

# PARTNERS IN CARE

Oahu's Continuum of Care

*Our mission is to eliminate homelessness through open and inclusive participation and the coordination of integrated responses.*

## Youth Homelessness Demonstration Program (YHDP) Request for Proposal (RFP) Project Scoring Tool

### Threshold Criteria

(Required but not scored. If “no” for any threshold criteria, the project is ineligible.)

Item	Maximum Available Score	Location in PIC YHDP RFP
<b>CoC Program Requirements:</b> Unless applying for a waiver, applicants must apply for eligible activities.	N/A	PIC will assess
<b>Financial and Management Capacity:</b> Project Applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer Federal funds. Demonstrating capacity may include a description of the Project Applicant or subrecipient’s experience with similar projects.	N/A	RFP Page 8, Organizational Experience
<b>HMIS Implementation (PIC’s Caseworthy System):</b> Project has agreed to participate in the PIC-administered HMIS.	N/A	PIC will assess
<b>Coordinated Entry:</b> Projects that have not agreed to participate in Coordinated Entry, when it is available for the program type, are not eligible for funding.	N/A	RFP Page 6, Eligible Project Types
<b>Eligible Applicant:</b> Applicant and subrecipient (if any) are eligible (nonprofit organizations, states, local governments, and instrumentalities of state and local governments.)	N/A	PIC will assess
<b>Project can meet HUD Timeliness Standards:</b> Project has secured or will secure proof of site control, match, environmental review, and the documentation of financial feasibility within 12 months of the announcement of the award.	N/A	RFP Page 10, Implementation Plan
<b>Target Populations:</b> The population to be served must meet YHDP program eligibility requirements (youth aged 24 or younger, including unaccompanied youth or pregnant or parenting youth, experiencing homelessness according to HUD definition), and the project application must clearly establish eligibility of project applicants.	N/A	RFP Page 6, Youth Target Population & Prioritized Subpopulations
<b>Amount of Request:</b> PIC/OYAB retains the right to request that new applicants adjust the amount of their requests.	N/A	PIC will assess
<b>Ineligible Activities for New Projects:</b> In order to best optimize the YHDP funds, PIC has determined that new projects shall not request funds for construction, rehabilitation, or acquisition.	N/A	PIC will assess
<b>Housing First Compliance:</b> Project is consistent with Housing First principles.	N/A	RFP Page 9, Program Description
<b>Inclusion in Coordinated Community Plan:</b> The project type must be one that is included in the coordinated community plan as a priority.	N/A	PIC will assess

Incorporation of Positive Youth Development and Trauma-Informed Care: Projects must incorporate Positive Youth Development (PYD) and Trauma Informed Care (TIC) models of housing and service delivery and other United States Interagency Council on Homelessness (USICH) guiding principles	N/A	RFP Page 10, and Attachment B
<b>Equal Access:</b> The project ensures equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law.	N/A	RFP Page 8, Organizational Experience
<b>Fair Housing:</b> The project is in compliance with applicable fair housing and civil rights requirements.	N/A	RFP Page 8, Organizational Experience
<b>Social and Community Integration:</b> All projects must offer and promote meaningful opportunities for community involvement, engagement and leadership for youth.	N/A	RFP Page 10, and Attachment B
<b>Youth Voice in Hiring:</b> Project commitment to include youth voice in staff hiring process, e.g. sitting in on interviews and/or reviewing applications.	N/A	RFP Page 9, program description

