners, if any.

* If planning to apply for TH-RRH, do you propose to leverage existing TH or RRH units?
* If plan to apply for SSO ONLY, outline the plan for how crisis units dedicated to youth will be provided within the proposed service area.

**5. Applicant Experience:** Please describe your agency’s experience managing federal and/or state funding. Are there any unresolved monitoring or audit findings?

**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?

**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 YHDP Guiding Principles 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.

**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 the award area?

**11. Authentic Youth Collaboration:** Please describe your current (if any) and planned interactions with a Youth Action Board (YAB), and how you plan to work with a 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?

**12. Preliminary Proposed Budget and Funding Request:** Please provide details about the proposed annual budget and potential funding sources for each project type selected above. You can find detailed information about eligible costs and activities here - <https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/> and <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578>

(please see *Preliminary YHDP Project Information):*

**Preliminary Annual Budget:**

|  |  |  |
| --- | --- | --- |
| **Budget and Activities** | **Annual Estimated YHDP Funding Request** | **Potential Additional**  **Funding Sources**  **(e.g., Agency cash or in-kind match, private grants, etc.)** |
| Supportive Services |  |  |
| Rental Assistance |  |  |
| Leasing |  |  |
| Operations |  |  |
| HMIS |  |  |
| **TOTAL** |  |  |

***Preliminary YHDP Project Information – Subject To Change***

Additional information about YHDP allowable expenses is available in the YHDP Round 7 NOFO, Appendix A: <https://www.hud.gov/sites/dfiles/CPD/documents/Appendix-A.pdf>

