



**Request for Proposals:**  
**Maine Youth Homelessness Demonstration Program**

**SCHEDULE**

**Issued: February 12, 2021**

**Deadline for Questions: March 12, 2021**

**Deadline for Submitting Proposals: March 26, 2021 5:00 p.m. ET**

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Acronym	
CCP	Coordinated Community Plan
CE	Coordinated Entry
COC	Continuum of Care
DHHS	Department of Health and Human Services
HMIS	Homeless Management Information System
HOME	Housing and Opportunity for ME
HUD	United States Department of Housing and Urban Development
MCOCC	Maine Continuum of Care
NOFA	Notice of Funding Availability
PYD	Positive Youth Development
RFP	Request for Proposal
RRH	Rapid Re-Housing
TH	Transitional Housing
TIC	Trauma Informed Care
YAB	Youth Action Board
YHDP	Youth Homelessness Demonstration Program
YYA	Youth and Young Adults

## A. Purpose

### I. Purpose of Request for Proposal:

MaineHousing and the Maine Continuum of Care (MCOCC) are jointly seeking qualified applicants to administer Youth Homelessness Demonstration Program funded projects in accordance with the regulations established by the U.S. Department of Housing and Urban Development (HUD). Applicants must demonstrate a history of providing services to people experiencing homelessness, especially youth and young adults. Maine has developed a coordinated community plan called Housing and Opportunity for ME (HOME). HOME provides a framework that addresses system level goals to end and prevent youth and young adults from experiencing homelessness.

### II. Background

HUD selected the State of Maine – through its Continuum of Care (COC)<sup>1</sup> - as a Youth Homelessness Demonstration Program (YHDP) community in August 2019. YHDP selection included \$3.35 Million for project funding and technical assistance support from the federal government; and it required a wide range of Maine stakeholders, including young people with lived experience of homelessness, to

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<sup>1</sup> A Continuum of Care (COC) is the group of people organized to carry out HUD’s COC Program and responsible for preventing and ending homelessness in their community. It is composed of a broad range of representatives of organizations and stakeholder groups, including nonprofit homelessness providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and importantly, people with lived experience of homelessness. Each COC designates a lead agency (“collaborative applicant”) responsible for day-to-day COC operations, reporting to HUD, coordinating local programs, and applying to HUD for funding. MaineHousing is the lead agency for Maine’s statewide Continuum of Care. You can learn more about the COC Program and responsibilities of a COC here:

<https://www.hudexchange.info/programs/coc/>

develop and implement a Coordinated Community Plan (CCP) for preventing and ending youth and young adult (YYA) homelessness.

HOME outlines the ambitious goals, objectives and action steps necessary to prevent and end homelessness among YYA in Maine. It includes strategies that Maine will fund using the YHDP award from HUD.

### III. Shared Vision

HOME envisions a world in which the experience of homelessness for YYA in Maine is rare; but when it occurs it is brief and one time. All services YYA receive are trauma informed and accessible to all populations of YYA who experience homelessness. Services should be brought to the individual and efforts should be made to help people in their communities of choice.

Maine will target resources to projects providing ***stable housing, employment and education, permanent connections to caring adults, and social & emotional wellbeing***. It will ensure that basic needs, including transportation, are met and engage both traditional providers and other community partners to better identify YYA needs and support YYA no matter where they reside.

#### Four Core YHDP Outcomes:

<i>Stable Housing</i>	A safe and reliable place to live and call home.
<i>Permanent Connections</i>	Ongoing attachments to family, peers, school, communities, and other positive social connections.
<i>Education and Employment</i>	Starting and maintaining a high level of performance in educational, training, and employment opportunities.
<i>Social and Emotional Well-Being</i>	Development of attitudes and behaviors that help a young person avoid unhealthy risks and find success in school, employment, relationships, and community.

### IV. Maine’s YHDP System-Level Goals

Maine will achieve its vision by focusing on the six following goals:

- **Goal #1:** Identify All Unaccompanied YYA Experiencing Homelessness
- **Goal #2:** Prevent and Divert Homelessness Whenever Possible by Providing Immediate Access to Low-Barrier Crisis Housing Services to YYA Who Need and Want it.
- **Goal #3:** Use the Coordinated Entry Process to Link YYA Experiencing Homelessness to Housing and Services Solutions Tailored to Their Needs
- **Goal #4:** Assist YYA to Swiftly Move to Permanent or Non-Time-Limited Housing Options with Appropriate Services and Supports

- **Goal #5:** Build Permanent Connections and Supports that Promote Self-Sufficiency and Social-Emotional Well-Being, including Educational and Employment Needs
- **Goal #6:** Create a sustainable system to continue ending and preventing YYA homelessness in Maine.

