



Tucson Pima Collaboration
To End Homelessness

YOUTH HOMELESSNESS DEMONSTRATION PROJECT (YHDP)

Request for Proposals
Pre-Proposal Bidders Conference
May 1, 2020

WEBINAR AGENDA

1. YHDP Overview and Background
2. Core Elements: Equity & Youth Leadership
3. Funding Opportunity
4. Application Instructions
5. Project Budgets
6. Application Review and Selection
7. Tips for Successful Applications
8. Q&A

TUCSON/PIMA COUNTY YHDP OVERVIEW

- On August 29, 2019, HUD awarded \$4.558M to Tucson/Pima County through the Youth Homelessness Demonstration Project (YHDP).
- Tucson/Pima County joined 22 other communities selected in 2019 to create a coordinated community response to prevent and end homelessness among unaccompanied and pregnant and parenting youth.
- YHDP Planning was led by Our Family Services, City of Tucson, and TPCH Youth Action Committee.
- TPCH stakeholder groups spent six months developing a Coordinated Community Plan (CCP) to Prevent and End Youth Homelessness in Tucson/Pima County.
- The CCP provides a roadmap for the Tucson/Pima County YHDP and identifies the types of projects to be funded through YHDP resources along with expectations of programs to be funded.
- Several innovative projects have been identified as priorities for funding based on existing gaps and needs



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BACKGROUND

COORDINATED COMMUNITY PLAN

- Outlines shared vision and guiding principles for the YHDP initiative.
- Identifies special populations for which targeted services must be made available through all YHDP projects.
- Provides current data on incidence and experience of youth experiencing homelessness and estimates of the number of youth experiencing or at risk of homelessness in Pima County.
- Outlines YHDP goals, objectives, and 3-5 year action plan to reduce or end youth homelessness in Pima County.
- Identifies cross-sector system partners and commitments to YHDP initiative.
- Outlines YHDP projects types to be funded and population(s) to be served in each project type.
- Establishes governance process for YHDP decision-making.
- Provides a framework for Continuous Quality Improvement strategies.

COMMUNITY PARTNERS EQUITY AFFORDABLE HOUSING EDUCATION & EMPLOYMENT CHOICE COORDINATED ASSESSMENT YOUTH POWER HARM REDUCTION



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COORDINATED
COMMUNITY PLAN TO
PREVENT AND END
YOUTH HOMELESSNESS

PIMA COUNTY, ARIZONA
MARCH 2020

LEADERSHIP OPPORTUNITY SUPPORT FAMILY & FRIENDS
EMPOWERMENT
TUCSON PIMA COLLABORATION TO END HOMELESSNESS

Download at www.tpch.net/youth

YHDP SHARED VISION

We envision communities and systems throughout Tucson/Pima County in which the **causes of youth homelessness are disrupted** and its **solutions are permanent**. This requires **radical systems change** built on **intersectional equity** and **youth power**. In these systems, young people drive **individual housing solutions** and hold **equal power** at all levels of community decision-making.

YHDP GUIDING PRINCIPLES

- Core Outcomes: Stable Housing, Permanent Connections, Education/Employment, Social/Emotional Well-being
- Focus on Special Populations: LGBTQ+ Youth, Youth of Color, Non-Citizen Youth, Unaccompanied Minors, Pregnant and Parenting Youth, Youth Involved in Justice and Child Welfare Systems, Survivors of Human Trafficking and Sexual Exploitation
- Equity
- Positive Youth Development & Trauma-Informed Care
- Family Engagement
- Youth Choice
- Individualized and Youth-Driven Support
- Social and Community Integration
- Coordinated Entry for Youth
- Data-Driven Decisions and Solutions



