



Youth Homelessness Demonstration Program (YHDP)

**Diversion & Kinship
Request for Proposal (RFP)
Baltimore City Continuum of Care**

Local Competition Guidelines Release Date: January 3, 2022

Project Applications Due: **February 14, 2022 at 4pm**

Submit Proposals by email to:

HSPApplications@baltimorecity.gov

***No late submissions will be accepted**

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BACKGROUND

About the Youth Homelessness Demonstration Program (YHDP)

The US Department of Housing and Urban Development (HUD) introduced the Youth Homelessness Demonstration Program (YHDP) to support communities in the development and implementation of a coordinated community approach to preventing and ending youth homelessness. In 2019, Baltimore City was one of 23 communities nationwide selected in the third round and awarded \$3,699,336 to implement a local plan. The population to be served by this demonstration program is unaccompanied youth experiencing homelessness, including unaccompanied pregnant or parenting youth, where no member of the household is older than 24. Communities must create a coordinated community plan that assesses the needs of youth at-risk of and experiencing homelessness in the community and addresses how it will use the money from the YHDP grant, along with other funding sources, to address these needs.

Through this community planning process, the *Baltimore City Coordinated Community Plan* was developed to provide a guide for our community's efforts to prevent and end youth and young adult (YYA)¹ homelessness. The YHDP Team worked closely with community stakeholders, the Youth Action Board (YAB), and the YHDP Planning Committee to develop projects which address the unique needs of YYA in our community. Projects will target identified gaps in our community's homelessness response system and incorporate YYA involvement at every stage. Implementation of these projects will support the United States Interagency Council on Homelessness' (USICH) four core outcomes and Criteria and Benchmarks for Achieving the Goal of Ending Youth Homelessness as outlined in the *Baltimore City Coordinated Community Plan*.

Currently there are four YHDP projects that have been implemented in Baltimore City that include Permanent Supportive Housing, Rapid Re-housing, Family-Based Setting Diversion, and Transitional Housing. This document consists of the new Request for Proposal that is specific to a Diversion and Kinship program for youth and young adults. The project selected will be required to coordinate with the current YHDP projects and the full Baltimore Continuum of Care as part of project implementation and operation.

Baltimore City YHDP Vision

We envision Baltimore City as a community working together in unity; striving to end youth homelessness with step-by-step actions that meet the needs of every youth that does not have a stable home. We aim to provide youth with low- and no-barrier options for physical and mental health care services, education, meaningful employment, stable housing, permanent connections, and all resources necessary to maintain housing and create opportunities for a better life in the future. Options must be fully accessible, easy to navigate, collaborative, culturally competent, voluntary, and flexible. Our system will be youth-driven and our approaches will be designed and supported by youth experiences and

¹ Youth and young adults will be referred to as YYA. More specifically youth are minors under the age of 18, and young adults are aged 18-24. This also includes YYA who are pregnant and/or caring for one or more children, including the care of minor siblings.

expertise. Youth will have genuine influence and decision-making power and their perspectives will be heard and respected.

We commit to culturally responsive, inclusive justice that responds to factors important to young people and recognizes the impact of structural racism and eliminates disparities based on ethnicity, ability, criminalization, age, race, sexual orientation, gender identity and expression, religion, family and community composition.

In pursuing this vision, we must commit to strong, streamlined partnerships and collaborative, unified approaches that respond to the interconnected needs and goals of young people. We will be informed by reliable data and promote equity, transparency, accountability, innovation, and sustainability. Our approaches must be proactive, empathic, responsive, trauma-informed, prevention-oriented, and founded in best practices.

Baltimore City YHDP Values

- Youth voice, power, and decision-making authority
- Equity and racial justice
- Creative and innovative solutions that push boundaries
- Youth Action Board Values: Integrity; Determination; Wellness; Anti-Racism; LGBTQI Inclusive; Anti-Judgmental; Consistency
- YHDP Planning Committee Values: Transparency, Integrity, Presence, Accountability, Equity, Recognition of Multiple Truths and Perspectives, Authenticity, Adaptability, Sustainability, Connection, Efficacy, Persistence, Intentionality, Advocacy

Baltimore City YHDP Guiding Principles

All proposed projects should incorporate the following the Guiding Principles. For additional details, see the Baltimore City Coordinated Community Plan.

- Guiding Principle 1: USICH Youth Framework and Four Core Outcomes
- Guiding Principle 2: Respond to the Needs of Special Populations:
 - Pregnant and Parenting Youth
 - LGBTQ+ Youth
 - Youth of Color
 - Minors
 - Foster Care Involved
 - Justice System Involved
 - Survivors of Trafficking and Exploitation
 - Immigrant and Undocumented Youth
- Guiding Principle 3: Equity
- Guiding Principle 4: Positive Youth Development and Trauma Informed Care
- Guiding Principle 5: Family Engagement
- Guiding Principle 6: Immediate Access to Housing with No Preconditions
- Guiding Principle 7: Youth Choice
- Guiding Principle 8: Individualized and Client-Driven Supports
- Guiding Principle 9: Social and Community Integration
- Guiding Principle 10: Coordinated Entry

About the CoC Action Plan and the YHDP Coordinated Community Plan

The three-year *Baltimore City Action Plan on Homelessness* was approved by the Continuum of Care (CoC) Board in June 2019 and it guides the CoC's collective work by setting clear, measurable, and achievable goals with specific strategies for policy and programmatic reform, effective analysis of need and performance, and a committed effort to realign resources. The action plan continues to uphold the value that homelessness is solvable, as evidenced by a comprehensive crisis response system that ensures that homelessness is prevented, and when homelessness cannot be prevented, it should be a rare, brief and a nonrecurring experience. This plan has been developed and guided by key stakeholders and subject matter experts, including people with lived experience of homelessness.

A central requirement of YHDP is that each selected CoC develops a coordinated community plan (CCP) to prevent and end youth homelessness. The CCP is the result of a comprehensive planning process that brings together diverse stakeholders to develop a coordinated community response to youth homelessness. The CCP lays the groundwork for implementation of a community's vision for preventing and ending youth homelessness, reflects authentic youth engagement and voice, establishes a community-wide commitment to equity, and provides a framework for investment in youth-driven projects to respond to locally-defined challenges and needs. The Baltimore CoC, with significant HUD technical assistance spent approximately a year to plan and develop the framework for youth specific projects and goals described in the CCP.

More information about the *Journey Home Plan* and *YHDP Coordinated Community Plan* can be found on the Baltimore City CoC's [website](#).

About the Mayor's Office Homeless Services

The [Mayor's Office of Homeless Services](#) (MOHS) is the City agency responsible for overseeing the homeless services system across Baltimore. MOHS is the designated Collaborative Applicant for the Continuum of Care. The agency is responsible for implementing federal, state, and local policy and best practices for homeless services, and it administers and monitors approximately \$50 million annually in homeless services grants from a variety of sources. As the CoC Collaborative Applicant, MOHS also provides staffing support to the Continuum of Care Board.

The funds administered by MOHS include the HUD Continuum of Care Program, Emergency Solutions Grant, HOPWA, State of Maryland homeless services grants, and local general funds. This Request for Proposals is for projects under MOHS's newest source of funding, the HUD Youth Homelessness Demonstration Program (YHDP).

