Youth Homelessness Demonstration Program

Request for Proposals

PART 2C: JOINT TRANSITIONAL HOUSING / RAPID RE-HOUSING APPLICATION

January 7, 2019

|  |  |  |
| --- | --- | --- |
| Project Name: |  |  |
| Applicant Organization: |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Organization: | | | | | | | | |
| Executive Director/CEO: | | | | | | | | |
| Mailing Address: | | | | | | | | |
| Telephone: | | Fax: | | | | E-Mail: | | |
| Applicant Federal Tax ID Number: | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| Project Name: | | | | | | | | |
| Contact Person & Title: | | | | | | | | |
| Mailing Address, if different from above: | | | | | | | | |
| Telephone: | | Fax: | | | | E-Mail: | | |
|  | | | | | | | | |
| Project Partner: | | | | | | | | |
| Executive Director/CEO: | | | | | | | | |
| Mailing Address: | | | | | | | | |
| Telephone: | | Fax: | | | | E-Mail: | | |
| Project Partner: | | | | | | | | |
| Executive Director/CEO: | | | | | | | | |
| Mailing Address: | | | | | | | | |
| Telephone: | | Fax: | | | | E-Mail: | | |
|  | | | | | | | | |
| Budget Summary: | | | | | | | | |
| *Funds Request:* | | | | |  | |  |  |
| Match (Cash): | | | | |  | |  |  |
| Match (In-Kind) | | | | |  | |  |  |
| Other: | | | | |  | |  |  |
| TOTAL PROJECT BUDGET: | | | | |  | |  |  |
|  | | | | |  | |  |  |
|  |  |  | | |  | |  |  |
| To the best of my knowledge and belief, the information contained in this application is true and correct. This document has been duly authorized by the governing body of the applicant organization to comply with the required assurances if the application is approved. If selected, we affirm that we will abide by locally-established coordinated entry policies, Homeless Management Information System requirements, CSB’s Partner Agency Standards, Columbus and Franklin County HEARTH Policies and Procedures, HUD Regulation 24 CFR Part 578, and the program structure proposed in this application. We confirm that we will work with the Youth Core Team, Youth Action Board, Continuum of Care, and CSB on program implementation consistent with the Coordinated Community Plan to Prevent and End Homelessness for Youth. | | | | | | | | |
|  | | |  |  | | | | |
| Applicant Executive Director/CEO | | |  | Title | |  | |  |
|  | | |  |  | | | | |
| Name |  | |  | Date | |  | | |
|  |  | |  |  | |  | |  |

**Address all questions listed below. The entire application should not exceed 25 pages**,excluding any documentation attached for question 4. Please do not attach additional materials, beyond the requested documentation for question 4**.**

