



Request for Proposals

**Issued by:
Corporation for Supportive Housing**

**Funding and Technical Assistance for Planning
and Implementation of *Keeping Families
Together* Supportive Housing in Minnesota and
Washington**

Deadline for Submission:

October 8, 2020 at 5:00 pm CT/3:00 pm PT

Table of Contents

Section I: Introduction: About CSH, One Roof and Keeping Families Together Supportive Housing	3
Section II: RFP Objectives, Eligible Lead Applicants and Population Focus	4
Section III: Proposal Timeline	5
Section IV: Need and the Intersection Between Housing, Homelessness and Racial Disproportionality	6
Section V: Detailed Descriptions and Expectations of Keeping Families Together and Supportive Housing	8
Section VI: Detailed Description of CSH Technical Assistance	10
Section VII: Proposal Review and Site Selection Process	11
Section VIII: Proposal Instructions and Format	12
Section IX: Site Expectations	13
Appendix A: Application	
Appendix B: Sample Budget Request Template	

Section I: Introduction: About CSH, One Roof, and Keeping Families Together Supportive Housing

About CSH

Founded in 1991, CSH's mission is to advance solutions that use housing as a platform for services to improve the lives of the most vulnerable people, maximize public resources and build healthy communities. To fulfill our mission, CSH works across four lines of business:

- 1) TRAINING AND EDUCATION to build the capacity of the supportive housing industry;
- 2) LENDING to cover predevelopment costs and fill gaps in development budgets for new supportive housing;
- 3) CONSULTING AND TECHNICAL ASSISTANCE for project sponsors to develop plans for creating new supportive housing rooted in evidence-based practices; and
- 4) POLICY REFORM to streamline resources for supportive housing development.

Supportive housing is affordable housing linked to services that address the root causes of long-term homelessness, including chronic physical and behavioral health conditions. Supportive housing creates opportunities for recovery, personal growth and life-long success for extremely vulnerable individuals and families. Supportive housing is more than a model, a new building, another lease, or a singular reduction in a homeless count. We are advancing supportive housing as an approach for change that: leans in to address the root causes of inequity; breaks down silos; creates smarter and better-integrated systems; and builds more resilient communities. Visit us at csh.org.

CSH One Roof Initiative

Lack of stable housing is often a precipitating factor for a family's involvement with the child welfare system, a significant impediment to ending a family's involvement, and a threat to child well-being. As many as 30% of children in foster care are primarily there due to a lack of housing, with homelessness or lack of stable housing as the most frequently cited barrier to reunification for families where children have been placed in out-of-home care. Children and youth who have a reliable place to call home spend fewer days in foster care, experience a reduction in subsequent abuse and neglect cases, and increase their school attendance. Families are more likely to remain stably housed over time and children flourish in their development and are healthy later in life.

One Roof is an exciting national initiative to support local communities develop and advance practical and policy solutions for children, youth and families caught at the intersection of child welfare involvement and housing instability/homelessness. One Roof drives change by delivering improved and integrated solutions designed to safely preserve and reunify families facing housing instability, trauma and child welfare involvement. The success of One Roof is built on community collaboration, partnerships, and by leveraging common goals between housing and child welfare agencies. With the support of One Roof, over 500 families have received supportive housing and been more efficiently served by child welfare and community partners. One Roof has also helped communities actualize cost savings through the redesign of expensive crisis interventions. By keeping families out of costly foster care and reducing re-entry into the child welfare system, communities can experience up to a \$16,000 cost savings per family per year after an initial investment in supportive housing.

CSH Keeping Families Together Supportive Housing

Keeping Families Together (KFT) is CSH's two generation approach to supportive housing for families with children who are at risk of recurring involvement in the child welfare system. It integrates supportive services and affordable housing for families with a focus on ensuring they are safely and permanently unified or reunified and stabilized. By providing an

affordable home and essential supports to families, this approach shows real promise in maintaining and reuniting children with their families in a safe environment while reducing costs. The services accessed through supportive housing help parents struggling with overwhelming poverty and multi-systems involvement improve their lives and family stability. Currently active in at least 10 states, KFT provides access to affordable housing integrated with essential wraparound supports helping every member of the family. KFT helps child welfare, housing and other sectors join together to reach shared goals, optimize and leverage resources, and increase overall efficiency and effectiveness of services including data sharing, care coordination and services integration. Additionally, states have incorporated the KFT approach into their plans to end homelessness or designated funding to match with housing vouchers.