ABOUT THE YHDP DIVERSION & KINSHIP PROJECT

Target Population

The proposed projects should serve Youth and Young Adults (YYA) at-risk of and experiencing homelessness. Youth are unaccompanied minors under the age of 18, and young adults are aged 18-24 (up to 25). This also includes YYA who are pregnant and/or caring for one or more children, including the care of minor siblings.

Special efforts should also be made to serve YYA who are especially vulnerable, including YYA who are of color, under 18, pregnant or parenting, identify as LGBTQ, victims of sexual trafficking and exploitation, or have been involved with juvenile justice, jail, or foster care systems.

Unaccompanied Minors in Need of Shelter and Supportive Services

Effective July 1, 2020, Maryland enacted [HB 206 ; Unaccompanied Minors in Need of Shelter and Supportive Services](#). This law gives unaccompanied minors experiencing or at risk of experiencing homelessness the legal capacity to consent to shelter, housing, and supportive services without parental consent.

Any public or private nonprofit organization that provides shelter or supportive services to minors in need of shelter must register with the Maryland Department of Housing and Community Development effective July 1, 2020. There is no cost associated with registering with the state; however, there are several assurances that must be met in order to meet statutory requirements. DHCD will annually certify that providers meet certain conditions, including running background checks on employees, providing mandatory reporting training for employees, and requiring service providers to develop and implement procedures to screen staff members who work with minors. The law also requires certain protocols for attempting parental contact, which are largely consistent with the Federal Basic Center Program regulations.

Additional information can be found on the Maryland Department of Housing and Community Development website [here](#).

Applicants for this project are encouraged to serve unaccompanied homeless minors as part of their program design.

Eligible Project

Funding for this effort comes from the U.S. Department of Housing and Urban Development (HUD); renewal funding for selected projects after the initial grant award will be available through the Baltimore City Continuum of Care (CoC) application renewal, ranking, and review processes per the release of the FY 2022 HUD Continuum of Care Notice of Funding Availability. Administrative funds will be limited to no more than ten percent (10%) of the total project budget. The administrative funds will be split between the recipient (MOHS) and the subrecipient.

| YHDP Funding Available | | |
|-------------------------|---|---|
| Funding & Project Scope | Type | Description |
| \$397,804 | Supportive Services Only - Diversion & Kinship | The YHDP Diversion & Kinship project's aim is to connect with youth and young adults through outreach and coordinated access in order to quickly assess if the youth has the ability to be diverted from shelter or housing projects. The project will assess the ability to divert and offer short term flexible financial assistance (up to six months) and supportive services to keep youth housed or quickly re-house. The project will connect youth and young adults to host homes that are established through referrals through the project. This can include kinship care where youth and young adults are connected to relatives or close friends (also known as fictive kin). |
| \$397,804 | Total Amount of Funding Available | |

See [Appendix A](#) for more detailed project descriptions.

APPLICATION SUBMISSION GUIDELINES

Timeline

The timeline is subject to change as needed to meet the goals and priorities of the Continuum of Care. Any changes to the competition process or timeline will be posted to the CoC listserv and MOHS website.

| | |
|---|---|
| January 3 rd , 2022 | RFP released |
| January 12 th , 2022 | Technical Assistance Webinar: Register Here |
| February 9 th , 2022 | Deadline for technical assistance & questions |
| February 14 th , 2022 at 4pm | RFP deadline |
| February 28 th , 2022 | RFP review and scoring complete |
| March 7 th , 2022 | Project selection and notification letters sent |
| Spring/Summer 2022 | Project ramp-up |
| October 1, 2022 | Project start date |

Eligible Applicants

To be considered a qualified organization, the applicant must meet the following mandatory criteria:

- A Non-Profit 501(c)(3) tax-exempt organization or another city government agency
- In Good Standing with the State of Maryland (certification of Good Standing can be obtained through the [Department of Taxation](#) website.)
- Last two years of financial reports
 - Project recipients who expend \$750,000 or more in 1 year in federal awards must submit most recent single audit or independent financial audit for the last two years in accordance with the provisions of 2 CFR part 200, subpart F.
 - Project recipients who expend less than \$750,000 in 1 year in federal awards and are not subjected to the provisions of 2 CFR part 200, subpart F must submit financial reports or statements that include detailed information about the recipient's fiscal management system for the last two years.
- Commitment to operating the program under the Housing First model and in alignment with all YHDP principles.
- Cash or in-kind match: Able to document at least a 25% cash or in-kind match for the amount of funding requested; The subrecipient must match all grant funds, except for leasing funds, with no less than twenty-five percent (25%) of funds or in-kind contributions from other sources in accordance with 24 CFR § 578.73. Subrecipients will not be required to meet this match per category, but rather as an aggregate sum.

- Please note: MOHS is actively working with philanthropic partners to potentially secure private funding that would be utilized as match for YHDP projects. If this is secured, agencies will not be required to meet the full 25% match. If this is not secured, only agencies that can document the full 25% match will be selected. **We encourage agencies to apply whether or not they can document the full 25% match and demonstrate the extent to which they can provide match funding.**
- See Appendix D for more details on match requirement and documentation.
- Applicants must be registered with <https://www.sam.gov/SAM> before submitting their application. In addition, Applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD
- DUNS Number Requirement. Applicants must provide a valid DUNS number, registered and active at <https://www.sam.gov/SAM>, in the application. DUNS numbers may be obtained for free from Dun & Bradstreet.
- Applicants may submit joint applications in response to this RFP, with one as the lead agency recipient and another as a subrecipient. Joint applications should submit an MOU reflecting the role of project partners and specify funding for each organization in the budget section.

Minimum Expectations

By submitting this application and accepting an award, applicants agree to the following requirements. We encourage potential applicants to seek technical assistance if they are unsure of their ability to meet any of these expectations.

1. Be located or provide services in Baltimore City and serve YYA at-risk of and experiencing homelessness.
2. Comply with program requirements as per the Baltimore City CoC Policies and Procedures, HUD CoC Program Interim Rule, YHDP NOFA, and any HUD-approved waivers. All projects must agree to utilize Baltimore City's Coordinated Access System for program referrals.
3. Comply with all CoC, HUD, and YHDP NOFA program reporting and evaluation requirements. All projects must participate in Baltimore City's HMIS and provide accurate reporting to help measure progress and project performance.
4. Participate in Baltimore City's annual Point in Time (PIT) count, Housing Inventory Count (HIC), and Youth REACH Count.
5. Work in collaboration with the CoC's Youth Homelessness Action Committee, Youth Action Board, and other committees as needed.
6. Incorporate YYA with lived experience of homelessness throughout project planning, design, and implementation.
7. Adhere to Housing First practices in serving YYA experiencing homelessness.
8. Fair Housing Compliance: All programs funded through this RFP must be compliant with federal, state, and local laws in the delivery of their services and housing projects, which include ensuring equal opportunity and access to housing for protected class statuses. Programs will be monitored for compliance with fair housing laws, and if found in violation, MOHS may give corrective action

up to and including termination of funds. MOHS reserves the right to require sub-recipients to change program policies or requirements that may unnecessarily limit access to housing.