1. **Describe your experience (if any) in effectively utilizing federal funds and performing the activities proposed in the application,** given funding and time limitations. Describe why you are the appropriate entity(ies) to receive funding. Provide examples that illustrate your experience and expertise in the following: (1) working with and addressing the target population(s) identified housing and supportive service needs; (2) developing and implementing relevant programs and services; (3) identifying and securing matching funds from a variety of sources; and (4) managing basic organization operations including financial accounting systems.
2. **Describe your experience (if any) in leveraging other Federal, State, local and private sector funds.** Include experience with leveraging federal, state, local, and private sector funds.
3. **Describe your basic organization and management structure.** Include evidence of internal and external coordination. Include organization and management structure.
4. **Describe your organization’s financial capabilities, financial accounting system, and internal financial controls.** For organizations not currently funded by CSB, attach the following documents to the proposal: 1) 501(c)3 letter from the IRS; 2) registration with the Ohio Secretary of State; 3) Board of Trustees roster with employers, relevant experience, and tenure with the Board; and 4) most recent audit and 990.
5. **Do you have any unresolved monitoring or audit findings for any HUD or other federal grants?** If so, describe the findings.
6. **Provide a description that addresses the entire scope of the proposed project:** Provide a detailed description of the scope of the project including the target population(s) to be served, project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and the reason funding is required. Describe how the project will meet the characteristics included in the RFP under Program Specifications, including the proposed staff composition and their respective roles. The information applicants provide in this narrative must not conflict with information provided in other parts of the application.
7. **Describe your experience working with youth up to and including the age of 24.** If the project will have a specific youth sub-population focus, identify the sub-population and describe your experience working with this group.
8. **Describe your experience providing housing and/or housing assistance for people with unique needs and/or underserved populations.**
9. **Describe your experience helping youth or other populations obtain outcomes related to:**
   * Education & employment
   * Social, Emotional, and Physical Well-being
   * Permanent Connections
10. **Describe your organizational mission and how this project relates to your mission.**
11. **How many days from the execution of the grant agreement will you be able to begin program operations? Will it be feasible for the project to be under grant agreement by July 1, 2019? Provide an overall project timetable that includes key milestones related to project start-up, including key hires, participant housing and services, partnerships, other key activities, and related dates.**
12. **Describe how the project will implement a Housing First approach.** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). This approach quickly connects individuals and families experiencing homelessness to permanent housing with no barriers to entry (e.g., sobriety, treatment, or service participation requirements) and no preconditions (e.g., sobriety, income), and does not terminate program participants from the project for lack of participation in the program (e.g., supportive service participation requirements or rules beyond normal tenancy rules). Supportive services are voluntary but are offered to maximize housing stability and prevent returns to homelessness.
    * Describe how the project will quickly move participants into permanent housing?
    * Describe how the project will ensure that participants are not screened out based on (1) having too little or little income; (2) active or history of substance use; (3) having a criminal record with exceptions for state-mandated restrictions; and 4) history of victimization (e.g., domestic violence, sexual assault, childhood abuse)?
    * Describe how the project will ensure that participants are not terminated from the program for (1) failure to participate in supportive services–not including case management that is for the purposes of engagement only; (2) failure to make progress on a service plan; (3) loss of income or failure to improve income; and (4) any other activity not covered in a lease agreement typically found in the project’s geographic area?
13. **Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation?** If yes, explain how and why the project will implement this requirement. For the RRH portion, programs may only require program participants to live in a specific area and in a specific structure only where it is necessary to facilitate the coordination of supportive services.
14. **Will more than 16 persons live in one structure?** If yes, describe the local market conditions that necessitate a project of this size. Describe how the project will be integrated into the neighborhood.
15. **Describe how you will ensure children or youth are enrolled in school and connected to the appropriate services within the community.**
16. **Describe how participants will be assisted to obtain and remain in permanent housing.** Describe how the project applicant plans to help program participants move into permanent housing and how the plan ensures program participants stabilize and remain in permanent housing. An acceptable response will acknowledge the needs of the target population and include plans to address those needs through current and proposed case management activities and the availability and accessibility of supportive services such as housing search, primary health services, mental health services, educational services, employment services, life skills, child care services, etc. If participants will be housed in units not owned or operated by the applicant, the narrative should also describe: (1) how the project will identify appropriate units; (2) the project’s established arrangements with homeless services providers; and (3) how the project will engage landlords
17. **Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently.** Describe: (1) how the project will help program participants obtain income (e.g., access to employment programs and educational opportunities); (2) how the supportive services provided will lead directly to program participants gaining employment, accessing SSI, SSDI, or other mainstream income streams; and (3) how the requested funds will contribute to program participants becoming more independent.
18. **Describe the supportive services that will be available to participants, who will provide them, where and how often they will be provided.**
19. **List key partnerships with community providers and the services they will provide for program participants.**

|  |  |  |
| --- | --- | --- |
| **Agency/Organization** | **Program** | **Services** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Describe how you will motivate and engage program participants throughout the duration of programming.** An acceptable response will acknowledge the needs of the target population and include plans to address those needs through current and proposed peer supports, community connections, and participant-led activities.
2. **Describe how you will locate diverse housing options for youth who may lack a rental history, have a criminal record, have past evictions, etc.**
3. **Describe the supports and options that will be provided to youth who are unsuccessful that will ensure they do not continue to return to homelessness.**
4. **Describe how you will provide transportation assistance to participants to attend mainstream benefit appointments, employment training, or jobs.**
5. **Describe how you will provide at least annual follow-ups with participants to ensure mainstream benefits are received and renewed?**
6. **Describe how participants will have access to SSI/SSDI technical assistance. Do you have staff that has completed SOAR training in the past 24 months?**