Section II: RFP Objectives, Eligible Lead Applicants, and Population Focus

RFP Objectives

The Corporation for Supportive Housing (CSH) is seeking eligible and qualified governments, Tribes or eligible nonprofit organizations along with eligible lead applicant partners that are interested in receiving intensive technical assistance to plan and implement a One Roof Initiative using a KFT supportive housing model and approach.

CSH has been awarded a three-year grant from the **Margaret A. Cargill Philanthropies** to advance One Roof efforts, expanding access to housing opportunities for child welfare-involved families in the States of Minnesota and Washington by working with selected communities to foster multi-sector partnerships to better connect families with supportive housing – affordable housing tied to services – and embed it within the service array being offered to child welfare-involved families at risk of homelessness. The CSH objectives in this work are:

- **Objective 1:** Plan, launch and fully implement KFT supportive housing model and approach in select communities in the States of Minnesota and Washington.
 - Two communities in Minnesota and one community in Washington will be selected. We are looking to fund communities that have not received previous intensive and site-specific TA focused on implementation of the three phases of KFT outlined in Section V. Communities and regions that have participated in learning webinars or beginning conversations on implementing a KFT initiative with CSH are eligible for this funding.
- **Objective 2:** Support the sustainability of the selected KFT communities to ensure successful outcomes for families
- **Objective 3:** Set the stage for further scaling of the KFT supportive housing approach in other communities across Minnesota and Washington

As Objective 1 states, CSH will be selecting two communities in Minnesota and one community in Washington who will plan, launch and fully implement a KFT supportive housing model and approach in partnership with CSH. These 3 communities will receive and participate in a 24-28 month package of technical assistance provided by CSH and each applicant can request up to \$225,000 total in subgrant funding to support the applicant and project partners participation in, and implementation of the KFT initiative. CSH will preference applicants who budget a portion of requested funds to support the active partnership with, and meaningful inclusion of family members possessing lived expertise and representing the communities to be served.

In this round of competition, CSH intends to select two Sub-recipients in Minnesota and one Sub-recipient in Washington, here forth referred to as 'Sites', each representing a county or regional service area.

Eligible Lead Applicants and Population Focus

Eligible lead applicants

Government (state, county or city), Tribes or eligible* nonprofit organizations serving as a catalyst for KFT efforts and who bring the relevant and necessary agencies and partners to the table.

- Applicants and relevant partners include, but are not limited to Public Child Welfare Agencies, Public Housing Authorities, Continuums of Care, health/behavioral health entities, supportive housing providers, in-home child and family services providers, family resource centers, or large-scale funding and service providers like a United Way.
- Applicants and partners represent a proposed county or regional area that is not a current One Roof site with KFT supportive housing.

**Eligible nonprofit organizations include those described in section 501(c)(3) of the Internal Revenue Code and exempt from taxation under section 501(a) and any organization described in sections 170(c)(1) or (2) of the Internal Revenue Code.*

Population Focus

Families with minor children experiencing child welfare involvement and who are experiencing homelessness or housing instability and are at significant risk of negative child welfare outcomes as well as other risks and/or needs such as those related to health/behavioral health, justice, domestic violence, education and other needs/challenges.

Section III: Proposal Timeline

Release Date of this RFP

August 24, 2020

Bidders' Webinar

Date: September 2, 2020; Time: 12:00 pm PT and 2:00 pm CT

Registration: Register in advance [here](#)

The Bidders Webinar will be recorded and made available at www.csh.org/pipeline to benefit applicants unable to make the live webinar event.

Instruction for Submitting Written Questions

Please submit all questions by 5pm CT/3pm PT on September 30, 2020 in order to ensure a response. CSH will post a compilation of written responses to Frequently Asked Questions and responses online with the application package.

Submit questions by email to: 1Roof@csb.org.

Optional Letters of Intent - Due Date/Time and Instructions for Submission

Applicants are strongly encouraged, though not required, to submit a Letter of Intent to submit a full proposal. Letters of Intent will be non-binding and are intended to help CSH determine how to deploy personnel and expertise to review applications and issue awards. Letters of Intent should be no more than two (2) single-spaced pages, and are **due by email on September 16, 2020** to: 1Roof@csb.org.