9. Local Hiring: All contracts that exceed \$300,000 are subject to the City's Local Hiring requirements as established in Article 5, Subtitle 27 of the Baltimore City Code. This Code requires that the selected organization (should the project meet the contracting threshold) work with the Mayor's Office of Employment Development (MOED) to review the staffing needs created by the project. The selected organization will need to:

- Meet with MOED within 2 weeks after contract execution to complete an Employment Analysis
- Post new jobs created by the project with MOED for seven days
- Utilize MOED's City resident recruitment services for new hires
- Meet the goal: 51% of all new hires for City funded contracts must be City residents
- Submit monthly employment reports with information on the number of current workers, new workers, and the number of Baltimore City residents working on the project.

More information on Local Hiring requirements is available at

<https://moed.baltimorecity.gov/employer-services/hiring-strategies-local> .

10. Required Insurance Coverage: The selected organization must currently carry or be willing to obtain the following insurance coverage as part of the project:

- Professional Liability Errors, and Omissions Insurance (minimum \$1 million policy)
- Worker's Compensation Coverage
- General Commercial Liability Insurance (minimum \$1 million policy)
- Business Automobile Liability Insurance (minimum \$1 million policy)
- Fidelity Coverage
- Cyber Liability Insurance (minimum \$1 million policy)

Submission Requirements

Applicants will submit (1) electronic copy of the application and all required supporting documents to HSPApplications@baltimorecity.gov by 4pm on February 14, 2022. No paper or faxed applications will be accepted. Budgets must be submitted in Excel format. All project applications must be received by 4pm on the application deadline stated in the timeline at the beginning of this document.

The Baltimore City Mayor's Office of Homeless Services (MOHS) may request additional application materials and/or information at a later date.

Additional Submission and Threshold Requirements

All submissions will undergo a threshold review for completion and accuracy prior to being scored by the Continuum of Care's Resource Allocation Committee. Projects that submit incomplete applications or do not submit their application by the stated deadline in the competition timeline document may not be considered for funding. ALL new project applications must include the following components. We encourage potential applicants to seek technical assistance if they are unsure of their ability to meet any of these expectations.

1. Completed Application

2. Match and Leveraging Letters/MOUs
3. Articles of Incorporation and Bylaws
4. Federal Tax Exemption Determination Letters
5. Certificate of Good Standing from State of Maryland dated within 30 days of application deadline
6. List of Board of Directors
7. Project Organizational Chart
8. Housing First Certification
9. Fair Housing Policy Certification
10. Conflict of Interest Questionnaire and Limits to Primarily Religious Organizations
11. Financial reports for the last two years

Selection Process

The CoC Board approved YHDP Competition Guidelines authorizing the Youth Action Board and Youth Homelessness Action Committee to design and implement the YHDP RFP and selection processes. The YHDP selection process will occur through selected members of the Youth Action Board, Youth Homelessness Action Committee, and others CoC groups as needed. The review committee will make funding recommendations for approval by the Youth Action Board and CoC Board, both of whom have the authority to approve or reject funding recommendations.

Refer to Appendix C for detailed YHDP RFP Scoring Criteria. Project applications will be reviewed to determine whether they meet eligibility thresholds; projects that do not meet the threshold criteria will not be scored. YHDP RFP Scoring Criteria will include both Threshold Criteria and Scored Criteria.

TECHNICAL ASSISTANCE & RESOURCES

Technical Assistance

Assistance available includes answers about funding regulations and application requirements and discussing the proposed project's compliance with program regulations and eligibility for funding. **The deadline for technical assistance (including submitting questions) is January 28th.** All questions regarding the YHDP RFP process, application templates, and instructions can be directed to HSPApplications@baltimorecity.gov.

Application Workshop

An application workshop will be held on January 12, 2022 at 12pm, via webinar. The information session will cover the eligible projects and application requirements. You may [register here](#). The session will be recorded and posted to the MOHS website.

Additional Resources

Please read the following documents to better understand and adhere to all HUD (YHDP and CoC) guidelines and regulations.

Local Plans

[Baltimore City YHDP Coordinated Community Plan](#)

[Baltimore City Action Plan on Homelessness](#)

National Resources

Determining Homeless Status of Youth Quick Guide

<https://files.hudexchange.info/resources/documents/Determining-Homeless-Status-of-Youth.pdf>

YHDP Lessons Learned

<https://www.hudexchange.info/resource/5733/yhdp-lessons-learned/>

Point Source Youth – Host Homes

<https://www.pointsourceyouth.org/host-homes>

24 CFR 578 CoC Program

https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

YHDP DIVERSION & KINSHIP PROJECT APPLICATION

The proposal must address the following in no more than 25 pages (single-spaced, 11pt Calibri font, 1" margins).

1. Basic Applicant Information

1A: Subrecipient Agency (Applicant). MOHS, the Collaborative Applicant for the Baltimore City CoC, will release funds to a subrecipient agency. Provide the following agency information:

| | |
|--------------------------------------|--|
| Name | |
| Employer Identification Number (EIN) | |
| DUNS Number | |
| Address | |
| Mailing Address (City, State, Zip) | |
| Phone Number | |

1B: Proposal Contact Person. Identify a primary contact person at your agency for questions about the proposal and/or notifications regarding the proposal process.

| | |
|---------------|--|
| Name | |
| Title | |
| Email Address | |
| Phone Number | |

1C: Partner Subrecipient Agency. Identify a primary contact person for each partner subrecipient, if any, who are involved with your application.

| | |
|---------------|--|
| Name | |
| Title | |
| Email Address | |
| Phone Number | |

1D: Project(s).

| | |
|--------------|--------------------------|
| Project Name | |
| Site Address | |
| Project Type | Supportive Services Only |

1E: Budget. Complete the below information outlining the requested funds. We encourage for applicants to pursue the full award amount. Please note the full award is subject to change based on the grant award from HUD.

| Description | Budget Request |
|--|----------------|
| YHDP Funds Requested (total anticipated funds available \$397,804) | |
| Other Project Funds (including any cash Match Funds) | |
| Total Project Budget | |
| Annual Agency Budget | |

2. Interest and Understanding of Project

2A: Using a strength-based framework, describe the special needs and solutions presented by homelessness for unaccompanied youth and young adults. Explain why your agency is interested in and committed to serving this population. This section should link the project activities to the mission and vision of your agency.

Click or tap here to enter text.

3. Agency Experience and Capacity

3A: Financial Experience. Describe your agency’s experience and capacity with managing federal funding.

- Include the number of projects you are currently operating that receive federal funding (project name and federal program).
- Describe how your agency leverages other Federal, State, local, or private sector funds. If you do not manage federal funding, please describe any other experience managing public and private funding.
- Describe your ability to submit monthly cost reimbursement invoices and to meet program expenses in advance of reimbursement.

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3B: Financial Management. Describe your agency’s basic organization and management structure. Include evidence of internal and external coordination and an adequate financial accounting system.

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3C: Performance. Describe your agency’s experience and past performance in developing and implementing programs and services, including housing, supportive services, and/or referral services, especially to unaccompanied YYA at-risk of and experiencing homelessness.