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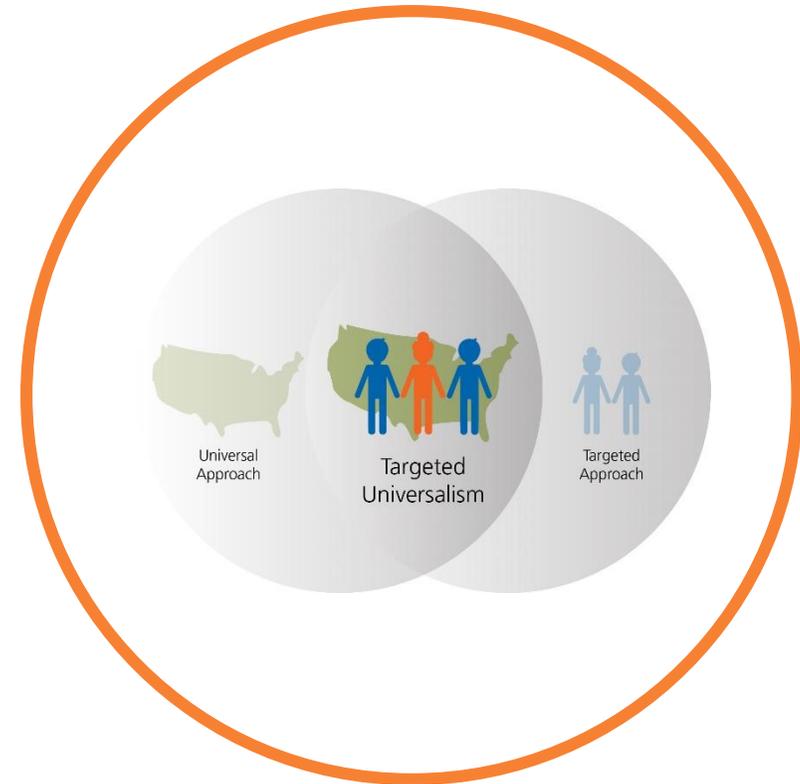
Core Elements

Equity & Youth Leadership

TARGETED UNIVERSALISM

TPCH's Targeted Universalism approach is grounded on the **universal goals** of housing stability, financial security, social connectedness, and well-being. It acknowledges that **strategies to achieve these goals may vary by subpopulation and individual.**

Project strategies must be **intentionally and proactively developed** to produce **equitable results** for all subpopulations of youth.



*There is a significant difference between “all are welcome here”
and “this was created with you in mind”.*

YOUTH VOICE & POWER

The YHDP initiative is a collaborative effort that engages a wide range of stakeholders and centers the voices and leadership of young people with expertise in homelessness gained through lived experience.

Youth must be at the decision-making table in all aspects of YHDP project planning, implementation, and evaluation.





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FUNDING OPPORTUNITY

FUNDING AVAILABILITY

Project Type	YHDP Available Amount (2 Years)	Eligible for Annual Renewal
Peer Outreach, Engagement, & Advocacy	\$156,000	\$78,000
Navigation & Case Management	\$250,000	\$125,000
Diversion Services	\$422,671	\$211,335
Education & Employment Services	\$125,000	\$62,500
Crisis Transitional Housing (Site-Based)	\$720,000	\$360,000
Rapid Rehousing	\$1,930,000	\$965,000
Permanent Supportive Housing	\$504,000	\$252,000

RFP TIMELINE

All times listed are in Arizona time. Late submissions will not be accepted unless approved by the TPCH Board and Youth Action Committee. This timeline is subject to change.

April 24, 2020	YHDP Request for Proposal Released
May 1, 2020: 1pm-3pm	Pre-Proposal Bidders Conference
May 5, 2020: 1pm-3pm	Collaboration Roundtable
May 8, 2020	Requests for Collaborative Applicant review and application technical assistance due to tpch@tucsonaz.gov.
May 20, 2020: 12:00pm (Noon)	Project applications due to tpch@tucsonaz.gov .
June 1-2, 2020: 2pm-7pm	Virtual Site Visit with Review Panel and TPCH Youth Action Committee
June 10, 2020	Grant Decisions Announced
June 19, 2020	Draft Federal applications due in e-snaps or to tpch@tucsonaz.gov .
June 29, 2020	Final Federal applications due in e-snaps.

Applicant questions & answers posted to document library on TPCH YHDP funding competition page weekly.