**HOUSING – Describe the proposed housing for the project where participants will live once housed with project assistance via tenant-based rental assistance (TBRA).** Enter the estimated point-in-time number of units/beds the project will support with TBRA once fully operational, keeping in mind some proportion of active participants will be homeless on any given day. *The categories below are not mutually exclusive.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Housing type** | **Number of TH units** | **Number of TH beds** | **Number of RRH units** | **Number of RRH beds** |
| Barracks  *Large room with multiple beds* |  |  |  |  |
| Dormitory  *Shared or private sleeping rooms; share a common kitchen, bathrooms, or both* |  |  |  |  |
| Shared housing  *Two or more unrelated people share a house or an apartment* |  |  |  |  |
| Single room occupancy  *Private sleeping or living room which may contain a private kitchen and bath, or shared, dormitory style facilities* |  |  |  |  |
| Clustered apartments  *Self-contained housing unit located within a building or complex that houses both persons with special needs and persons without special needs* |  |  |  |  |
| Scattered-sites apartments, including efficiencies  *Self-contained apartments scattered throughout the community* |  |  |  |  |
| Single family homes / townhouses / duplexes  *Self-contained homes located throughout the community* |  |  |  |  |
| **TOTAL** |  |  |  |  |

**PROJECT PARTICIPANTS**

Describe the number of persons you are proposing to serve.

|  |  |  |
| --- | --- | --- |
| **Household Type** | **Point-in-Time** | **Annual Total** |
| Households with youth ages 18-24 and at least one child under 18 |  |  |
| Households with youth ages 18-24 without children under 18 |  |  |
| Households with only unaccompanied children under 18 |  |  |

Estimate the characteristics of the persons you are proposing to serve.

|  |  |  |
| --- | --- | --- |
| **Household Type** | **Point-in-Time** | **Annual Total** |
| Chronically homeless non-Veterans |  |  |
| Chronically homeless Veterans |  |  |
| Non-chronically homeless Veterans |  |  |
| *The 3 categories above are mutually exclusive. The categories below are not mutually exclusive.* | | |
| Chronic Substance Abuse |  |  |
| Persons with HIV/AIDS |  |  |
| Severely mentally ill |  |  |
| Survivors of domestic violence (including survivors of human trafficking, sexual assault, stalking, and dating violence) |  |  |
| Developmental disability |  |  |
| Physical disability |  |  |
| Persons not represented above |  |  |

Estimate where program participants will come from. The percentage column should add up to 100%.

|  |  |
| --- | --- |
| **Location** | **Percentage** |
| Directly from the street or other locations not meant for human habitation |  |
| Directly from emergency shelters (including domestic violence shelters) |  |
| Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing |  |
| Persons fleeing domestic violence |  |
| Directly from transitional housing |  |
| Persons receiving services through a Department of Veterans Affairs(VA)-funded homeless assistance program. |  |

1. **Complete the following chart, including both operations and supportive services staff, for the proposed project.** Supportive services staff is defined as all staff members who work directly with participants to meet goals (e.g., case managers, case aides, engagement specialists, youth advocates). Operations staff is defined as all staff members who do not work directly with participants to meet goals (e.g., administrators, maintenance, finance, front desk staff).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Shift** | | **Second Shift** | | **Third Shift** | |
| **Supportive Services Staff on-site** | | | | | |
| # of staff | # of FTE | # of staff | # of FTE | # of staff | # of FTE |
|  |  |  |  |  |  |
| **Operations Staff on-site** | | | | | |
| # of staff | # of FTE | # of staff | # of FTE | # of staff | # of FTE |
|  |  |  |  |  |  |