- Describe how you identify specific culturally-based needs of populations and modify the way in which services are made accessible (language, location, delivery style) to those who are especially vulnerable and have the highest barriers accessing assistance.
- Include your agency’s experience documenting homelessness according to HUD’s defining “homeless” rule ([HUD’s Determining Youth Status Quick Guide](#)) and utilizing HMIS and Coordinated Entry.
- Include any previous participation and compliance with Housing Inventory Count (HIC), Point-in-Time (PIT) Count, and/or Annual Performance Reports (APRs).

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3D: Staff Experience. Describe the qualifications and experience of staff who provide direct services to YYA at-risk of and experiencing homelessness. Include training staff receive (i.e. cultural competency and progressive engagement) and efforts for conducting self-assessments.

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3E: Collaboration. Describe examples of past organizational collaboration with other providers or agencies in Baltimore City, as well as your knowledge of community partners and resources serving unaccompanied YYA.

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4. Project Design

4A: Population Focus. Describe the target population that will be served by this project.

- In particular, explain how your efforts will engage those who are especially vulnerable, including YYA who are of color, under 18, pregnant or parenting, identify as LGBTQ+, victims of sexual trafficking and exploitation, or have been involved with juvenile justice, jail, or foster care.
- Describe the process of recruitment and the eligibility criteria that will be used to determine project participation.

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4B: Design. Describe the services that will be provided through this project, including the type, scale, and location.

- Explain how this project will address unique and specific culturally-based needs of YYA at-risk of and experiencing homelessness.
- Describe any partnerships with other services or agencies that will support program and service delivery.
- Include how the project will connect participants to host homes or kinship care.
- How will participants quickly move into the project? Include incorporation of YYA choice in housing placements.
- How will full capacity be achieved over the course of two years? Include the number YYA projected to be served by each component annually.
- How will you ensure there will be no delay in services to project participants?
- Include collaboration with the Youth Action Board and Youth Homelessness Action Committee.

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4C: Data Collection. Describe how participant progress and program performance will be monitored and measured. Include the following:

- Average number of days between enrollment and record entry
- Average number of days between exit and record exit

Describe how the following will be monitored and reported:

- % of program participants that will exit to permanent housing, which may include reunification with family through navigator services
- How the project will have a positive impact on decreasing the number of youths returning to homelessness?
- How the project will have a positive impact on decreasing the number of days youth experience homelessness?

Describe how the following will be monitored and reported:

- % of participants who will transition to host home or kinship housing
- % of participants who will exit to/maintain permanent housing
- % of persons who will increase their total income (from all sources, including benefits) at program exit
- % of persons who will increase their earned income (i.e., employment income) at program exit

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4D: Staffing. Describe the quantity and descriptions of staff (FTE/PTE) proposed for project, including standards and any specific expertise that will be required or if any existing staff positions will be leveraged.

- Include how you will hire and retain staff which reflect the demographics of YYA being served by the project.
- Include how staff will be trained in and demonstrate proficiency in Housing First, Trauma-Informed Care, Positive Youth Development, and Cultural Competency strategies and practices.

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4E: Supportive Service Type and Frequency. Describe the range of housing problem solving activities and supportive services that will be included in the project design for YYA, including who will provide the service, how YYA will access the service, and how often the service will be provided.

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Please identify the list of housing problem solving activities that will occur in this project (may select more than one)

- Housing search assistance
- Case management, including connecting to community services and supports
- Conflict resolution or family mediation
- Landlord-tenant mediation or tenant legal
- Utility or security deposits
- One-time moving assistance
- Rental application fees

- Utility or rental arrears
- other

| Supportive Service | Provider | Frequency (Daily, Weekly, Bi-monthly, Monthly, Annually, As Needed) |
|-------------------------------------|----------|---|
| Outreach Services | | |
| Assessment of Service Needs | | |
| Assistance with Moving Costs | | |
| Housing Search/ Counseling Services | | |
| Utility Deposits | | |
| Food | | |
| Case Management | | |
| Child Care | | |
| Education Services | | |
| Employment Assistance/Job Training | | |
| Legal Services | | |
| Life Skills | | |
| Health Services | | |
| Mental Health Services | | |
| Substance Abuse Treatment Services | | |
| Transportation | | |

4F: Referrals & Linkages: Describe opportunities for innovative referrals and/or linkages to mainstream benefits and supportive services (listed above) for project participants. Include how these will accommodate the unique needs of especially vulnerable YYA, including those who are of color, under 18, pregnant or parenting, identify as LGBTQ+, have been involved with juvenile justice or foster care, or victims of sexual trafficking and exploitation.

- Include the method for determining the type of supportive services needed by project participants, including how they will be assisted with services to increase life skills, independence, and self-sufficiency.
- Describe the assessment processes that you will utilize to determine and provide the appropriate length and depth of services to meet the needs of individual YYA.

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4G: System Collaboration. Describe how you will incorporate specific partnerships with other systems such as the child welfare system, juvenile and adult corrections and probation, and schools to better serve YYA unique needs.

Click or tap here to enter text.

4H: Transition Planning. Describe how your project will ensure a smooth and successful transition for each YYA participant entering into the program and/or service and exiting into the next program and/or sustainable permanent housing.

Click or tap here to enter text.

4I: Accessibility. Describe how project will be accessible to YYA across the City. Include outreach efforts made and how the project will participate in Coordinated Entry (Baltimore City’s Coordinated Access System). What roles and responsibilities will your project and staff fulfill as part of Coordinated Access? What specific strategies will you use to accelerate housing placements through Coordinated Access?

Click or tap here to enter text.

5. Youth Involvement and Leadership

5A: Youth Involvement in Decision-Making. Describe how you will incorporate meaningful collaboration with YYA that have lived experience of homelessness throughout the project planning, design, implementation, and evaluation. Describe any current or past experience of this nature.

Click or tap here to enter text.

5B: Youth Staffing. Describe how you will incorporate YYA voice in project staff hiring processes, establishing hiring preferences for individuals with lived experience being homeless, and YYA leadership development and peer mentorship opportunities. Describe any current or past experience of this nature.

Click or tap here to enter text.

5C: Youth Assets and Strengths. Describe how you will convey, in language, practice, and policy, the assets of young people and avoid framing their experiences based on individual deficits.

Click or tap here to enter text.

6. Alignment with the Coordinated Community Plan

In this section you will identify how the project will align with the HUD guiding principles and the shared vision, goals, strategies, and action steps outlined in the *Baltimore City Coordinated Community Plan*.

6A: Goals and Activities. Describe how your agency already contributes to the *Baltimore City Coordinated Community Plan* and how your project implementation will further contribute to both plans.

Click or tap here to enter text.

6B. Guiding Principles. Describe how your agency embodies these principles and how you envision they will be incorporated into your project design and implementation. While projects will be expected to adhere to all guiding principles, for the purposes of this proposal, applicants should select five of the following to describe (must include Principles 1, 2, and 3):

Click or tap here to enter text.