ELIGIBLE PROJECT TYPES

TPCH is seeking applicants to implement 7 project types:

1. **YHDP Peer Outreach, Engagement, and Advocacy project(s)** will engage youth ages 24 and younger in paid part-time or full-time employment and/or AmeriCorps positions to conduct community outreach and provide peer mentoring, advocacy, support, social/recreational activities, service linkages, and skill development.
2. **YHDP Navigation project(s)** will partner with the TPCH Tucson/Pima Coordinated Entry project to deliver housing and service navigation for youth experiencing homelessness and referred by the TPCH Coordinated Entry system. Project will be implemented in tandem with and operated in accordance with the requirements and processes of the TPCH Tucson/Pima Coordinated Entry project.
3. **YHDP Diversion project(s)** will provide problem-solving, housing stabilization resources, and flexible fund assistance to divert persons at risk of or experiencing homelessness away from longer-term housing services by leveraging mainstream resources and youths' family and social networks. The majority of project funds should be used to establish a flexible fund pool to assist with rental applications, deposits, transportation, host homes, and other eligible supportive service costs to prevent or rapidly resolve housing crises.

ELIGIBLE PROJECT TYPES CONTINUED

- 4. The Education and Employment Services project** will provide liaison and linkage services to support educational attainment and employment success among youth experiencing unsheltered and sheltered homelessness including youth in transitional and permanent housing programs or receiving diversion services. The project must include a minimum of 1.0 FTE dedicated professional staffing (paid through YHDP and/or match funds) to aid youth in navigating existing educational and employment resources.
- 5. The Crisis Transitional Housing project** will be delivered in a 4-bedroom congregate housing facility owned by the City of Tucson with potential for 2 additional bedrooms. The Crisis Transitional Housing project will provide short-term crisis transitional housing for youth referred through the TPCH Coordinated Entry system who are awaiting referral to permanent housing programs and/or able to rapidly resolve their homeless situation with limited housing assistance.

ELIGIBLE PROJECT TYPES CONTINUED

- 6. YHDP Rapid Rehousing Project(s)** will provide sponsor-based, project-based, or tenant-based rental assistance and supportive services for unaccompanied and pregnant/parenting youth. Rapid rehousing services should be provided only for the period of time needed to achieve long-term stability and cannot exceed 24 months unless an exception is granted by HUD.
- 7. YHDP Permanent Supportive Housing project(s)** will provide non-time limited housing and supportive services for youth ages 18-24 with a qualifying disability who meet HUD's chronic homelessness or Dedicated Plus eligibility requirements. While non-time limited, Permanent Supportive Housing services should be provided only for the length of time needed to achieve long-term housing stability.

COLLABORATION

Agencies are **strongly encouraged to collaborate** on applications that leverage expertise and resources of multiple organizations to provide high-quality services that incorporate **targeted strategies** for serving all populations of youth within 100 days of grant agreement.

Collaborative applications should clearly demonstrate how agencies will **coordinate services** and appropriate plans for **subrecipient oversight** by the applicant agency.



YHDP Collaboration Roundtable: May 5, 2020 - 1pm-3pm

Register by visiting the YHDP funding competition page at www.tpch.net.



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APPLICATION INSTRUCTIONS

KEY PROJECT APPLICATION REQUIREMENTS

- **Eligible applicants:** Nonprofits, local governments.
Partnerships/ collaborations encouraged!!
- **Grant term:** 2 years, renewable through the CoC on one-year terms. Projects must be at full capacity within 100 days of grant agreement.
- **Match:** 25% (except leasing)
- **Target population:** Unaccompanied and pregnant/parenting youth and young adults under age 25 experiencing HUD Category 1, 2, or 4 homelessness.
- **Additional requirements:** HMIS, Positive Youth Development, Trauma Informed Care, Housing First, Coordinated Entry, Youth SPDAT, etc. as outlined in the CCP.
- **Combining project types:** Multiple Supportive Services Only project types can be included in one application; however, the number of persons served and budget allowance for each project type must be followed. The Crisis Transitional Housing project type may be combined with the Rapid Rehousing project type to form a joint Transitional Housing-Rapid Rehousing project.
- **Multiple applications:** Applicants may submit multiple applications in different project types. Agencies may not submit multiple applications in the same project type. Subrecipients may be included in multiple applications for the same and different project types.

SUBMISSION REQUIREMENTS

All required forms can be downloaded at www.tpch.net/youth. Applications must be emailed to tpch@tucsonaz.gov and be received no later than 12pm (noon) Arizona time on May 20, 2020.

Application File 1: Must be provided as one PDF document and named per instructions in the Request for Proposals.