## B. Process

### I. Eligible Applicants

Eligible applicants for funding must be located or providing services in the State of Maine and serve people who are experiencing homelessness. They must be non-profit organizations, local and state government, or other public agencies (such as housing authorities). Applicants must also be in good standing with all other State and Federal funding sources.

The total budget for all projects included under this RFP is \$3,249,600 for two-year grant terms. Applicants may apply for one or more of the projects described under section C. of the RFP and must submit a separate narrative response and proposed budget for each project. Applicants may, and are encouraged to, apply as a partnership between multiple agencies with one agency designated as the lead agency. The application must clearly describe the partnership and role of each agency.

If selected, each project would be awarded for a minimum of two (2) years with the possibility of renewal through the FY2023 Maine COC Program competition<sup>2</sup>.

Funds awarded under this RFP can only be used to serve unaccompanied YYA through the age of 24 (i.e. 24 years, 364 days), including pregnant and parenting YYA, who meet the requirements of Category 1, 2, or 4 in HUD's Final Definition of Homeless. (see Appendix A)

### II. Commitment to Expanding Geography and Engaging New Partners

Maine is a large geographical state and includes vast areas where services are absent. Partners from rural areas have consistently reminded us that service delivery and coordination is challenging in communities far from population centers and that practical intervention options appear limited. This funding opportunity could serve to create new or enhance existing partnerships between agencies and begin to fill resource gaps that exist throughout the State.

YYA experiencing homelessness in rural communities are often still enrolled in school, connected with family, and want to stay where they are. Projects must ensure YYA have the option to stay connected with their families (when safe to do so), communities, and local support systems all across the State.

### III. Commitment to serving marginalized subpopulations

HOME recognizes that certain populations are more vulnerable to experiencing homelessness and experience different and often more severe outcomes than others. These populations include:

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<sup>2</sup> Renewals will be eligible for one-year grant terms, and so a \$100,000 grant awarded for 2-years under this RFP would be eligible to apply for a 1-year renewal under the FY 2023 CoC Program for \$50,000.

young people who have experienced trauma; young people impacted by poverty; young people in rural communities; young people of color; Lesbian, Gay, Bi-Sexual, Transgender and Queer (LGBTQ+) young people; young people impacted by human trafficking and exploitation; youth under 18 (“Minors”); young people from tribal communities; young people with disabilities; young people impacted by violence; young people experiencing substance use disorders; unaccompanied students enrolled in public schools; transition age youth served by group, congregate, and residential programs; refugee, asylee, and immigrant young people; and young people served by State Agencies responsible for Foster Care, Juvenile Justice, Adult Corrections, and Behavioral Health.

Applicants should consider the needs of these populations into account in project design and implementation.

#### IV. Project Descriptions and Award Amounts

On behalf of Maine’s YHDP, Maine State Housing Authority is seeking requests for proposals to implement the following four (4) types of projects identified in HOME. These projects were prioritized for using our HUD YHDP funds because of their alignment with HUD’s COC program requirements and the urgency with which partners determined we need to implement them.

The details below represent the work of our partners, including YYA with lived homelessness experience, over the course of the previous year. Applicants should consider them guidelines as opposed to project requirements. They are encouraged to be creative in their design and may submit an application that covers some but not every essential element or only proposes to serve a portion of the full capacity requested below. Applicants are encouraged to also form partnerships to cover additional project elements or capacities. Applicants may also apply for multiple project types with their proposal.

The strategies selected to serve youth and young adults experiencing homelessness in Maine are:

<b>Regional Mobile Diversion and Navigation Team</b>	
<b>Project Type</b>	Support Services Only
<b>2-Year Allocation</b>	\$1,000,000
<b>Target Population</b>	12-24 y/o currently homeless with minimal options for support (Categories 1, 2 and 4 of the homeless definition)
<b>Strategy Description</b>	<p>The Navigation and Diversion Team would consist of mentors, peers and navigator staff to provide outreach services to connect with youth sleeping outside or in shelters and assist young people in navigating key self-sufficiency resources (housing, connection to Coordinated Entry, benefits, education, and/or employment).</p> <p>These geographically nimble teams provide housing navigation, case management, legal services, family mediation and clinical support to young people who are homeless unstably housed while modeling supportive, healthy relationships with each young person participating.</p> <p>The Navigation Team would be directly linked to emergency shelters to serve as an immediate point of contact for any young person in shelter to begin navigation services.</p>