7. Implementation Plan

7A: Timeline. Provide a timeline for project implementation and include proposed project milestones. Note: Project will start October 1, 2021 (however you may indicate what steps your agency will take to ramp up before the start date)

| Project Milestone | Dates for Milestone (MM/YYYY) |
|--|-------------------------------|
| [FILL IN AS NECESSARY] | |
| Staff hiring complete | |
| Staff training complete | |
| Project Enrollment Start Date | |
| Supportive services begin | |
| Enrollment in supportive services near 100% capacity | |

7B: Continuous Quality Improvement. Describe how you will incorporate a process for Continuous Quality Improvement and monitoring measurable outcomes and performance. This must include how you will assess the project's impact on the goals of the *Baltimore City Coordinated Community Plan* and must include specific descriptions of how you will engage YYA being served in project, the Youth Action Board, and the Youth Homelessness Action Committee.

[Click or tap here to enter text.](#)

7B: Budget Narrative. Complete one (1) [Project Budget Workbook \(Excel\)](#) and attach to project application. The budget is outlined with instructions in Appendix B of the RFP.

- Budgets should be complete, thorough, and accurate, including a specific description of each cost in order to demonstrate that the costs are reasonable, well-supported, and justified.
- Budgets should include estimated costs of HMIS, supportive services, and staff (FTE/PTE) proposed.

Budgets should also include all other financial resources to be used in the project to demonstrate that there are sufficient resources to support the successful implementation of the project, including the in-kind and/or external resources used to meet the required 25% match.

8. Authorization

8A: Please read and sign the below statement:

Authorized Signature of Applicant: To the best of my knowledge and belief, all information in this local application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the proposal is awarded funding. By signing below, I hereby certify that the agency does not have any outstanding monitoring or audit findings from any federal, state, or local entity. I also agree that, if awarded funding as a subrecipient, I allow MOHS, as the collaborative applicant, to become the recipient of grant funds.

Signature of Authorized Representative: _____

Typed Name: _____ Date Signed: _____

Title: _____

APPENDICES

A: YHDP Proposed Supportive Services Only (SSO)

Diversion & Kinship

| | | |
|---|--|------------------|
| Program Type: Diversion | | \$397,804 |
| <i>Cost does not include 25% matching funds</i> | | |
| Length of Assistance | On average, three (3) to six (6) months | |
| Populations Served | ✓ Unaccompanied Youth, Under 18 ✓ Pregnant/Parenting Youth, Under 18 ✓ Unaccompanied Youth, 18-24 ✓ Pregnant/Parenting Youth, 18-24 | |
| Desired Capacity of Provider | Knowledge of the continuum of services across Baltimore City; Commit to participate in the Baltimore City Continuum of Care and work collaboratively with the Youth Homelessness Action Committee and Youth Action Board on project design and implementation; Experience working with youth experiencing and at risk of homelessness; Organizational capacity (financial, leadership, governance); Experience and/or willingness to participate in trainings related to effective diversion services [may include race equity and LGBTQ+ competency; DV/trafficking; Positive Youth Development and Trauma Informed Care]. | |
| Program Description and Elements | <p>The YHDP Diversion project’s aim is to connect with youth and young adults through outreach and coordinated access in order to quickly assess if the youth has the ability to be diverted from shelter or housing projects. The project will assess the ability to divert and offer short term (up to six months) of flexible financial assistance and supportive services to keep youth housed or quickly re-house.</p> <p>Outreach strategy to identify and connect with youth and young adults experiencing and at-risk of homelessness; strong preference for an outreach strategy that includes the use of youth peer workers</p> <p>Assessment strategy connected to coordinated access, that can identify youth who would benefit from short-term flexible financial support and supportive services to remain housed or become quickly re-housed.</p> <p>Continuum of services to connect to and/or retain safe and stable housing:</p> <ul style="list-style-type: none"> • Comprehensive individualized needs assessment (initial/ongoing) • Housing related case search and barrier removal support; crisis housing and shelter referrals • Host Homes component of the project will divert youth and young adults by referring to established host homes or kinship care that are known connections that include relatives or close friends that can host youth. • Case management, including: <ul style="list-style-type: none"> ○ Conflict resolution/mediation (including family-focused support) ○ Connection to other resources and support based on individualized needs, including the following: | |

| | |
|----------------------------------|--|
| | <ul style="list-style-type: none"> ▪ Education services ▪ Employment assistance and job training ▪ Legal services ▪ Mental health services ▪ Outpatient health services (including behavioral health and substance use treatment services) ▪ Mainstream benefits <ul style="list-style-type: none"> ○ Specific assistance for special populations including youth and young adults who identify as LGBTQ+ and victims of domestic violence/sexual assault/trafficking <p>Financial assistance (including the following):</p> <ul style="list-style-type: none"> • Rental application fees • Utility deposits • Food • Transportation • Childcare • Funds may be used to subsidize the increased costs to the family that are attributable to housing the youth, if those costs are eligible CoC program costs. <ul style="list-style-type: none"> ○ The project may be able to offer flexible financial support through stipends based on the amount of food and transportation cost it may cost for a kinship/fictive kinship home to support the young person living in the housing. <p>Participation in the Homeless Management Information System (HMIS), include referrals and prioritization through the Coordinated Access System</p> <p>Adherence to best practices and principles of the CCP, including but not limited to: Positive Youth Development and Trauma Informed Care; Housing First; harm reduction; youth choice; individualized and client-driven supports.</p> <p>Comprehensive evaluation and continuous improvement plan</p> |
| Desired/Expected Outcomes | <p>Desired outcomes may include:</p> <ul style="list-style-type: none"> • Reduced number of youth and young adults becoming homeless and/or seeking emergency shelter options • Reduced detainment of young people and increased family stability due to familial conflict • Increased connections to education, employment, benefits, and other resources and permanent connections |

B: Budget Workbook Instructions

The excel project workbook can be downloaded via the [link](#) or found on the MOHS website.

Projected YHDP Budget

Enter estimated costs of the proposed program by funding categories for all costs which are projected to be paid with Youth Homelessness Demonstration Program grant funds. Eligible budget activities breakdown is listed below. Changes to each activity line item cannot exceed 10 percent of each activity.

| | | | |
|------------------|-------------|----------------------|--------------|
| Support Services | HMIS | Administrative Costs | Total Budget |
| \$351,080.00 | \$10,560.00 | \$36,164.00 | \$397,804.00 |

Eligible Project Costs:

| Supportive Services | HMIS | Admin |
|---|---|---|
| *Includes wide range of services such as case management, assistance with moving costs, client assistance, treatment, food, and counseling. 24 CFR § 578.53 - Supportive services. | *Staffing and equipment costs to meet the regulatory requirements for participation in HMIS | *YHDP grant includes 10% admin. Note: Half of the admin goes to the project and half goes to MOHS *Admin includes management, monitoring, environmental review, etc. Does not include staff or overhead directly related to activities—that is under the other categories |
| ✓ | ✓ | ✓ |

Budget Narrative

Explain/justify all costs which are projected to be paid with Youth Homelessness Demonstration Program grant funds, as well as any other costs necessary to run the project effectively that will be supported by other funding sources. Be sure to provide basis of cost allocations and explanations for all categories of cost.