- Completed application cover page (1 page)
- Completed subrecipient information sheets, if applicable (1 page per subrecipient)
- Completed project narrative (no more than 20 pages)
- Completed project budget
- IRS designation letter for applicant and all subrecipient agencies
- Signed YHDP Certifications
- SAM registration screenshot
- Signed match commitments totaling 25% of all requested funds except for leasing funds.
- Federally Negotiated Indirect Cost Rate Agreement (NCRA), if applicable

Application File 2: Most recently audited financial statements (including single audit if applicable) and named per instructions in the Request for Proposals.

ADDITIONAL REQUIREMENTS

E-SNAPS APPLICATIONS

Projects selected for YHDP funding by TPCH will be required to submit a Federal application in the HUD e-snaps system no later than June 29.

Collaborative Applicant staff are able to assist with the completion of e-snaps applications; however, all project applicants are expected to have personnel with project knowledge and final authority available to prepare and approve e-snaps applications during the month of June 2020

COOPERATIVE AGREEMENT

Projects selected for YHDP funding by TPCH will be required to enter into a Cooperative Agreement with TPCH for the purposes of the YHDP project(s) funded. The Cooperative Agreement acknowledges that the project will be required to participate in YHDP on-going performance evaluation, improvement, and community coordination. YHDP project rules, eligibility requirements, and participant requirements, as well as significant changes from the project application, are subject to approval by the TPCH Youth Action Committee and YHDP Operations Team.



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PROJECT BUDGETS

YHDP ELIGIBLE COSTS

RENTAL ASSISTANCE

Rental assistance is used to fund leases in participant's own names (not units leased by agencies) and requires participant contribution toward rental payments based on income. Rental assistance is calculated at the area's Fair Market Rent rates and adjusted annually based on changes in the local FMR.

Eligible YHDP Projects: Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH) projects.

LEASING

Leasing is used when units in which participants reside are leased by the agency. Agencies must then execute subleases or occupancy agreements with participants. Leasing funds may be budgeted at Fair Market Rent rates and/or at Actual Rent cost if the agency is leasing units below cost and knows the cost. Leasing funds are not subject to the 25% match commitment and can be used to lease single or multiple units at one or different locations.

Eligible YHDP Projects: Permanent Supportive Housing (PSH)

YHDP ELIGIBLE COSTS - CONTINUED

SUPPORTIVE SERVICES

Includes the costs of providing eligible supportive services for project participants (i.e. cost of staffing, space, supplies, utilities, and service delivery). Eligible costs associated with operating supportive services facilities can be included under the Supportive Services – Operating Costs budget line.

- 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

Eligible YHDP Project Types: All projects

YHDP ELIGIBLE COSTS - CONTINUED

OPERATING COSTS

Funds the operations of physical facilities in which participants reside if those costs are not covered under the lease agreement. Operating costs cannot be combined with Rental Assistance (except in the case of a Joint Transitional Housing – Rapid Rehousing project). Operating Costs cannot be used to fund the cost of operations at supportive services facilities (more on that on next slide).

Eligible YHDP Projects: Permanent Supportive Housing (if leasing is used) and Crisis Transitional Housing projects.

HMIS

HMIS costs are used to support the project's participation in the Tucson/Pima County Homeless Management Information System (or use of a comparable database in the case of victim service providers). All projects must participate in the HMIS and account for associated costs in the project budget if not already participating.

Eligible YHDP Projects: All Projects

YHDP ELIGIBLE COSTS - CONTINUED

ADMIN COSTS

Projects are eligible to recover up to 10% of direct project costs in administrative expenses including project management and oversight, financial/accounting, human resources, and/or indirect costs associated with the delivery of the project (if the agency has a federally-negotiated indirect cost rate agreement with a cognizant Federal agency. Unrecuperated administrative/indirect costs above 10% can be included as match (consult with Collaborative Applicant for direction on match letter requirements for this use).

Eligible YHDP Projects: All projects.