## SCORED CRITERIA

### Proposal Narrative – 85 Points Maximum

	<u>Maximum Score</u>	<u>Actual Score</u>
<b>1. <u>Interest.</u></b>	<b>10</b>	
<b>1a. Need:</b> Description of project need demonstrates understanding of youth risk and resiliency factors and environmental, societal or systemic influences.	8	
<b>1b. Mission:</b> There is clear alignment between the need addressed by the project and mission of the lead organization or purpose of the collaborative.	2	
<b>2. <u>Organizational Experience.</u></b>	<b>20</b>	
<b>2a. History and Experience:</b> Applicant’s history includes experience delivering same or similar services, and of working with youth at-risk of or experiencing homelessness. If a collaborative project the experience of partners is also provided. If the project aims to serve a specific underserved or vulnerable subpopulation, experience with this population/s is described.	6	
<b>2b. Past Success:</b> Applicant demonstrates the organization/s responsible for key project activities have a history of success in meeting both performance outputs and outcomes.	4	
<b>2c. Administrative and Fiscal Capacity:</b> Applicant organization has administrative and fiscal capacity, and experience of administering federal and or other government funds.	Not scored but required	
<b>2d. Collaboration:</b> Applicant demonstrates relevant experience collaborating with and knowledge of community partners and resources serving unaccompanied youth experiencing homelessness.	4	
<b>2e. Management:</b> Applicant demonstrates that the person on staff who will provide staff supervision and management of project activities has or will have sufficient experience and qualifications.	2	
<b>2f. Staff Capacity:</b> Staff who will provide direct services has, or will have, experience, skills and qualifications needed to support project success. Staff ability to support youth choice and authentic youth engagement is addressed.	3	
<b>2g. Hiring:</b> Timeline for when staff will be available to implement project activities is reasonable given the nature of the project.	1	
<b>2h. Compliance Statement:</b> Indicates that the proposed project will be in compliance with applicable fair housing and civil rights requirements and provides equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law.	Not scored but required	
<b>3. <u>Program Description.</u></b>	<b>45</b>	
<b>3a. Goal:</b> Project goal/s is aligned with the Coordinated Community Plan	Not scored but required	
<b>3b. Outcomes:</b> Measurable project outcomes which align with project goal are identified	2	
<b>3c. Number Served:</b> Number of youth served on any given day, total unduplicated number of youth serve over the grant period provided and is reasonable	2	
<b>3d. Eligibility:</b> Eligibility criteria and process for determining eligibility of youth to be served is described and is reasonable.	2	

<p><b>3e. General Project Description:</b> Provision of project services, and type, scale, and location fit the needs of the program participants. Project offers a new service or approach. Service components other than those described elsewhere (linkages, supportive services, youth leadership) are described, including services provided by any collaborative partners. Details of start-up activities, are provided if needed. The project</p>	8	
<p><b>3f. Linkages:</b> Linkages to other services offered by the applicant or partner agencies that will support program implementation and service delivery are described. Program provides, directly or through linkages, mental health and substance abuse services.</p>	3	
<p><b>3g. Supportive Services:</b> Description of supportive services is provided, including services provided via linkage or in-kind. If supportive services are not part of the approach a rationale is provided as to why not.</p>	3	
<p><b>3h. Innovation:</b> Description of any innovative or unique characteristics of the project is provided.</p>	2	
<p><b>3i. Mainstream Resources:</b> Policies and procedures that screen all youth for eligibility for mainstream resources and assist them in accessing mainstream resources is provided, and includes specific details on how youth will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply. Youth are assisted to both increase their incomes and live independently using mainstream housing and service programs in a manner that fits their needs.</p>	3	
<p><b>3j. Youth Involvement and Leadership:</b> Applicant described how youth will be involved in project implementation in a way that demonstrates understanding of the importance of authentic youth engagement and leadership. Project commitment to include youth voice in staff hiring process, e.g. sitting in on interviews and/or reviewing applications is described.</p>	4	
<p><b>3k. Population of Focus:</b> Applicant describes the population to be served and indicates to what extent the project will serve vulnerable and often overrepresented young people, including lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth; pregnant and parenting youth; youth who have had involvement with juvenile justice and foster care systems; youth of color; and victims of sexual trafficking and exploitation.</p>	4	
<p><b>3l. Cultural Competency:</b> Method of service delivery described includes culture-specific/sensitive elements, including elements responsive to the specific needs of lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth; pregnant and parenting youth; youth involved with juvenile justice and foster care systems; youth of color; and victims of sexual trafficking and exploitation. Program has the most integrated setting appropriate to meet the needs of qualified persons with disabilities. Applicant describes how program staff are or will be trained in youth-specific language and culture, adultism, and receive training for interacting respectfully and appropriately with youth experiencing homelessness. Applicant shows a commitment to diversity of staff and board.</p>	4	
<p><b>3m. Equal Access:</b> The project ensures equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law.</p>	Not scored but required	