1. **Describe the specific training that will be provided to program staff prior to engagement with youth, including specific topics and how staff will be trained.**
2. **Describe the ongoing staffing and onboarding plan that will assure continuity of care and full staffing throughout the duration of the project, including staff recruitment, onboarding, coverage, and other staffing practices.**
3. **Explain your plan for how direct client service productivity will be documented by each member of the team, and how management will assure productivity standards are continually monitored and achieved.**
4. **Describe your Quality Assurance (QA) process, including what is measured, feedback mechanisms, and how that information is reported.**
5. **Describe how youth are and will be involved in QA and continuous improvement efforts.** Describe how participants will be engaged to provide regular feedback on their satisfaction with project quality, responsiveness and effectiveness. Include how current and former participants will provide input in ongoing project improvement.
6. **Does this project propose to allocate funds according to an indirect cost rate?** If yes, provide the rate. Has this rate been approved by your cognizant agency? Do you intend to use the 10% *de minimis* rate?

**Enter the quantity, detail, and total budget request for each cost being requested for a two year grant period.**

**LEASING – Transitional Housing only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Size** | **Number of Units** | **FMR** | **Cost (units x FMR)** |
| Single-room occupancy |  | $482 | $ |
| 0-bedroom (efficiency) |  | $643 |  |
| 1-bedroom |  | $761 |  |
| 2-bedroom |  | $957 |  |
| 3-bedroom |  | $1,225 |  |
| 4-bedroom |  | $1,424 |  |
| **TOTAL** | | |  |

**RENTAL ASSISTANCE (tenant-based) – Rapid Re-Housing only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Size** | **Number of Units** | **FMR** | **Cost (units x FMR)** |
| Single-room occupancy |  | $482 | $ |
| 0-bedroom (efficiency) |  | $643 |  |
| 1-bedroom |  | $761 |  |
| 2-bedroom |  | $957 |  |
| 3-bedroom |  | $1,225 |  |
| 4-bedroom |  | $1,424 |  |
| **TOTAL** | | |  |

**SUPPORTIVE SERVICES – both Transitional Housing and Rapid Re-Housing**

|  |  |  |
| --- | --- | --- |
| **Eligible Costs** | **Request** | **Detail** |
| Assessment of service needs | $ |  |
| Assistance with moving costs |  |  |
| Case management |  |  |
| Child care |  |  |
| Education services |  |  |
| Employment assistance |  |  |
| Food |  |  |
| Housing/counseling services |  |  |
| Legal services |  |  |
| Life skills |  |  |
| Mental health services |  |  |
| Outpatient health services |  |  |
| Outreach services |  |  |
| Substance abuse treatment services |  |  |
| Transportation |  |  |
| Utility deposits |  |  |
| Operating costs |  |  |
| **TOTAL** |  |  |

\*Operating costs are the costs for a facility that is used to provide supportive services for program participants. Maintenance, building security, furniture, utilities, and equipment are the only allowable costs.

**OPERATING – Transitional Housing only**

|  |  |  |
| --- | --- | --- |
| **Eligible Costs** | **Request** | **Detail** |
| Maintenance and repair | $ |  |
| Property taxes and insurance |  |  |
| Replacement reserve |  |  |
| Building security |  |  |
| Electricity, gas, and water |  |  |
| Furniture |  |  |
| Equipment |  |  |
| **TOTAL** |  |  |

**FUNDING SUMMARY**

|  |  |
| --- | --- |
| Leasing | $ |
| Rental Assistance |  |
| Supportive Services |  |
| Operating |  |
| Administrative costs (up to 7%) |  |
| Funding request |  |
| Match (at least 25%) |  |
| **TOTAL** |  |

1. **Will this project generate program income as described in 24 CFR 578.97 that will be used as match?** Briefly describe the source of program income and estimate the amount of program income that will be used as match.
2. **How will you meet the 25% match requirement?** Describe each source of match funds, how much each source will provide, whether the match is cash or in-kind, and the specific use of cash or in-kind funds for eligible program activities. Applicants are encouraged to include match above HUD’s minimum 25% requirement.