MATCH REQUIREMENTS

- **Applicants must commit 25% matching funds to the project (except for leasing funds).** Match funds can be from private sources (i.e. donations, foundations) or state/local/Federal government as long as those government sources do not prohibit their use as match to a Federal grant program.
 - *Special considerations apply when using HUD Emergency Solutions Grant (ESG) funds as match to CoC/YHDP projects. Consult with TPCH Collaborative Applicant for more information.*
- Match may be cash (grant or fundraised dollars used on eligible project costs) or in-kind (eligible donated space, supplies, services provided to participants).
 - *In-kind match provided by a third party must be firmly committed for the project. A Memorandum of Agreement will be required prior to grant award by HUD.*
- Match funds must be **firmly committed** at the time of application and documented using the letter of commitment template available on the YHDP funding competition page at www.tpch.net.
- Project income may be used as match for housing projects in which participants pay rental contributions directly to the program (not if rental contributions are paid by participant to the landlord).
- Unrecovered administrative and indirect costs are eligible to be used as match if indicated on the match commitment letter **AND** those costs are directly allocated to project (direct administrative) or the agency has a federally negotiated indirect cost rate included in the project application.



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APPLICATION REVIEW & SELECTION

APPLICATION REVIEW PROCESS

STEP 1: TPCH Collaborative Applicant will review all applications for completeness and eligibility of budget and activities. If minor errors/omissions are found, applicants will be notified and will have 1 business day to provide corrected materials. ***The determination of a minor omission is at the discretion of the Collaborative Applicant. Incomplete Project Narratives or missing budgets will not be considered minor and will not be returned for correction.***

STEP 2: The YHDP Review Panel, comprised of 3 young people and 2 non-conflicted older adult allies, will review and score all project applications.

STEP 3: The YHDP Review Panel and TPCH Youth Action Committee will conduct virtual site visits with qualified applicants during the first week of June.

STEP 4: The YHDP Review Panel will issue funding recommendations to the TPCH Youth Action Committee and TPCH Board for approval.

NOTE REGARDING APPEALS: YHDP funding decisions approved by the TPCH Youth Action Committee and TPCH Board of Directors are final and not subject to appeal.

SITE VISITS

Each qualified applicant will have the opportunity to participate in a 30-minute site visit with YHDP Review Panel members and the TPCH Youth Action Committee. Site visits will occur June 1 and June 2 between 2pm and 7pm. Site visits will be scheduled by the TPCH Collaborative Applicant upon receipt of an eligible application.

SITE VISIT AGENDA

- 10 minutes for applicant and subrecipients to present an overview of the project. Include project design, budget, youth voice and collaboration, and special project considerations regarding equity and service to special populations identified in the CCP
- 20 minutes for questions from Review Panel and Youth Action Committee members.

SITE VISIT DO'S AND DON'T

- **Do** include staff who can speak to the budget and project in detail.
- **Do** have a representative from each subrecipient participate in the site visit.
- **Don't** include general agency promotional information or testimonials from program participants in your site visit.

COC APPLICATION SCORING MAXIMUM 225 POINTS

Project Description (40 points)

Annual and Point in Time Capacity (10 points)

Supportive Services for Participants (30 points)

Applicant and Subrecipient Capacity (20 points)

Core Principles (35 points)

Staffing Plan (25 points)

Continuous Quality Improvement (15 points)

Project Budget (15 points)

Participation in Pre-Proposal Orientation Sessions (5 points)

Site Visit (30 points)



195 Points for Application

**30 Points for Youth Evaluation of
Site Visit**

See RFP Appendix B for Details



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Wrapping Up: Application Tips, Q&A

TIPS FOR A SUCCESSFUL APPLICATION

- Review the Coordinated Community Plan and Request for Proposals thoroughly. Align your application to the CCP vision, principles, and goals.
- Fully engage youth *from the start* – build your application and project with young people at the table. Demonstrate solid plans to engage youth in project implementation and evaluation (employees, fair stipends, etc.)
- Clearly articulate how the project will increase equity in housing and service outcomes for youth of color, LGBTQ+ youth, and other special populations. Identify the specific strategies the project will employ to do so.
- **Make use of Collaborative Applicant project/budget review and technical assistance. Email tpch@tucsonaz.gov by May 8 to schedule.**
- **Collaborate!** Leverage the expertise of partner agencies to develop high-quality, innovative solutions.





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Questions and Answers

View all the YHDP application resources at www.tpch.net/youth.
Email follow-up questions to tpch@tucsonaz.gov.



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Thank You!