



Request for Proposal – Project Transfer

Youth and Young Adult (18 – 24)
HUD YHDP Joint Transitional Housing – Rapid Rehousing Project

Summary

The South Alamo Regional Alliance for the Homeless (SARAH), on behalf of the TX-500 San Antonio and Bexar County Continuum of Care (CoC), invites eligible agencies to apply for a Youth Homelessness Demonstration Program (YHDP) project grant transfer in the amount of \$483,864.00 for a Joint Transitional Housing – Rapid Rehousing (TH-RRH) project serving youth and young adults between the ages of 18 – 24. This grant is contracted with the federal Department of Housing and Urban Development (HUD) and thus must follow rules and regulations outlined in [24 CFR 578](#) in addition to local CoC standards of care.

This grant is a transfer due to voluntary de-obligation and thus must follow the Grant Transfer Policy outlined in the CoC Program Policies and Procedures, included in Addendum I of this RFP.

Grant Details

The awarded applicant will contract with HUD to begin this project on June 1, 2023. The project is anticipated to be renewed through the FY22 CoC Program Notice of Funding Opportunity (NOFO) for one year. The newly awarded grantee will reapply for funds annually through the CoC Program Competition. Since this is a YHDP grant, the grantee cannot request an expansion of funds in future renewal applications; however, there will be annual increases in the grant reflective of Fair Market Rent (FMR) changes.

| 10/1/2022 – 9/30/2023 Contract | |
|--------------------------------|---------------|
| Administration | \$0 |
| Supportive Services | \$294,456.00 |
| Rental Assistance | \$189,408.00 |
| Total | \$483,864.00* |

*Minus dollars spent down between 10/1/2022 – 06/01/2023.

Eligibility

Applicants must have experience managing a federal grant. Applicants must meet the requirements listed in Section V.A. (pg. 30) in the [HUD CoC Program Notice of Funding Opportunity](#). The awarded agency must provide 25% match funding.

Project Requirements

The Joint TH-RRH model is designed to combine the activities of a TH project with those of an RRH project, providing a safe place for youth and young adults to stay with financial assistance and wrap-around supportive services to assist them in moving to permanent housing as quickly as possible.

By June 1, 2023, the applicant must be prepared to operate the project and serve program participants who were previously enrolled (note: there will only be RRH participants at the time of transfer). The applicant may design the TH-RRH project as desired, so long as it follows HUD and local requirements, does not disrupt the service of previously enrolled participants, and is approved by HUD via grant amendment. (Note: The project type may **not** be amended. If the applicant wishes to change the project type, they must do so during the CoC Program NOFO process via YHDP Replacement.)

For more information on TH-RRH program components and YHDP, refer to the following resources:

- [HUD CoC Program Notice of Funding Opportunity:](#)
 - III.B.2.r. (pg. 25) – TH-RRH Definition and Concept
 - IV.C.4.c. (pg. 49) – TH-RRH HUD Rating Factors
 - V.B.3.h. (pg. 36) – YHDP Eligible Costs
- [YHDP TH-RRH Project Model Types](#)
 - Learn the 3 types of TH-RRH models:
 1. Site-based TH paired with scattered-site RRH
 2. Scattered-site TH paired with scattered-site RRH (different unit)
 3. Scattered-site TH paired with scattered-site RRH (same unit)

Application and Selection Process

1. Eligible applicants must **submit their application** to grants@sarahomeless.org by **April 7, 2023, at 8:00 am CST**. [The application can be found on the SARAH website here.](#)
2. The Youth Action Board will **vote** on the recipient by **April 12, 2023**, and the CoC Board of Directors will affirm the final decision on **April 27, 2023**.
3. The selected applicant will **contract with HUD** and work with SARAH to develop a **client transition plan**. The awarded applicant will begin the **operation** of the project on **June 1, 2023**.

Point of Contact

Direct any questions to Chelsey Viger at chelseyviger@sarahomeless.org or 210-876-0720 ext. 105.



Addendum I: Grant Transfer Policy

When a CoC or YHDP-funded agency chooses to deobligate their grant, current Grantees as well as the broader community will be notified of the deobligation and invited to apply for the funding. Applicants will be evaluated on their experience managing a grant of the same or greater dollar amount, experience operating a similar project, staff capacity to meet the needs of current project consumers, and ability to provide the required match.

Once an agency has been approved by the CoC Board, a formal recommendation is submitted to HUD. The following letters are required by HUD:

- A letter from Deobligating Agency's CEO indicating that they approve the recommendation;
- A letter from the CoC Board President justifying the reallocation and Recommended Agency;
- A letter from the Receiving Agency indicating their willingness and ability to take over the grant

Throughout the entire grant transfer timeline, the Deobligating Agency is expected to continue operating at full capacity. They are also expected to:

- Respond readily to communications from the CoC Lead Agency;
- Prepare a grant transfer action plan for CoC Board approval, with special emphasis on a consumer outreach plan (if necessary);
- Once reallocation has been approved by HUD, the Reallocating Agency must collect signatures from all consumers indicating they have been notified of the reallocation AND actively participate in a six-month transfer process

To ensure minimal disruption of services for project consumers, the Receiving Agency is closely monitored for the first six months of operation. This monitoring includes, but is not limited to, monthly site visits by CoC staff.