<p><b>Essential Elements of the Strategy</b></p>	<ul style="list-style-type: none"> <li>● Mentoring would be a key aspect of the service provision</li> <li>● Outreach/inreach would be a key function, to find youth sleeping unsheltered or engage with youth in shelters</li> <li>● Connection to self-sufficiency services (housing, connection to Coordinated Entry, benefits, education, employment)</li> <li>● Access to transportation resources</li> <li>● Behavioral Health staff</li> <li>● Legal Support</li> <li>● Mediation/conflict resolution services</li> <li>● Warm line for families and young people needing immediate, phone support</li> <li>● Sub-teams for special populations</li> <li>● Small point-in-time caseloads to allow for travel time</li> <li>● Transportation resources to travel to housing options are funded as part of the project</li> <li>● Formal, two-way relationship with DHHS (and/or contracted agencies) to identify young people about to be homeless, as well as allowing this team to connect young people to DHHS to maximize service/benefits</li> </ul>
<p><b>Timeframe of assistance/enrollment</b></p>	<p>1-3 months</p> <p>Periodic check-ins after service has ended</p> <ul style="list-style-type: none"> <li>● Initial connection, engagement, assessment and triage services</li> <li>● Assist young people to resolve homelessness and connect to basic needs (i.e. food, shelter)</li> <li>● For those who cannot resolve an episode of homelessness, provide connection to crisis, transitional housing beds and Coordinated Entry and other longer-term housing and supportive service supports</li> </ul>
<p><b>Preferred Qualifications of Administering Agency(ies)</b></p>	<ul style="list-style-type: none"> <li>● Ability to recruit/retain staff to work in a mobile, regional team</li> <li>● Demonstrated ability to run mobile projects that cover large geographic areas</li> <li>● Demonstrated ability to access community-based resources to help resolve homelessness</li> <li>● Behavioral health crisis intervention experience</li> <li>● Demonstrated expertise and training in positive youth development, trauma-informed care and harm reduction</li> <li>● Demonstrated ability to navigate housing resources</li> <li>● Experience working with young people</li> <li>● Demonstrated ability to recruit, hire and retain diverse staff with lived experience of homelessness, housing instability or involvement with systems of care</li> </ul>

<b>Supportive Services to Pair w/Existing Vouchers or Subsidized Units</b>	
<b>Project Type</b>	Rapid ReHousing
<b>2-Year Allocation</b>	\$320,000
<b>Target Population</b>	18-24 y/o currently homeless with minimal options for support (Categories 1, 2 and 4 of the homeless definition)
<b>Strategy Description</b>	Create opportunities in Maine to pair existing vouchers or subsidized units with long term rental assistance with supportive services funded in the youth plan to create more supported housing options. Examples may include under-utilized vouchers, specialized vouchers, or homeless set aside units from housing authorities or HUD Multifamily developers. This strategy would seek to fund supportive services to assist youth to complete the application and housing search processes for these subsidies, as well as provide supportive services to promote positive tenancies.
<b>Essential Elements of the Strategy</b>	<ul style="list-style-type: none"> <li>● Includes a landlord liaison to liaise with subsidy programs and find units for voucher holders</li> <li>● Services are individualized and driven by each young person</li> <li>● Services will emphasize making connections to existing benefits and community-based services the young person qualifies for</li> <li>● Services will emphasize putting supports in place to ensure young person can access or continue education</li> <li>● Transportation resources, such as paying for driver's education will be funded as part of the services</li> <li>● Connect to Rent Smart model</li> <li>● Services will leverage community volunteers to promote permanent connections, using a model such as Open Table</li> <li>● Services have a tenancy skills education component</li> </ul>
<b>Timeframe of assistance/enrollment</b>	Up to 24 months of assistance (or longer with an approved alternative requirement – e.g., 36 months)
<b>Preferred Qualifications of Administering Agency(ies)</b>	<ul style="list-style-type: none"> <li>● Demonstrated ability to access community-based resources to help resolve homelessness</li> <li>● Behavioral health crisis intervention experience</li> <li>● Demonstrated expertise and training in positive youth development, trauma-informed care and harm reduction</li> <li>● Demonstrated ability to navigate housing resources</li> <li>● Experience working with young people</li> <li>● Demonstrated ability to recruit, hire and retain diverse staff with lived experience of homelessness, housing instability or involvement with systems of care</li> </ul>



<b>Host Homes</b>	
<b>Project Type</b>	Support Services Only
<b>2-Year Allocation</b>	\$200,000
<b>Target Population</b>	12-24 years old who are homeless with minimal support options (Categories 1, 2 and 4 of the homeless definition);
<b>Strategy Description</b>	<p>The host homes strategy would leverage safe spaces in community members' homes for minors to stay when they have nowhere else to go.</p> <p><u>Key Referral Sources:</u></p> <ul style="list-style-type: none"> <li>● Schools</li> <li>● Law enforcement</li> <li>● Public safety</li> <li>● Shelters</li> <li>● Youth-specific agencies</li> <li>● Drop-in Centers</li> </ul>
<b>Essential Elements of the Strategy</b>	<ul style="list-style-type: none"> <li>● Low-barrier admissions</li> <li>● Hosts would be vetted with background checks</li> <li>● Youth can choose host</li> <li>● Hosts would be recruited using community forums</li> <li>● Agencies would support hosts by providing training, 24/7 support, regional meetings and connecting the young person to the navigation team to access basic needs, housing and supports</li> <li>● Host home projects would be funded to provide financial assistance to hosts</li> </ul>
<b>Timeframe of assistance/enrollment</b>	Non-time limited
<b>Preferred Qualifications of Administering Agency(ies)</b>	<ul style="list-style-type: none"> <li>● Demonstrated ability to access community-based resources to help resolve homelessness</li> <li>● Behavioral health crisis intervention experience</li> <li>● Demonstrated expertise and training in positive youth development, trauma-informed care and harm reduction</li> <li>● Demonstrated ability to navigate housing resources</li> <li>● Experience working with young people</li> <li>● Demonstrated ability to recruit, hire and retain diverse staff with lived experience of homelessness, housing instability or involvement with systems of care</li> </ul>