Letters of Intent should include the following information:

- Name of lead applicant organization, and department/division, if applicable
- Lead applicant point of contact including:
 - Name
 - Title
 - Mailing address
 - Phone number
 - E-mail address
- Name(s) of other organizations/roles on proposed applicant/program team
- Proposed geographic region to be service by the program (e.g. county, region)

Submission of Full Proposal

Applicants must submit all application materials electronically in Microsoft Word or PDF format including all attachments by email. Please note that applicants must allow time for the submission to be transmitted and received by the deadline. Late submissions will not be accepted.

Due Date: **October 8, 2020 5:00pm Central Time/3:00pm Pacific Time**

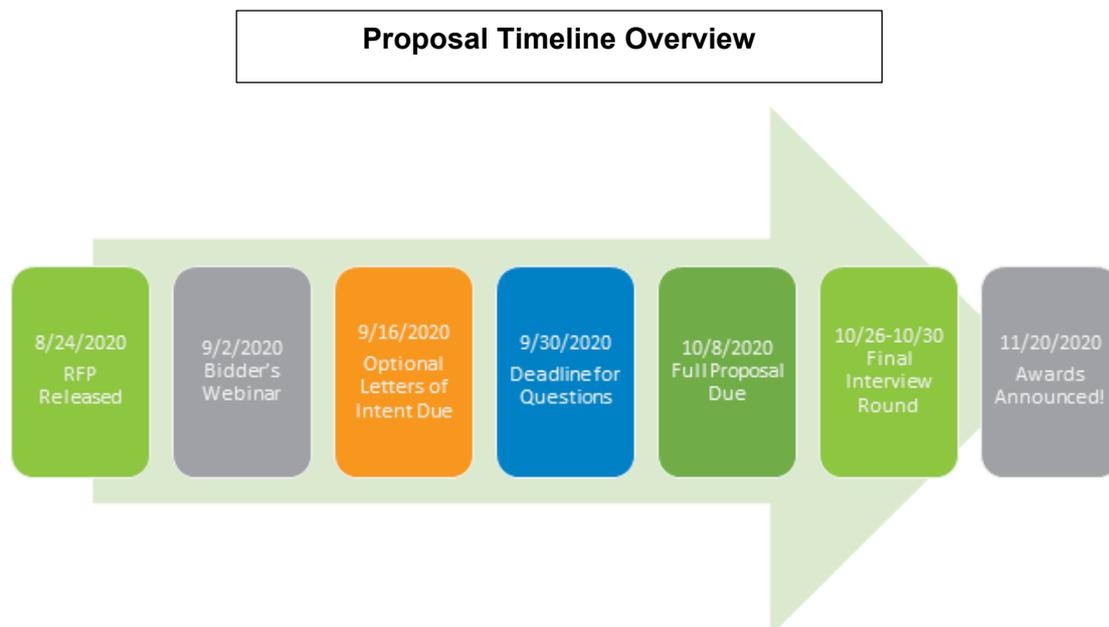
Submit by email to: 1Roof@csh.org

Final Interview Round

Following the review and ranking of the written applications, CSH will schedule phone interviews with the top-ranked applicants. Final determinations will be made based on the results of the interview stage. We anticipate interviews taking place October 26-30, 2020. Applicants should plan for lead applicant and core team members to be available for a potential interview during this time frame.

Announcement of Awardees

CSH anticipates announcing awards by November 20, 2020.



Section IV. Need and the Intersection between Housing, Homelessness, and Racial Disproportionality

Need

Minnesota and Washington are home to 391,681 extremely low-income renter households and, of those, an average of 67% across the two states are spending more than 30% of their income on rent. These households are at high risk of homelessness, with often one missed paycheck or unforeseen expense leading to an eviction notice. On average, only 36 affordable homes are available per 100 renter households, exponentially increasing the risk these families face of falling into homelessness. As a result, many families find themselves living in unstable housing situations, including doubling up, overcrowding, frequent mobility, and literal homelessness.

