**REQUEST FOR QUALIFICATIONS**

**LEAD AGENCY FOR YOUTH HOMELESSNESS DEMONSTRATION PROJECT**

The Grand Rapids Area Coalition to End Homelessness (Coalition) seeks statements of qualifications from interested entities to coordinate and lead the local effort to end youth homelessness in collaboration with the Coalition and other stakeholders. The selected organization will be identified as the lead agency on the Coalition’s application to the U.S. Department of Housing and Urban Development (HUD) for the [Youth Homelessness Demonstration Program (YHDP)](https://www.hudexchange.info/programs/yhdp/fy-2017-application-resources/) funding opportunity.

**Purpose of this Request**

The Grand Rapids/Wyoming/Kent County Continuum of Care also known as the Grand Rapids Area Coalition to End Homelessness seeks to ensure that opportunities to lead the community in its goal to end youth homelessness are fairly accessed by any interested parties. This funding opportunity is known to be highly competitive, as only 11 communities will be selected to move forward in the process, six of which can be urban. The Coalition seeks to improve the score received in the first competition and to submit an application that may be selected for funding.

**Intended Recipients of this Request**

Housing/service providers with experience serving homeless youth.

**Potential Budget**

The lead organization may be eligible for HUD Planning Grant funding if the community is selected by HUD as an YHDP participating community.

**Review process**

Proposals must be received by **5 pm, Thursday, March 1, 2018.**

Proposals will be evaluated by the Coalition to End Homelessness’s Funding Review Committee according to the criteria outlined in the attached scoring rubric. The Funding Review Committee will recommend a lead agency to the Steering Council for a vote at the March 16, 2018 meeting. The selected Lead Agency will be notified immediately following the Steering Council meeting adjournment.

**Scope of Lead Agency Role**

* Coordinate collaborative community effort to end youth homelessness in partnership with Coalition staff, leadership, and broader Coalition efforts, both pre- and post- grant submission
* Support Coalition efforts to build and develop a Youth Action Board that is integrated into Coalition structure
* Coordinate Youth Action Board and facilitate their meaningful involvement in all aspects of planning this application, as well as ongoing feedback to the function of the Coalition/CoC, continuing following application submission
* Coordinate the group’s creation of a collaborative community plan with the intent to seek HUD approval of the plan, post-award, if awarded.

**How to apply**

Proposals should include the following information:

1. Organization Name
2. Eligibility to receive federal funding
   1. Describe adequacy of financial management system to receive HUD funding, as outlined on Section III. D. 2. b. in the YHDP NOFA
   2. Describe organization’s ability to meet all statutory and regulatory requirements of the McKinney-Vento Homeless Assistance Act and 24 CFR part 578, as referenced in Appendix A Section I.D.1.
3. Describe experience applying for and managing local, state, and/or federal grants.
4. Describe available financial resources to support the development of a community plan to prevent and end youth homelessness.
5. Expected staffing structure
   1. Based upon criteria in Section V.A. 2. In YHDP NOFA
6. Plan to lead a collaborative community effort
   1. Describe how organization will build collaboration among partners
   2. Describe any prior experience in building collaboration among partners
7. Recommendations for improvement upon previous YHDP application (available [here](http://endhomelessnesskent.org/?page_id=2328&preview=true))
8. Describe proposed YHDP team, including names, organization affiliation, agency titles, and the roles each person will play

**Directions for Sending**

Send proposal to jvail@hwmuw.org by 5pm, Thursday, March 1, 2018.

* Send High Importance with the subject line, “YHDP Lead Agency Proposal”

**Additional Questions**

Contact Jesica Vail, 616-752-8640 or [jvail@hwmuw.org](mailto:jvail@hwmuw.org)

Questions received after 5pm, Tuesday, February 27, 2018 are not guaranteed to receive a response before the deadline.

**Anticipated Timeline**

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| Monday, February 19, 2018 | RFQ Released |
| Thursday, March 1, 2018 | Applications Due |
| March 5-7, 2018 | Funding Review Meets |
| Wednesday, March 7 , 2018 | Recommendations Announced |
| Monday, March 12, 2018 | Appeals Due |
| Wednesday, March 14, 2018 | Appeals Committee Meets (if required) |
| Friday, March 16, 2018 | Steering Vote on Lead Agency |