<b>Transitional Housing w/Rapid Re-housing to Move to Permanent Housing</b>	
<b>Project Type</b>	Transitional Housing to Rapid ReHousing
<b>2-Year Allocation</b>	\$1,729,600
<b>Target Population</b>	18-24 y/o currently homeless with minimal options for support (Categories 1, 2 and 4 of the homeless definition)
<b>Strategy Description</b>	The Transitional Housing (TH) w/Rapid Re-housing (RRH) strategy combines TH, a service-intensive project focused on assisting young people with life skills, with RRH to provide both financial and supportive service assistance to move to independent living arrangements (roommates, private market, etc.). Youth can skip right to RRH if they choose but have the option of starting in TH (if they are younger, coming out of foster care, or want more structure).
<b>Essential Elements of the Strategy</b>	<ul style="list-style-type: none"> <li>● Low barrier</li> <li>● Includes a landlord liaison to assist with identifying private market units for youth using the RRH component</li> <li>● 24-hour support</li> <li>● Funding for technology needs for young people (working phones, internet access, etc.)</li> <li>● Services are individualized and driven by each young person</li> <li>● RRH's supportive services will leverage community volunteers to promote permanent connections, using a model such as Open Table which is based on a wraparound approach</li> <li>● Supportive services have a tenancy skills education component</li> <li>● Master leasing would be an option (the agency to enter into a lease agreement with a landlord) to remove barriers to tenancy</li> <li>● Connect to Rent Smart model</li> <li>● <b>In Hub Areas:</b> Preference for a congregate living model to build community</li> </ul>
<b>Timeframe of assistance/enrollment</b>	<p><b>TH portion</b> – Up to 24 months of assistance</p> <p><b>RRH Portion</b> – Up to 24 months of assistance (or longer with an approved alternative requirement)</p>
<b>Preferred Qualifications of Administering Agency(ies)</b>	<ul style="list-style-type: none"> <li>● Demonstrated ability to access community-based resources to help resolve homelessness</li> <li>● Behavioral health crisis intervention experience</li> <li>● Demonstrated expertise and training in positive youth development, trauma-informed care and harm reduction</li> <li>● Demonstrated ability to navigate housing resources</li> <li>● Experience working with young people</li> <li>● Demonstrated ability to recruit, hire and retain diverse staff with lived experience of homelessness, housing instability or involvement with systems of care</li> </ul>

## V. Project Application and Selection Process

### **Required Application Materials**

#### *Maine YHDP Application:*

The application is attached to this RFP (Attachment I). You may request an electronic version of the application by sending a request to [jlocke@mainehousing.org](mailto:jlocke@mainehousing.org).

#### *Project Narrative:*

The Project narrative must include which YHDP funded project, or combination of projects, will be provided along with a detailed and realistic timeline for project start-up; experience receiving, managing and reporting on federal grants; details of how YYA were incorporated into the design of the project, how it responds to the needs outlined in HOME and how it will incorporate all required components. Your narrative should also explain how you intend to implement strategies, required elements, and principles if your agency does not have experience.

#### *Budget and Budget Narrative:*

Applicants must submit a project budget using the sample budget included in the application (Attachment I) to this RFP (available electronically with an email request to [jlocke@mainehousing.org](mailto:jlocke@mainehousing.org)), and a budget narrative that provides details for all budget items and describes how amounts were calculated. For example, the budget narrative for a staff position should indicate if the position is salary or hourly; the salary or hourly rate; the percentage of time or number of hours to be worked; the amount of pay charged to the grant; and the manner in which fringe benefits are calculated.

#### *Documentation of Required Match:*

Applicants must provide written documentation of required matching funds of at least 25% of the project award. The documentation of cash match must show a committed dollar amount, state the time frame in which the match may be used, and indicate the source and allowable uses of the match funds. For in-kind match, there are two types, goods and services. Services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient and the third party that will provide the services. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's organization. If the agency does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market. Documentation of in-kind goods must be from the entity making the donation and provided on their letterhead signed and dated by an authorized representative, and should include the following:

- Value of donated goods to be provided to the recipient for the project;
- Specific date the goods will be made available;
- The actual grant and fiscal year to which the match will be contributed;
- Time period during which the donation will be available;
- Allowable activities to be provided by the donation; and
- The value of commitments of land, buildings, and equipment are one-time only and cannot be claimed by more than one project or by the same project in another year.