When preparing this section for each category, **describe how the projected costs apply to the grant and how the costs were calculated.** Consider the following as some examples of explanations for the categories within the narrative:

- **Salaries/Wages** - Provide a brief description of the positions to be funded. If applicable, separate administration and program salaries.
- **Benefits** - Example: FICA costs are estimated based on ___% of the budgeted salaries, Retirement costs are estimated based on ___% of the budgeted salaries, Medical was projected using \$_____ as a base cost per employee times the % of time to be budgeted to the grant. (Use this format for other benefits not shown here).
- **Supplies**: - Example: Office supplies based on historical FTE usage. Cost per FTE times FTE’s charged to the grant.
- **Professional Services** - Example: _____ Services to provide _____ at a cost of \$___ per hour at _____ hours of service for the grant.
- **Postage** - Example: Mailings _____ to ___ clients, at a projected cost of \$___ per client.

- **Telephone** - Example: Telephone charges for ____ staff at ____% of time budgeted to the grant multiplied times the estimated cost of telephone charges for the grant period.
- **Mileage and Fares** - Example: Staff mileage at \$0.____ per mile times ____ miles.
- **Leases/Rentals** - Example: Office space calculated as ____% of FTE's (Grant % of total FTE's using office space) times \$_____, projected lease costs for the grant period.
- **Utilities** - Example: Utilities calculated ____% of FTE's (Grant % of total FTE's using office space) times \$_____, projected utility cost for the grant period.
- **Repairs/Maintenance** - Example: Cost of repairs and maintenance of the facility is calculated at ____% of FTE's (Grant % of total FTE's using office space) times \$_____, projected Repairs/Maintenance cost for the grant period.
- **Printing** - Example: Cost of printing ____ copies of _____ at \$ ____ per copy.
- **Dues/Subscriptions** - Example: Cost of Dues for _____ at \$_____.
- **Registration/Tuition** - Example: Cost of Registration to provide training for _____ at a cost of \$_____ per employee for ____ employees.
- **Machinery/Equipment** - Example: Cost to purchase _____ at \$_____ per unit.
- **Admin/Indirect** - Example: Total Program cost times the Cost Allocation Rate of ____% which has been reviewed and approved a Certified Public Accounting Agency.

Salaries

Identify each position to be supported by grant revenues under this proposal. Indicate whether a position is a full time or a part time position (FTEs), total monthly costs (all funds), percentage of their time projected to be charged to the grant (FTEs), and the total monthly cost to be charged to the grant.

The "Total Charge to the Grant" is calculated by multiplying the number of months covered by the Grant (12) by the "Monthly Charge to the Grant".

For more information about eligible costs and the differences between leasing and rental assistance under the CoC Program, refer to the table below and visit the HUD website.

C: YHDP Scoring Criteria

Threshold Criteria

The following elements are required but not scored – if response is “no”, the project is ineligible. These criteria must be met for each project application.

| Item | Y/N |
|--|------------|
| Application Components | |
| One (1) complete application in PDF with required signatures submitted by deadline | |
| Budget Workbook & Narrative | |
| MOHS Fair Housing Policy Statement and Agreement | |
| MOHS Housing First Policy Agreement | |
| Conflict of Interest Questionnaire and Limits to Primary Religious Organizations | |
| Supporting Documents | |
| Federal Tax-Exempt Determination Letter | |
| Articles of Incorporation & Bylaws | |
| Current Certificate of Good Standing from State of Maryland | |
| Current list of Board of Directors | |
| Project Organizational Chart | |
| Financial Reports for the last 2 years (as required per 2 CFR part 200, subpart F) | |
| Match Documentation | |

Scored Criteria

(Total possible points = 100)

| Section | Maximum Score |
|--|----------------------|
| Interest and Project Understanding | 5 |
| Agency Experience and Capacity | 10 |
| Project Design | 30 |
| Youth Involvement and Leadership | 20 |
| Alignment with Coordinated Community Plan | 20 |
| Implementation Plan | 15 |

D: Match Funding

Match refers to actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. All YHDP grant funds must be matched by the subrecipient with an amount no less than 25% of the awarded grant amount in accordance with 24 CFR § 578.73. Subrecipients will not be required to meet this match per category, but rather as an aggregate sum. Match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources.

Please note: MOHS is actively working with philanthropic partners to secure private funding that would be utilized as match for YHDP projects. If this is secured, agencies will not be required to meet the full 25% match. If this is not secured, only agencies that can document the full 25% match will be selected.

We encourage agencies to apply whether or not they can document the full 25% match and demonstrate the extent to which they can provide matching funds.

Eligible Costs for Match

All match contributions (cash or in-kind) in the CoC Program must be for eligible activities/costs per Subpart D of the CoC Program Interim rule, regardless of whether the activities/costs are included in the HUD-approved project budget. The eligible categories of match are as follows:

Supportive Services:

1. Assessment of Service Needs
2. Assistance with Moving Costs
3. Case Management
4. Child Care
5. Education Services
6. Employment Assistance
7. Food
8. Housing/Counseling Services
9. Legal Services
10. Life Skills
11. Mental Health Services
12. Outpatient Health Services
13. Outreach Services
14. Substance Abuse Treatment Services
15. Transportation
16. Utility Deposits
17. Operating Costs (SSO Projects ONLY)

Operating

1. Maintenance/Repair
2. Property Taxes and Insurance
3. Replacement Reserve
4. Building Security
5. Electricity, Gas, and Water
6. Furniture
7. Equipment (lease, buy)

Documentation of Match

Documentation of match must be submitted with the project's application according to the specifications in the following table. In the Appendix of this document, you will find templates of cash and in-kind match letters and MOUs. Please refer to these as you develop the match documentation for your application.

Cash Match

Description of Cash Match: The service provider may use cash funds from any source, including other federal sources (excluding CoC Program funds), as well as state, local and private sources, provided that funds from the source are not statutorily prohibited to be used as match. The service provider must ensure that any funds used to satisfy the matching requirement are expended for eligible line items in the approved budget.

Programs may also count program income as cash match. Program Income must be earned during the grant term and shall be retained by the recipient, and added to funds committed to the project and used for eligible activities. Rents and occupancy charges collected from program participants are program income. In addition, rents and occupancy charges collected from residents of transitional housing may be reserved, in whole or in part, to assist the residents from whom they are collected to move to permanent housing.

In general, program participant mainstream benefits are not considered match in the CoC Program because the benefits are not committed to the recipient/sub-recipient for the activities funded through the project. Instead, benefits are provided to the program participant and are based on program participant eligibility for that program.

Documentation of Cash Match: When the source is cash, written documentation must be provided on the source agency's letterhead, signed and dated by an authorized representative, and, at a minimum, should include the following:

1. Amount of cash to be provided to the recipient for the project;
2. Specific date the cash will be made available;
3. The actual grant and fiscal year to which the cash match will be contributed;
4. Time period during which funding will be available; and
5. Allowable activities to be funded by the cash match.

In-Kind Match

Description of In-Kind Match: In-kind contributions include the value of real property, equipment, goods, or services contributed to the program as match, provided that *if* the sub-recipient had to pay for them with grant funds, the costs would satisfy the matching requirement for eligible line items in the approved budget.

In general, program participant mainstream benefits are not considered match in the CoC Program because the benefits are not committed to the recipient/sub-recipient for the activities funded through the project. Instead, benefits are provided to the program participant and are based on program participant eligibility for that program.