| Description | PH: TH-RRH Transitional Housing Rapid Re-Housing Joint Component | SSO Crisis Response Outreach and Housing Navigation Support |
| --- | --- | --- |
| Planning |  |  |
| Project Description | This project prioritizes a quick transition out of homelessness and into short term and/or permanent housing by providing up to 36 months (with a special YHDP activity) of housing and supportive services in the RRH component and up to 24 months in the TH component. This project serves YYA single and family households experiencing category 1,2, and 4 of the HUD homelessness definition including unaccompanied youth under age 18 and ages 18-24.  The CoC anticipates funding several, high quality/high impact, TH-RRH programs through a youth-led  request for proposal process. Project designs will vary by region to meet the local needs. Projects will follow the YHDP principles and other key principles described  here.  The TH component will operate as a crisis short-term housing option (site-based or scattered-site, including use of hotel/motel if necessary and appropriate using a special activity) creating or leveraging at least 50 TH units with an average length of stay of 1-3 months most commonly, filling an emergency housing gap.  Additionally, YYA that want and need medium-term TH may access the TH for 6-24 months (system projections indicate this to be less common but sometimes needed).  RRH will create or leverage at least 50 units. TH-RRH will offer housing either with the YYA as the leaseholder or with the agency as the lease holder in a master lease. TH-RRH can be project-based or scattered site and can offer shared housing options for YYA that want and need it.  TH-RRH supportive services will be high quality/high impact and housing focused. Supportive services will help YYA that want and need it to locate and move into permanent housing and provide transportation. | This project provides mobile wraparound crisis response designed to quickly resolve issues that are currently or will soon result in homelessness. Outreach and housing navigators will coordinate with CE access points to connect YYA to housing-focused support, with a focus on YYA fleeing dangerous situations and/or YYA experiencing unsheltered homelessness.  This project serves YYA single and family households experiencing category 1,2, and 4 of the HUD homelessness definition including unaccompanied youth under age 18 and ages 18-24.  Supportive services will help YYA that want and need it to locate and move into permanent housing and provide transportation.  Services to be available include   * Annual assessment * Case management * Childcare * Moving costs * Case management * Education services * Job training * Food * Housing search & counseling services * Legal services * Life skills * Mental health services * Outpatient * Outreach services * Substance abuse prevention services * Transportation * Utility Deposits |
| Project Type/Subtype | Permanent Housing (PH: TH-RRH) | Supportive Services Only (SSO) Navigation and Outreach |
| Special Activities  See Appendix, page 63 for Detail | Match Exemption  Short-term hotel/motel Up to 36 months of Rental Assistance  Up to 24 months of aftercare | Match Exemption  Security Deposits  Up to 12 months of aftercare |
| Target Number of YYA Served | 50 | 60 |
| Homeless Category Served | 1, 2, 4 – single or family | 1, 2, 4 – single or family |
| Target Populations Served | BIPOC, LGBTQIA+, Gender non-conforming, justice-involved, foster-care involved, pregnant/ parenting YYA, victims of sexual trafficking and exploitation, youth with co-occurring disorders, unaccompanied youth under age 18 and ages 18-24 | BIPOC, LGBTQIA+, Gender non-conforming, justice-involved, foster-care involved, pregnant/ parenting YYA, victims of sexual trafficking and exploitation, youth with co-occurring disorders, unaccompanied youth under age 18 and ages 18-24 |
| Staffing, number of FTEs | 3.5 | 3 |
| Staff/client ratio | Case Management Staff  Site based TH – 1:15  Scattered site TH – 1:12  RRH – 1:15-20 | Navigation/outreach workers  1:25 |
| Supportive Services Staff/Project Salaries | $199,500.00 | $171,000.00 |
| Minimum Total # of Units | 50 | - |
| Estimated Length of Stay | TH Component   * Average length of stay is Short-term (<3 months) * TH Hotel/motel average length of stay is 30 days. * In some cases, YYA will need medium-term (up to 24 months)   RRH Component   * Average length of stay is 12 months with the option for extended rental assistance up to 36 months | Short-term (<3 months) |
| Estimated Total Funding  % of YHDP Funding | $2,117,017.00  84% | $403,188.50  16% |
| Planning Grant  % of YHDP Funding | $155,889  3% | |
| Administration[[1]](#footnote-1) | $192,456.09 | $36,653.50 |
| Operating[[2]](#footnote-2) | $75,000.91 | - |
| Rental Assistance[[3]](#footnote-3) | $1,090,000.00 | - |
| TH Leasing (site based and hotel/motel)[[4]](#footnote-4) | $394,260.00 | - |
| Supportive Services[[5]](#footnote-5)  (includes staff and services) | $363,250.00 | $364,500.00 |
| HMIS[[6]](#footnote-6) | $2,050.00 | $2,035.00 |
| Acquisition/Rehab/ Construction | $0 | $0 |
| Guiding Principles | Equity, Positive Youth Development, Trauma Informed Care, Family Engagement, Unsheltered homelessness, individualized and client-driven support, Youth Choice, Housing First, Social and Community Integration, Coordinated Entry, Educational Partnerships | Equity, Positive Youth Development, Trauma Informed Care, Family Engagement, Unsheltered homelessness, individualized and client-driven support, Youth Choice, Housing First, Social and Community Integration, Coordinated Entry, Educational Partnerships |
| Supportive Services | Annual assessment  Case management  Childcare  Moving costs  Case management  Education services  Job training  Food  Housing search & counseling services  Legal services  Life skills  Mental health services  Outpatient  Outreach services  Substance abuse prevention services  Transportation  Utility Deposits | Annual assessment  Case management  Childcare  Moving costs  Case management  Education services  Job training  Food  Housing search & counseling services  Legal services  Life skills  Mental health services  Outpatient  Outreach services  Substance abuse prevention services  Transportation  Utility Deposits |

1. <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/project-administration/> [↑](#footnote-ref-1)
2. <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/operating-costs/> [↑](#footnote-ref-2)
3. <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-rental-assistance/> [↑](#footnote-ref-3)
4. <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/leasing/> [↑](#footnote-ref-4)
5. <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/supportive-services/> [↑](#footnote-ref-5)
6. <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/hmis/> [↑](#footnote-ref-6)