In Minnesota, the 2019 Point in Time Count found 7,977 total people experience homelessness on any given night, with parents, children and youth approximately making up 3,500 of the overall total. In 2019, the State of Washington's Point in Time Count found 21,621 total people experience homelessness on any given night. Out of these 21,621 people, there are approximately 6,000 parents, children and unaccompanied youth that are experiencing homelessness. While these numbers are grim, they do not include those families who are living in unstable doubled up situations.

The Department of Education does count unstable, doubled-up families as homeless as part of their annual McKinney-Vento homeless count. During the 2017-2018 school year, the State of Minnesota reported 16,698 students and Washington reported 40,112 students between pre-k and 12th grade identified as being homeless. As you can see, including both of these numbers in overall homeless response planning is essential when responding to a community or state's actual need.

The Intersection between Housing, Homelessness and Racial Disproportionality

The intersection of housing instability, child welfare involvement, and overall well-being for children and youth is well documented. Lack of stable housing is often a precipitating factor for a family's involvement with the child welfare system, a significant barrier to ending a family's involvement, and a threat to child well-being. Nationally, as many as 30% of children in foster care are primarily there due to a lack of housing. Additionally, homelessness and/or lack of stable housing are the most frequently cited barrier to reunification for families where children have been placed in out-of-home care.

Housing instability and subsequent frequent moves among child welfare-involved children and youth disrupts key developmental and learning processes, and undermines the basic skills necessary to succeed in school and in adulthood. Approximately 26,000 youth nationally age out of foster care every year and are at a drastically increased risk of experiencing high rates of homelessness and housing instability. Children in foster care often do not graduate from high school; have greater rates of adolescent pregnancy and homelessness than their peers, and frequently suffer from substance use disorders and mental illness.

We know that toxic stress experienced early in life has a powerful impact on long term health outcomes and future systems involvement of adults. We also know that the anguish of homelessness and family separation are some of the **most** traumatic events a child can experience. National data tells us 40% of adults currently experiencing chronic homelessness were once in foster care.

[CSH's national supportive housing needs assessment](#), estimates the need for 1,991 units of supportive housing for child welfare-involved families across the two states – 886 in MN and 1,105 in WA.

Understanding housing as a protective factor that impacts overall well-being is critical to doing this work as we know that the lack of it impacts both the well-being of parents and children and increases risk to families. Together, the housing and child welfare systems can share their expertise and resources with each other to help ensure the safety and overall well-being of children and families. The ongoing public health crisis related to COVID-19 and the emerging impacts on children, families and communities further elevates the critical and foundational role of housing as paramount to family safety and well-being.

Our country is in the midst of a national upheaval due to results of systemic racism that have been a part of our nation since its founding. This history of racism shows up across all sectors of life including some of our biggest government systems like justice, housing and homelessness, and child welfare (just to name a few).

As the data show, Native American and Black children and their families are investigated and separated from one another at a far higher rate than their white counterparts. Please reference the [CSH Racial Disparities and Disproportionality Index](#) for specific data on racial disproportionality across 16 different sectors, including child welfare by State. This family separation only compounds the trauma that Black, Indigenous and People of Color have experienced and are experiencing right now. Applicants to this RFP have a powerful role to play in supporting these families to ensure that family separations are prevented when possible, and when separations do occur, that they are as brief as possible.

Some of the key work involved with implementing KFT includes:

- Establishing new tools and resources to prevent some of the most disproportionately impacted families in our communities from falling into homelessness in the first place and/or helping them get into stable housing;
- Supporting stability; and
- Strengthening the protective factors surrounding a family, including:
 - lessening the stress parents and children feel,
 - decreasing housing instability,
 - supporting a strong foundation for families to work on increasing safety and decreasing risk factors that may have brought them to the attention of the child welfare system in the first place.

Please reference the CSH [Thrive Framework](#) for improving lives, fostering equitable and inclusive communities and transforming systems.

Section V. Detailed Descriptions and Expectations of Keeping Families Together and Supportive Housing

Detailed Description of Keeping Families Together

In recent years, with increased attention on two-generational approaches to child and family well-being, preventative services, and the importance of protective factors, child welfare agencies are gaining a greater understanding about the critical role housing plays in ensuring stability and well-being. Greater emphasis is now placed on housing, as it is often a necessary precondition for physical and mental health, recovery from addiction, educational success and strong parent-child relationships. While housing circumstances are becoming increasingly recognized as an important determinant of overall individual and community health, housing solutions have not yet been brought to scale for families due to limited resources, disparate systems and overwhelming need.