*Supporting Materials:*

A single set of the following materials are required for each agency submitting one or more project applications. If an organization is submitting multiple applications, Please include only one set of these documents with one of the project applications:

- Agency Articles of Incorporation
- Documentation of 501(c)(3) status, if applicable
- Current List of Board of Directors with identification of officers and terms
- Certified Organization Audit/Financial Statements of most recent two years:
  - Copy of Single Audit (Required by 2 CFR 200 Subpart F if \$750,000 or more in aggregate Federal funds expended); or
  - Financial statements audited by a CPA (if not bound by the requirements of 2 CFR 200 Subpart F)
- Agency Financial Management Policies and Procedures
- Documentation of Service Match
- Relevant Memorandums of Understanding

**Scoring:**

Applicants will be awarded points for several categories:

<b>Organizational Experience/Capacity</b>	Up to 15 points
<b>Project Design</b>	Up to 25 points
<b>Incorporation of Core YHDP Principles</b>	Up to 15 points
<b>Understanding and Commitment to COC Standards</b>	Up to 10 points
<b>Plan to address other standards, values, and principles</b>	Up to 15 points
<b>Project Initiation</b>	Up to 10 points
<b>Experience with HMIS or client-level data collection and reporting</b>	Up to 5 points
<b>Budget and budget narrative</b>	Up to 5 points
	Maximum of 100

**Bonus Points** Applications may receive up to 6 bonus points for projects demonstrate that they will provide coverage to multiple Counties; projects that will serve an area lacking in YYA specific services; projects that create or expand inter-agency partnerships; and/or for agencies who are new to providing services to YYA experiencing homelessness.

**Bidder's Conference and Questions:**

*Training and Bidders' Conference*

Applicants are encouraged to attend the virtual training and bidders' conference on February 25, 2021 or March 4, 2021, to learn more about the RFP process, ask questions, and gather necessary

information which will guide project development. Attendees will be provided the most current draft of HOME.

#### *Questions about the RFP*

Applicants may not contact Scoring Committee members directly to discuss the RFP. If an applicant has questions about the RFP, the question can be submitted in writing to [jlocke@mainehousing.org](mailto:jlocke@mainehousing.org) no later than March 12, 2021. Questions will be answered in writing, with all questions and answers made public and available to all applicants who have registered by attending the training and bidders' conference.

### VI. Timeline

- a. February 12, 2021: RFP Released
- b. February 23, 2021: Bidder's Conference
- c. March 4, 2021: Bidder's Conference
- d. March 12, 2021: All questions must be submitted
- e. March 26, 2021: RFP Due to MaineHousing
- f. April 16, 2021: Final Selection

All applicants will be informed via email to the identified primary contact if their project was accepted or denied as part of the State of Maine YHDP. If an applicant wishes to appeal a decision made in relation to YHDP awards, it will adhere to the MCOC Project Application Appeals Process.

## C. Priorities, Alternative Requirements, Eligible Costs, and Additional Requirements

### I. Project Priorities

All Projects must adhere to the following standards, values, and principles:

Elevate the Expertise of Youth and Young Adults: YYA with lived experience offer valuable expertise and must be part of the project planning process (i.e., your response to this RFP) and the decision making of the project when it is operational (i.e. advisory panels, Boards of Directors, etc.).

Immediate Access to Housing with No Preconditions: Projects must use a Housing First approach, a core element of which is to provide YYA housing with no preconditions. YYA will not have to prove they are "ready" (for example, through abstaining from substance use, engaging in treatment or counseling programs, or have a certain level of income to contribute to housing costs). Projects will accept YYA regardless of credit history, landlord references, or criminal background.

Youth Choice: YYA must have the opportunity to make the decisions which effect their lives. Projects must provide them with information which will help them make an informed choice (e.g., what is expected from them, what they should expect from projects and what happens if they choose not to participate). Projects may offer services, but YYA choose whether to accept what is offered.

Trauma Informed Care: Trauma Informed Care (TIC) recognizes that an individual is more likely than not to have experienced trauma and acknowledges the role that has on an individual's life. TIC is an evidence-based framework that involves understanding, recognizing, and responding to the effects of that trauma. Many YYA who experience homelessness have experienced trauma, and homelessness itself is traumatizing. Projects must incorporate TIC into their design and implementation strategy.