Documentation of In-Kind Match:

In-Kind Goods/Equipment

When the source of match is in-kind goods and/or equipment, written documentation must conform to the OMB Circular requirements in [24 CFR Parts 84](#) and [85](#) and the standards described below.

Written documentation of the donation of in-kind goods and/or equipment must be provided on the source agency's letterhead, signed and dated by an authorized representative of the source agency, and must, at a minimum, include the following:

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

In-Kind Services

Documentation of in-kind service match requires a different approach than documentation of in-kind goods and equipment. The sub-recipient must enter into a formal memorandum of understanding (MOU) with the agency providing the in-kind service(s) and must establish a system to document the actual value of services provided during the term of the grant.

In order to execute awards in a timely fashion, renewal project applicants must submit completed MOUs with their project application. The match letters and MOUs are now uploaded into the HUD database with the NOFA submission.

New projects may use a letter from the partner agency to document the commitment to provide the in-kind service in advance of executing a formal MOU, for instance, if the sub-recipient opts to wait to execute an MOU upon receipt of notification of award from HUD. However, it is preferred that new project applicants also submit completed MOUs with their project application if possible.

A memorandum of understanding is not required for the documentation of cash match or in-kind goods and equipment commitments from CoC Program recipients/sub-recipients. Instead, the agency should obtain match letters, following the included example template.

(See next page for full MOU requirements)

Memorandum of Understanding

At a minimum, a memorandum of understanding for in-kind services match in the CoC Program must include the following:

- a. Agency Information
 - i. Recipient's and/or sub-recipient's identifying information with point(s) of contact
 - ii. Service provider's identifying information with point(s) of contact

- b. Unconditional commitment of third party to provide service

- c. Description of services to be provided (an illustrative list)

- d. Scope of Services to be provided and by whom
 - i. Specific contract to be matched
 - ii. Length of time services provided/term of contract
 - iii. Point in time number of clients receiving service
 - iv. Total clients receiving service over grant term
 - v. Qualification of persons providing service
 - vi. Estimated value of services provided (such as hourly rate)

- e. Documentation of Services Match
 - i. Documentation requirements and responsibilities of service provider and recipient (this includes recordkeeping and reporting requirements in the OMB Circulars and CoC Program interim rule)
 - ii. Timeliness standards of service provider and recipient

- f. Signatures of the authorized representatives of the CoC Program sub-recipient and the third party service provider are required on the MOU.

Conflict of Interest and Limits to Primary Religious Organizations

Applicants must avoid any conflict of interest in carrying out activities funded by City, State, and Federal grant dollars, such as the Consolidated Funding Application. Generally, this means that a person who is an employee, otherwise in a decision-making position, or has information about decisions made by the organization (such as an agent, consultant, volunteer, Board member, officer or elected or appointed official of the grantee or recipient) may not obtain a personal or financial interest or benefit from the organization's activity, including through contracts, subcontracts, or agreements. This exclusion continues during the employee's tenure and for one year following employment.

As part of general guidelines for the procurement of goods and services using Federal funding (such as CoC), organizations are required to have a "code of conduct" or "conflict of interest" policy in place that prohibits employees, officers, agents, or volunteers of the organization from participating in the decision-making process related to procurement if that person, or that person's family, partner, or any organization employing any of the above has a direct financial interest or benefit from that procurement. In addition, these persons may not accept any gratuity, favors, or anything of monetary value from a contractor, consultant, or other entity whose services are procured for the organization. Organizations should develop standards for avoiding such apparent or potential conflicts. Such standards must include written policy that is part of the employee policies. Employees, board members and volunteers are required to sign a statement indicating that they have read the policy and will comply.

Limits on Funding to Primary Religious Organizations

In order to uphold the basic provisions of separation of church and state, a number of conditions apply to the provisions of CoC funding to organizations that are primarily religious in nature. These provisions generally require that when funded under the CoC program, the religious organization will provide services in a way that is free from religious influences and in accordance with the following principals:

The organization will not discriminate against any employee or applicant for employment on the basis of religion, and will not limit employment or give preference in employment on the basis or religion.

The organization will not discriminate against, limit services provided to, or give preference to any person obtaining shelter, other service(s) offered by the project, or any eligible activity permissible under the CoC program on the basis of religion and will not limit such service provision or give preference to persons on the basis of religion.

The organization will not provide religious instruction, counseling, religious services, worship (not including voluntary nondenominational prayer before meetings), engage in religious proselytizing, or exert other religious influences in the provision of shelter or other eligible CoC activities.

Requiring that a program participant attend religious services or meetings as a condition of receiving other social services at the organization (such as shelter or a meal) is not allowed under this provision. Allowing participant to choose to take part in services or meeting offered by the organization as they wish, separate from the CoC-funded activities provided, is allowable.

Conflict of Interest Questionnaire

1. Are there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is/are or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council?

Yes No If yes, please list the names(s) below:

2. Will the funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is/are or has/have been within one year of the date of this application a City employee, consultant, or a member of the City Council?

Yes No If yes, please list the name(s) below:

3. Is/are there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, or a member of the City Council?

Yes No If yes, please list the name(s) below:

If you have answered "YES" to any of the above, a disclosure notice must be submitted to the Mayor's Office of Homeless Services to determine whether a real or apparent conflict of interest exists.

Name of Agency: _____

Name of Applicant's Authorized Representative: _____

Authorized Representative's Title: _____

Signature of Authorized Representative: _____

Fair Housing Policy & Statement of Agreement

It is imperative that all programs tailor their program to comply with all federal, state and local laws dealing with Fair Housing. The Mayor's Office of Homeless Services (MOHS) complies with these laws as applicable, and wishes to underscore the importance of bringing all programs into compliance. All programs funded by MOHS must comply with these regulations:

The Fair Housing Act of 1968 ensures equal access to housing and guarantees equal opportunity without regard for race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), or disability.

The City of Baltimore ensures protected class status regardless of race, color, religion, national origin, ancestry, sex, marital status, physical or mental disability, sexual orientation, gender identity and gender expression.

The Age Discrimination Act of 1975 ensures that persons cannot, on the basis of age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

Section 504 of the Rehabilitation Act prohibits discrimination as it applies to service availability, accessibility, delivery, employment, and the administrative activities and responsibilities of organizations receiving Federal financial assistance. A recipient of Federal financial assistance may not, on the basis of disability:

- Deny qualified individuals the opportunity to participate in or benefit from federally funded programs, services, or other benefits.
- Deny access to programs, services, benefits or opportunities to participate as a result of physical barriers.
- Deny employment opportunities, including hiring, promotion, training, and fringe benefits, for which they are otherwise entitled or qualified

The Equal Access Rule requires equal access to HUD programs without regard to a person's actual or perceived sexual orientation, gender identity, or marital status.

A program that is not currently in compliance with these guidelines must present a clear timeline demonstrating how their agency is actively engaged in a process to correct their adherence to these regulations. An agency that substantiates such a timeline for corrective action may be issued a performance-based contract that may be terminated within 6 months if compliance or satisfactory progress toward compliance is not met.