To address this, CSH developed its signature “Keeping Families Together” (KFT) supportive housing approach. KFT combines affordable housing with holistic, trauma-informed services to strengthen families with child welfare involvement to end the cycle of child neglect and housing instability, resulting in a new generation of young people living more stable, productive

lives. An evaluation of the original KFT pilot in New York City, found the following positive outcomes: 89.6% of families in the program stayed in housing, school attendance increased from 60% to 80%, children experienced 45 fewer days in foster care and most families had no new abuse or neglect cases after moving into supportive housing.

Compelled by these promising research findings, the US Department of Health and Human Services (HHS), Administration for Children, Youth and Families (ACYF) launched the “Partnerships to Demonstrate the Effectiveness of Supportive Housing for Families in the Child Welfare System”, a \$25 million federal demonstration building largely from CSH’s KFT supportive housing approach. The demonstration provided \$5 million five-year grants to each of five sites across the country—Broward County, Florida; Cedar Rapids, Iowa; Memphis, Tennessee; San Francisco, California; and the state of Connecticut—to provide supportive housing to high-need families who are involved in the child welfare system and experiencing homelessness or housing instability. Evaluation findings concluded supportive housing overwhelmingly improves housing outcomes for families receiving these services, and can lead to reduced removals and increased reunifications among children in out-of-home care.

Phases of a Keeping Families Together (KFT) Initiative

Typically, KFT initiatives move through three distinct phases, as follows:

1. Planning Phase
 - Engage stakeholders and child welfare involved families, and identify champion(s)/lead(s)
 - Create cross sector planning team
 - Complete cross sector data match/analysis
 - Design a multi-sector family referral system and engagement process in partnership with child welfare involved families and sector leads
 - Create a Pipeline of housing and services that connects to the family referral system. Ensure family voice, experience, and knowledge is incorporated into this pipeline.
 - Secure evaluation resources
2. Initial Implementation Phase
 - Implement a multi-sector family referral system and engagement process
 - Implement a process for connecting families to supportive housing and determine approach to finding and leasing up families in housing
 - Design and implement evaluation and continuous quality improvement (CQI) of overall implementation of KFT, which includes continuous engagement and involvement of child welfare involved families in the evaluation and CQI process.
3. Growth and Replication Phase
 - Determine scaling needs
 - Identify financing resources for scaling

Any community chosen to implement the KFT approach, will be guided through each of these phases using CSH Technical Assistance with the expectation that each stage of the three phases will be completed in relation to the needs of the community.

Detailed Description of Supportive Housing

Quality supportive housing projects are as diverse as the communities in which they are located. CSH is excited to work with the selected sites to design the most appropriate approach for the community and selected population focus. Acknowledging the uniqueness and self-determination of each community, all quality supportive housing:

- Focuses on households whose heads of household are experiencing homelessness, at risk of homelessness, or are inappropriately staying in an institution. They may be facing multiple barriers to employment and housing stability, including mental illness, substance use, and/or other disabling or chronic health

- Is affordable, meaning the tenant household ideally pays no more than 30% of its income toward rent
- Provides tenant households with a lease or sublease identical to non-supportive housing, with no limits on length of tenancy, as long as lease terms and conditions are met
- Proactively engages members of the tenant household in a flexible and comprehensive array of supportive services, without requiring participation in services as a condition of ongoing tenancy
- Effectively coordinates with key partners to address issues resulting from substance use, mental health and other crises, with a focus on fostering housing stability
- Supports tenants in connecting with community-based resources and activities, interacting with diverse individuals including those without disabilities, and building strong social support networks.
- Elevate the voices of those with lived expertise, looking to them to lead efforts to develop programmatic solutions and inform funding decisions.

For more information on quality supportive housing, see www.csh.org/quality. For more information on KFT and related resources, see www.1rooffamilies.org/about-us/resources/.

By applying a housing lens to child welfare interventions, the project offers unique opportunities to identify high-need families and target scarce resources and evidence-based practices using a culturally specific response to strengthen families and mitigate the effects of adverse childhood experiences, toxic stress and trauma thereby disrupting cyclical patterns of poverty and vulnerability. The result is improved outcomes for the entire family unit as a whole – in present and in future generations.