Positive Youth Development: Positive Youth Development (PYD) is an intentional, prosocial approach that engages YYA within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances YYA's strengths; and promotes positive outcomes for YYA by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths. PYD is comprised of a series of evidence-based practices. Projects must incorporate PYD into their design and implementation strategy.

Family Engagement: For YYAs for whom it is safe, family engagement should be a priority, even for young adults over the age of 18. Family engagement is based on the idea that parents and others who care for children, work collaboratively to prepare YYA for success. Families can be a group of people who are considered family, even though there is no biological or legal relation. Engagement can include cohabitation but does not have to, and includes many other forms of social, emotional, and financial connections.

Equity: YYA of color, particularly Black, Latino/a/x or Hispanic, and Native American identifying YYA, experience disproportionately high rates of homelessness. Their experiences accessing and participating in systems and programs are often different than their white peers, due to combinations of historic oppression, racist policies, racist ideas, and other external factors outside of their control. Applicants must take steps to understand this inequity and design and implement programs that explicitly address and work to eliminate it

Serving Special Populations: Certain populations are more likely to experience homelessness and may have special needs which must be considered when providing services. These include YYA of color; LGBTQ+ YYA; Minors; YYA involved with juvenile justice, adult corrections or foster care systems; pregnant and parenting YYA, and survivors of sexual trafficking and exploitation. Projects must take the needs of these populations into account in design and implementation.

Permanent Connections to Adults: Permanent Connections is one of the four core outcomes identified by the federal government as essential for preventing and ending youth homelessness. YYA rely on social capital and community relationships to provide a safety net, support their development, and sustain their successes in housing education, employment, and health. Programs must incorporate building and sustaining permanent connections into their design and implementation so that YYA can stay connected with influential peers, mentors, and support systems

Providing links to employment and educational opportunities: Projects must support YYA to achieve their employment and educational goals.

Landlord Engagement: Stakeholders highlighted a lack of receptive landlords as a barrier to accessing housing for YYA in all communities across Maine. This makes it difficult to leverage rental assistance mechanisms designed to be used in the private rental housing market and offer YYA a flexible range

of housing options. Projects must outline a strategy to engage landlords and property management companies to lower barriers and screening criteria for potential tenants.

## II. Alternative Requirements (i.e., waivers)

HUD is encouraging YHDP communities to consider requests for alternative requirements to the [COC Program Interim Rule](#). Alternative requirements allow YHDP-funded projects to be more creative in their design, tailoring them to better meet the needs of young people in ways that may typically be restricted by the COC program's **regulatory** requirements.

The list below includes examples of alternative requirements that YHDP communities have requested. This list is not exhaustive, and applicants are encouraged to brainstorm alternative requirements specific to meeting the needs of the youth they intend to serve with their project design. Applicants are encouraged to include the alternative requirements they are considering in the project application; however, selected applicants will have the opportunity to work with the YHDP lead agency and Technical Assistance support to refine and draft the requests *after* awards are made.

1. Request to expand the allowable supportive services costs to include a one-time payment of up to \$300 per youth toward utility arrears when they are a barrier to that youth obtaining or maintaining housing.
2. Request to extend the length of allowable rapid rehousing assistance from 24 months to 36 months.
3. Request to support young people with leasing or rental assistance in units where the lease is for less than a term of one year (e.g., month to month lease, 6-month lease).
4. Request to use leasing dollars or sponsor-based rental assistance in a rapid rehousing project.
5. Request to expand the allowable supportive services costs to include a one-time payment of up to \$300 per youth toward household items such as cooking and cleaning

## III. Minimum Project Requirements

To be considered for funding through this RFP, the project must meet or be prepared to meet the following requirements within 90 days of the award.

- Be located or provide service in the State of Maine and serve people who are experiencing homelessness,
- Meet the requirement of the FY18 YHDP NOFA,
- Must not be prohibited from receiving Federal funds and are in good standing with all government and funding contracts,
- Participate in the Maine Homeless Management Information System (HMIS) or comparable data collection system.
- Use Coordinated Entry to match individuals with the housing that best meets their needs.
- Engage in a Housing First model of practice while serving people experiencing homelessness

IV. Eligible Costs

For more detail, please see the [COC Program Interim Rule, Subpart D](#)

1. Leasing
2. Rental Assistance
3. Supportive Services
  - a. Annual Assessment of Service Needs
  - b. Assistance with moving costs
  - c. Case management
  - d. Childcare
  - e. Education services
  - f. Employment assistance and job training
  - g. Food
  - h. Housing search and counseling services
  - i. Legal services
  - j. Life skills training
  - k. Mental health services
  - l. Outpatient health services
  - m. Outreach services
  - n. Substance abuse treatment services
  - o. Transportation
  - p. Utility deposits
  - q. Direct provision of services
4. Operating
5. Homeless Management Information System (HMIS)
6. Administrative Costs