MOHS reserves the right to impose additional requirements and conditions on projects to ensure that all programs and services are easily accessible to clients, reduce barriers to housing whenever possible, and do not unnecessarily screen out potential participants.

The purpose of this Notice and requirement is that it be signed ONLY when Fair Housing Law as applicable. Nothing in this Notice shall be read, in any way, to suggest that other federal, state or local laws are not applicable to any program funded under this RFP.

Statement of Agreement

By signing this policy, I _____ (Authorized Representative), as the authorized representative for _____ (Project), agree that our project will comply with the stated regulations and laws in the delivery of services provided to clients. I understand that if the project is found to be in non-compliance with these regulations, that the Mayor's Office of Homeless Services will take corrective action up to and including termination of funding.

Name of Agency: _____

Name of Applicant's Authorized Representative: _____

Authorized Representative's Title: _____

Signature of Authorized Representative: _____

Housing First Agreement

Housing First is an approach that offers permanent, affordable housing as quickly as possible for individuals and families experiencing homelessness, and then provides the supportive services and connections to the community-based supports people need to keep their housing and avoid returning to homelessness. The Housing First approach is rooted in these basic principles:

- Homelessness is first and foremost a housing problem and should be treated as such.
- Housing is a right to which all are entitled.
- Issues that may have contributed to a household's homelessness can best be addressed once they are housed.
- People who are homeless or on the verge of homelessness should be returned to or stabilized in permanent housing as quickly as possible without preconditions of treatment acceptance or compliance for issues such as mental health and substance use.
- The service provider working with the individual should connect the client to robust resources necessary to sustain that housing, and participation is achieved through assertive engagement, not coercion.

To be considered "Housing First," the program must meet the following minimum expectations:

- 1. The program must focus on quickly moving residents to permanent housing**
- 2. The program may not screen out clients for:**
 - Having too little or no income;
 - Active or history of substance abuse;
 - Having a criminal record;
 - History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)
- 3. The program may not terminate clients for:**
 - Failure to participate in supportive services;
 - Failure to make progress on a service plan;
 - Loss of income or failure to improve income;
 - Being a victim of domestic violence

By completing and signing this agreement, I _____ (full name), as the authorized representative for _____ (project), agree that our project will utilize a housing first approach for this grant. I understand that if the project is found to be in non-compliance with housing first, that the Mayor's Office of Homeless Services will take corrective action up to and including termination of funding.

Name of Agency: _____

Name of Applicant's Authorized Representative: _____

Authorized Representative's Title: _____

Signature of Authorized Representative: _____

MUST BE ON AGENCY LETTERHEAD

CASH MATCH SAMPLE

DATE

Irene Agustin
Director
Mayor’s Office of Homeless Services
7 E. Redwood Street, 5th fl.
Baltimore, Maryland 21202

RE: Agency Name – Cash Match Letter
Project Name –
FY 2021 CoC Program – YHDP

Dear Ms. Agustin,

I am writing to you regarding (Agency Name)’s for (Project Name) under the FY 2021 CoC Program Competition.

Please let this letter serve as our commitment to provide cash match in the amount of \$_____ from (Funding Source) for (Eligible Match Activities). This cash match will be available starting (Date) for the grant period, (Date) through (Date).

This cash match will be used to provide (Description of Services).

| | |
|---|------|
| Type of Commitment | Cash |
| Type of Source (Private, Government) | |
| Name the Source of the Commitment (Be as specific as possible and include the office or grant program as applicable) | |
| Date of Written Commitment | |
| Value of Written Commitment | \$ |

(Closing Statement & Signature of Agency Head)

MUST BE ON AGENCY LETTERHEAD
IN-KIND MATCH SAMPLE

DATE

Irene Agustin
Director
Mayor's Office of Homeless Services
7 E. Redwood Street, 5th fl.
Baltimore, Maryland 21202

RE: Agency Name – In-Kind Match Letter
Project Name –
FY 2021 CoC Program - YHDP

Dear Ms. Agustin,

I am writing to you regarding (Agency Name)'s for (Project Name) under the FY 2021 CoC Program Competition.

(Agency Name) unconditionally commits, except for the award of the grant, to provide an in-kind match contribution in the amount of \$ ____ . This in-kind match will be available starting (Date) for the grant period, (Date project begins) through (Date project ends). This in-kind match contribution is for ____ (specific contribution, eligible under 24 CFR 578 subpart D).

If contribution is for services, add the following language:

- The commitment is calculated based upon ____ (#) hours of ____ (type of service) by ____ **(insert Job title and person's qualifications)** at a rate of \$ ____ per hour.
- *If the contribution is for goods, property or equipment, add the following language:*
 - The amount of the contribution is based upon a donation of ____ (units) of ____ **(specific contribution)**.
- *If non-professional/volunteer services are involved, add the following language:*
 - "The commitment is based upon ____ (#) hours of voluntary ____ **(type of service)** at the rate of \$10.00/hour."

(Closing Statement & Signature of Agency Head)

***If in-kind match is being used to provide supportive services agency must be able to submit an MOU with third party provider before the start of the grant term. If your agency is providing in-kind support services without a third party provider you will need to request an MOU with the Mayor's Office of Homeless Services.**

Memorandum of Understanding
Continuum of Care Program
In-Kind Support Services Match

This Memorandum of Understanding (MOU) is entered into by **[COC SUBRECIPIENT]** and **[THIRD PARTY SERVICE PROVIDER]**. The purpose of this MOU is to set forth the services to be provided by **[THIRD PARTY SERVICE PROVIDER]**, the value of which will be used to satisfy the match requirement of the U.S. Department of Housing and Urban Development’s Continuum of Care (CoC) Program.

As a match to **[CONTRACT NUMBER, PROJECT NAME, COC SUBRECIPIENT]**, **[THIRD PARTY SERVICE PROVIDER]** unconditionally commits, except for the award of the grant, to provide the following services: **[LIST OF SERVICES]**. The value of the services is \$_____ per year, based upon _____ hours at a rate of \$_____ per hour. The services will be available beginning **[DATE PROJECT TO BEGIN]** through **[DATE PROJECT TO END]** (“Services Term”). The services will be provided by **[NAME OF PERSON(S) TO PROVIDES SERVICES & PROVIDER NAME]**, who **[PROVIDE EXPLANATION OF QUALITICATION OF PERSON(S)]**. The services will be received by the following number of program participants: _____ point in time and _____ total over the grant term.

During the Services Term, **[COC SUBRECIPIENT]** and **[THIRD PARTY SERVICE PROVIDER]** agree to maintain and make available for inspection records documenting the hours of service provided in order to fulfill recordkeeping requirements of the CoC Program. A request for such documentation or inspection must be provided in a timely manner.

[COC SUBRECIPIENT] address is **[COC SUBRECIPIENT ADDRESS]**, phone number is **[COC SUBRECIPIENT PHONE NUMBER]** and point of contact is **[NAME, EMAIL, PHONE]**

[THIRD PARTY SERVICE PROVIDER]'s address is _____, phone number
is _____, and point of contact is
_____.

[SUBRECIPIENT]

By: _____

Name: _____

Title: _____

Date: _____

[THIRD PARTY SERVICE PROVIDER]

By: _____

Name: _____

Title: _____

Date: _____