Projected expectations based on historical KFT results

CSH expects communities will see that:

1. 80% to 90% of families served through KFT will achieve housing stability and will not have subsequent episodes of homelessness. [It is the expectation that KFT will focus on families experiencing housing instability and homelessness and are at risk of negative child welfare outcomes.]
2. Families whose children have been placed in out-of-home care will experience both higher and faster rates of reunification.
3. Families with open child welfare cases who remain intact while receiving services will experience lower child removal rates.

Section VI. Detailed Description of CSH Technical Assistance and Funding

CSH has used its learnings from implementing KFT in other states and regions across the country to develop an eight-step roadmap for KFT replication that adapts the approach to suit local contexts and conditions while moving communities through the various stages of KFT planning and implementation. With training, resources, and support from CSH, currently 12 communities and states are implementing the KFT supportive housing approach with an additional 20 jurisdictions in the early exploratory or planning stages of KFT replication.

This proposal advances KFT replication in targeted communities within the States of Minnesota and Washington by working with communities to plan, launch, implement and sustain a KFT approach in their communities or region. Specifically, this project connects supportive housing to high-need, unstably housed families involved in the child welfare system. It also facilitates the partnerships necessary to employ culturally-centered, evidence-based practices as families stabilize in housing while also building awareness to support current and new projects by making the case for scaling and expansion beyond CSH's initial engagement with the community.

The technical assistance being offered in this RFP provides significant support through the three phases of KFT development, as outlined in Section V. Each selected Site will work closely with CSH to develop a customized action plan designed to maximize progress through the planning phase. Technical assistance services may include, but are not limited to, working with Sites in the following areas (as applicable or allowed by federal, state and local laws and regulations):

- Identifying and engaging partners
- Supporting convening efforts throughout the project
- Completing data matching and analysis
- Supporting the development of action plans including identification and referral system and services plans
- Supporting development of continuous quality improvement processes; and
- Helping to determine scaling needs and next steps

Applicants selected as Sites will receive a customized, robust package of technical assistance designed to facilitate the achievement of the deliverables noted above. Selected sites will also receive four subscriptions to CSH's Training Center, which includes resources, webinars and e-classes designed to support the creation of quality supportive housing.

Additionally, CSH anticipates working closely with Sites to further refine and understand the population focus, obtain and analyze data on local supportive housing need, leverage local and national best practices appropriate for the population and local context and develop consensus around the success metrics that best connect the desired goals with the KFT supportive housing approach.

Section VII. Proposal Review and Site Selection Process

Proposal Eligibility Requirements

All proposals accepted by CSH will be reviewed to determine whether they meet eligibility criteria, which include:

- Lead applicant is a/n:
 - Government (state, county or city) or Tribal Nation, or,
 - Eligible* nonprofit organization that is serving as a catalyst for KFT and is bringing the relevant government partners and other stakeholders to the table.
 - Applicants and relevant partners include, but are not limited to Public Child Welfare Agencies, Public Housing Authorities, Continuums of Care, health/behavioral health entities, supportive housing providers, in-home child and family services providers, family resource centers, or large-scale funding and service providers like the United Way
- Lead applicant and/or committed project partners are not currently operating a One Roof/KFT project within the local county or region proposed.
- Interest in receiving technical assistance to implement KFT supportive housing as the targeted intervention;
- Full proposal submitted including completion of Appendix A and all attachments as outlined in Section VIII.

Proposals that do not meet the criteria listed above will be rejected. A review committee will evaluate and rate all remaining proposals based on the evaluation criteria described below. Following the review and ranking of the written applications, CSH will invite top ranking candidates to be part of an interview round. The interviews will also be scored and final determinations will be made based upon the combination of scores from the proposal and interview.

Conditions of Proposal Submission

- Only one proposal will be accepted from any one organization or collaboration for a specific county or local region. Applicants are encouraged to engage multiple organizations that may form a team for this application but should clearly identify the lead applicant organization and the anticipated role(s) for each partner organization.
- All costs incurred in the preparation and presentation of the submitted proposal, in any way whatsoever, shall be wholly absorbed by the applicant. Any material submitted by the applicant that is to be considered confidential must be clearly marked as such.
- Please note that CSH requires subcontractors, including individuals and sole proprietors, to carry commercial general liability and workers' compensation insurance while performing work under a CSH subcontract.