Project Type	Eligible Cost Categories
Supportive Services to Pair w/ Vouchers	Administrative Rental Assistance (not necessary w/ vouchers) Supportive Services HMIS
Joint TH-RRH	Administrative Rental Assistance Leasing Supportive Services Operating HMIS
Mobile Diversion and Navigation	Administrative Leasing (only re: property used for provision of supportive services) Supportive Services Operating HMIS
Host Homes	Administrative Leasing (only re: property used for provision of supportive services) Supportive Services Operating HMIS



## V. Additional Terms and Conditions:

RFP is subject to the following terms and conditions:

- MaineHousing and the MCOC expressly reserve the right to modify or withdraw this RFP at any time, whether before or after any responses have been submitted or received. MaineHousing and the MCOC will not be liable for any costs incurred as a result of any changes to this RFP.
- MaineHousing and the MCOC reserve the right to reject and not consider any proposal that fails to meet the requirements of this RFP, including but not limited to incomplete and non-responsive proposals.
- MaineHousing and the MCOC reserve the right to reject any and all proposals received and not award funding under this RFP, and to terminate the RFP process, if deemed by MaineHousing and the MCOC to be in their best interest.
- MaineHousing and the MCOC reserve the right to waive informalities and minor irregularities in proposals received and to ask a respondent for clarification of any information contained within its proposal.
- Any award is contingent on the successful negotiation of the final award terms and is not final, and in no event will any obligations of any kind be enforceable by a respondent against MaineHousing and the MCOC, unless and until a written contract is entered into by and between MaineHousing, the MCOC and the respondent.
- In the event the respondent selected does not promptly enter into the required agreement to deliver the services described in this RFP, MaineHousing and the MCOC reserve the right to reject the respondent and to offer a contract to another respondent.
- MaineHousing and the MCOC reserve the right to negotiate award amount or other factors included in any proposal submitted to MaineHousing and the MCOC. If MaineHousing and the MCOC are unable to negotiate a mutually satisfactory arrangement with the successful respondent under this RFP, MaineHousing and the MCOC may, in their sole discretion, negotiate with another respondent or cancel this RFP and not select any proposal.
- Each respondent bears all costs and expenses of its proposal and there will be no reimbursement for any costs and expenses relating to the preparation of proposals submitted or for any costs or expenses incurred during any negotiations.
- Information submitted in any proposal becomes public information, and is subject to disclosure in accordance with the Maine Freedom of Access Act, 1 M.R.S.A. Section 401 et seq. ("FOAA")

## Appendix A. – HUD Homeless Categories

Category 1	Literally Homeless	<p>1. Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <p>a. Has a primary nighttime residence that is a public or private place not meant for human habitation;</p> <p>b. Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or</p> <p>c. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</p>
Category 2	Imminent risk of homelessness	<p>2. Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <p>a. Residence will be lost within 14 days of the date of application for homeless assistance;</p> <p>b. No subsequent residence has been identified; and</p> <p>c. The individual or family lacks the resources or support networks needed to obtain other permanent housing</p>
Category 3	Homeless under other Federal statutes	<p>3. Unaccompanied youth under 25 years of age, or families with Category 3 children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <p>a. Are defined as homeless under the other listed federal statutes;</p> <p>b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</p> <p>c. Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and</p> <p>d. Can be expected to continue in such status for an extended period of time due to special needs or barriers</p>
Category 4	Fleeing/ Attempting to Flee DV	<p>4. Any individual or family who:</p> <p>a. Is fleeing, or is attempting to flee, domestic violence;</p> <p>b. Has no other residence; and</p> <p>c. Lacks the resources or support networks to obtain other permanent housing</p>

## Attachment I: Maine YHDP RFP Application

If two or more agencies intend to apply for funding in collaboration, each agency must complete and submit the General Information section.

<b>GENERAL INFORMATION:</b>	
<b>AGENCY NAME:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>	
<b>PRIMARY TELEPHONE #:</b>	
<b>PRIMARY CONTACT PERSON:</b>	
<b>TITLE:</b>	
<b>E-MAIL ADDRESS:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>CONFLICT OF INTEREST</b>	
<b>OTHER:</b>	
<b>EXPERIEINCE USING THE HMIS OR OTHER COMPARABLE DATABASE?</b>	
<b>EXPERIENCE USING COORDINATED ENTRY FOR HOUSING PRIORITIZATION</b>	
<b>ARE YOU PROHIBITED FROM RECEIVING FERDERAL FUNDS?</b>	

<b>ARE YOU IN GOOD STANDING WITH ALL GOVERNEMENT AND FUNDING CONTRACTS?</b>	
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**Project Description and Narrative (Maximum of 10 pages for each project):**

**1. Which Project Type(s) are you applying for?** (Applicants may choose more than one)

- |   |  |
|---|--|
| <input type="checkbox"/> Mobile Diversion and Navigation Team | <input type="checkbox"/> Host Home   |
| <input type="checkbox"/> Transitional to Rapid Re-Housing     | <input type="checkbox"/> Supportive Services paired with existing vouchers |