<p><b>3n. Alignment with USICH Framework:</b> Applicant identifies which of the four core outcomes as provided in the RFP are supported by the project and provides a brief statement as to how.</p>	2	
<p><b>3o. Alignment with USICH Youth Guiding Principles:</b> Examples are provided as to how the program operationalizes USICH principles as provided in the RFP – for example:</p> <ul style="list-style-type: none"> <li>• <i>Provides services for the development and strengthening of ongoing attachments to biological (if appropriate) and chosen family and other positive social relationships. Services may include reunification, crisis intervention, or family finding services; mentoring programs; and family engagement services, including counseling, mediation services, and parental support center.</i></li> <li>• <i>Program promotes youth choice in terms of the kind of housing youth need and the extent and nature of supports and services they access, and promotes presenting alternative options for youth who avoid programs with barriers like sobriety or abstinence.</i></li> <li>• <i>Program will provide prioritized, low-barrier entry for the most vulnerable youth as identified by the coordinated entry system. Innovative adoption of Housing First principles, including the absence of barriers to entry and service participation requirements, and provision of targeted, intensive supports to ensure housing success.</i></li> <li>• <i>Adoption of principles of flexible, youth-centered case management focused on the individualized needs of youth, which may include making connections to schools, caring and trusted adults, health care providers, and youth development organizations. Links to demonstrated, flexible, youth-led and youth-appropriate education and/or employment support.</i></li> <li>• <i>Clear transition planning and support for youth from entry into program to exit; may include housing navigation support and links to adult or other ongoing supportive housing.</i></li> <li>• <i>Provide directly or through referral access to creative service models that incentivize client participation by acknowledging and supporting youth needs (for example, employment training programs that compensate youth for time spent at case management or mental health appointments as well as for time spent at work).</i></li> <li>• <i>Offers meaningful opportunities for community involvement, engagement and leadership for youth, including access to community-based activities, neighborhood events, and volunteer opportunities.</i></li> </ul>	6	
<p><b>3p. Social and Community Integration:</b> All projects must offer and promote meaningful opportunities for community involvement, engagement and leadership for youth. Can be included as part of response to 3o.</p>	Not scored but required	
<p><b>3q. Housing First Compliance:</b> Project is consistent with Housing First principles. Can be included as part of response to 3o.</p>	Not scored but required	
<p><b>4. Implementation Plan.</b></p>	<b>10</b>	
<p><b>4a. Project Plan:</b> Project plan provides a reasonable and clear indication of how services will be delivered and includes outcomes and/or output measures, activities and tasks and start and end date. If relevant the plan includes details on how project will secure access to facilities, site control within 12 months of the</p>	10	

announcement of the award. Plan describes any training or staff development activities that would be conducted as part of this project, and how this training will ensure that staff are ready to meet the needs of unaccompanied youth experiencing homelessness. Plan includes active involvement and leadership among youth in design and implementation of the program.		
<b>4b. Access:</b> Verification is provided of intent to incorporate the project as part of CES.	Not scored but required	

**B. Budget Form and Narrative – 15 points Maximum**

<b>B. Budget.</b>	<b>15</b>	
<b>5a. Budget Overview:</b> The budget form is clear, accurate (no math errors) and easy to understand. The budget includes staffing costs and other operating costs. Cost are allowable.	4	
<b>5b. Cost Justification and Effectiveness:</b> Costs are justified, and fully aligned with the project design and plan. Sufficient detail on how costs were calculated is provided, including costs for subcontractors. The budget demonstrates how the project is cost effective, with costs not deviating substantially from the norm for the type of activity or service. The cost per output (i.e. number of youth served) and/or outcome (number of youth projected to attain measurable outcome) is provided and represents good value.	8	
<b>5c. Matching Funds:</b> Budget form and narrative demonstrates the applicant’s intent and ability to leverage other resources in support of this project, either from in-kind and/or external resources, which will cover the required 25% match.	3	

**General Basis for Points Assignment**

0 or low points if response does not provide relevant content and/or omissions/flaws are significant

Full or high points for response that is thorough, clear, contains high level of detail, and is fully-aligned with RFP requirements.

Points should be removed based upon degree to which response exhibits any of the following weaknesses:

- Missing requested content
- Content is provided but it is vague, lacks detail
- Content is provided, but it doesn’t align with YDDP intent or principles
- Content is provided, but with omissions