(You may select more than one project to apply for, but you must provide responses to all of the following questions for each project type selected. If applying as a partnership with other agencies, you will need to incorporate answers for all agencies into your response. ***If your agency does not have specific experience with certain principles, concepts or models, please describe your plan for incorporating, developing, and/or implementing them within your project narrative.***)

**2. Organization Experience (15 Points)** Please describe how your agency have provided service to YYA in the past. Please describe your experiencing serving individuals experiencing homelessness. What lessons, if any, from these experiences have you incorporated into you agency practices or project design? Please explain your experience with “Housing First” or Diversion and Navigation services. Please describe your agency’s experience administering similar project type(s) as the one(s) you’ve selected. What is your experience managing and reporting on federal and or state funding sources? Are there unresolved monitoring or audit findings?

**3. Project Description (25 Points)** Please describe your project – Which proposed project will you use to meet the identified needs? Why was this project chosen? How will these activities help prevent or end homelessness among YYA in Maine? Describe how your project will meet the goals, objectives, and action steps in HOME Explain how your agency honors and values the voice of YYA as part of your organizational philosophy. Describe your current and planned involvement with the YAB during project implementation? What YYA leadership and/or 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? Please name and describe any best practices or other innovative strategies your project will implement. Why did you select these particular practices and what do you hope to achieve and/or learn from implementation? Describe any partnerships with other agencies that will benefit this project? Describe your strategy to provide services in parts of the State which currently lack YYA programming, including rural communities and service deserts?

**4. Incorporation of Core YHDP Principles (15 Points)** Please describe how the project incorporates, or will incorporate, youth collaboration and voice in ongoing project management and evaluation. How will your project incorporate the principles of Positive Youth Development? Explain how your project will support the four key YHDP outcomes: Housing, Health & Well-

Being, Education/Employment, and Permanent Connections. How will your project align with state systems of care (Department of Health and Human Services, Department of Education, Department of Employment, Department of Corrections, etc.) and how will it promote system level changes to end and prevent YYA from experiencing homelessness?

**5. Understanding and Commitment to COC Standards (10 Points)** Please explain how you will incorporate the following into your project: Coordinated Entry, Housing First, Trauma-Informed Care, Client Choice?

**6. Plan to address other standards, values, and principles (15 points)** Please explain the measures you will take to address HOME’s other standards, values and principles: Family engagement, equity, serving special populations, providing links to employment and education, and landlord engagement?

**7. Project Initiation (10 points)** Please describe your plan and timeline for rapid start-up of the project.

**8. Experience with the HMIS or client-level data collection and reporting (5 points)** Please describe your experience using the HMIS or another system of electronic client-level data collection and reporting.

**9. Budget and budget narrative (5 Points)** Please describe all budget costs associated with your project and are allowable expenses under YHDP. Please add additional narrative as needed to further explain budgetary items.

**Sample Annual Budget:**

<b>Regional Mobile Diversion and Navigation Team</b>			
<b>Eligible Cost</b>	<b>Description</b>	<b>Annual Amount Requested</b>	<b>Match</b>
Case management	2 FTE and .5 Supervisory, plus tax/fringe	\$105,000	\$20,000
Transportation	Staff mileage reimbursement, taxi vouchers, bus passes	\$10,000	\$2,000
Housing Search and Counseling Services	Mediation with property owners, assisting individuals and families to understand leases, etc.	\$10,000	\$2,000
Legal Services	Partnership with local legal aid to serve 30 number of participants	\$15,000	\$5,000
Food	Meals and food assistance to eligible participants	\$1,500	\$500
Life Skills	Budgeting and money management assistance	\$5,000	\$1,625
Operating Costs	Office space, office furniture, computers	\$30,000	\$13,000
	<b>Total Amount Requested</b>	\$176,500	\$44,125

# Attachment II: Certification Regarding Debarment & Suspension and Other Responsibility Matters

## **Certification Regarding Debarment & Suspension and Other Responsibility Matters**

In accordance with the Executive Order 12549, the prospective primary participant certifies to the best of his/her knowledge and belief, that its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification.
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause of default.
- e. Acknowledge that all sub-contractors selected for this project must be in compliance with paragraphs a – d of this certification.

[ENTITY NAME] \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

OR:

\_\_\_\_\_ I am unable to certify to the above statements. My explanation is attached.

# Attachment III: Certification Regarding Lobbying

## Certification Regarding Lobbying

### Certification for Contracts, Grants, Loans, and Cooperative Agreement

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally-appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federally-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence officer or employee of any agency or member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for funding, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Date: \_\_\_\_\_ [ENTITY NAME] \_\_\_\_\_

By: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_