Selection Process

CSH will convene a scoring committee tasked with scoring proposals and any subsequent interviews based on their eligibility, interest in serving the population focus through use of the KFT approach, intent to commit the appropriate level of capacity needed to implement KFT, and the overall level of readiness for implementing KFT key components.

The scoring committee will consist of internal CSH staff with expertise in the child welfare sector and housing models focused on populations with specific, unique needs. CSH may also invite external partners to join the scoring committee including external county/state level representatives with expertise and vested interest in embedding supportive housing within the child welfare system's service array and members of CSH's national One Roof Advisory Board, a national group of partners who guide and support efforts to integrate housing and child welfare.

CSH and the scoring committee will score applicants against the key components of the three different phases of KFT implementation detailed in Section V, and their engagement of family members with lived experience of child welfare involvement and housing instability. Criteria proposals will be measured against include:

1. Interagency collaboration and project vision
2. Child Welfare leadership and engagement
3. Inclusion of strategic use of data and targeting in planning and implementation
4. Use of current housing resources and how to overcome barriers to acquire more resources
5. Services and provider capacity
6. How program evaluation will be used to change course and/or scale the work
7. Inclusion of appropriate project leadership, Families with lived experience and support services; and
8. Inclusion of a budget that reflects the necessary staffing and time to complete the proposed work.

CSH will assign points to the above key component areas and ask members of the scoring committee to review the components of each proposal submitted. Each component will be evaluated on the Responder's understanding, and the quality and completeness of the Responder's approach and solution to the problems or issues presented. CSH may also consider other balancing factors to determine where technical assistance would be of greatest value to the child welfare and housing field. CSH may consult with other technical assistance providers to determine whether joint technical assistance may be warranted and to maximize the reach of technical assistance resources.

CSH anticipates that Sites will require technical assistance in many if not all of the proposal scoring criteria areas outlined in this section. Through this application, we are simply seeking

to understand the thinking and progress that the applicant has made to date in each of these areas.

Section VIII. Proposal Instructions and Format

Proposal Instructions and Format

Applicants must submit all proposal materials electronically in Microsoft Word or PDF format including all attachments by email. Please note that applicants must allow time for the submission to be transmitted and received before the deadline. Late submissions will not be accepted.

The full proposal must include:

- **Application**
 - Complete responses to all sections of this application found in Appendix A.
- **Attachments**
 - Letter(s) of commitment from the organization(s) providing the on-the-ground staff for this proposed work, including as members of the Core Project Leadership Team;
 - Letter from the Homeless Management Information System (HMIS) Lead Administrator in their community documenting their support for this work;
 - Letter from the Child Welfare Agency's Data Administrator documenting their support for this work;
 - Proposed project budget for initial year of requested funding;
 - Lead applicant financial statements for the current year unaudited plus the two prior years audited financial statements; and,
 - Board of Directors list from lead applicant agency.

A full proposal is highly encouraged to include:

- **Letters of support from partners** – though not required, letters of support from relevant proposed partners are highly encouraged.
- Current organizational chart for lead applicant.

Due Date/Time: October 8, 2020 5:00pm Central Time, 3:00pm Pacific Time

Submit by email to: 1Roof@csh.org

Section IX. Site Expectations

Memorandum of Understanding/Agreement

To be considered eligible for the selection process, successful applicants will need to be willing to enter into an MOU with CSH over the terms of the *pro bono* technical assistance and funding awards.

Planning and Budget Expectations

Sites will be expected to implement the three phases of KFT listed in Section V in partnership with CSH, which should be reflected in their proposed budgets. Grantees will be eligible to receive up to \$225,000 in grant funds over the course of the initiative. There is a cap of 10% on indirect administrative expenses as per our funder but otherwise sites have flexibility to propose what they want to cover to advance through the project phases.

1. Planning Phase
 - a. Engage stakeholders and child welfare involved families, and identify champion(s)/lead(s)
 - b. Create a cross sector planning team
 - c. Complete a cross sector data match/analysis

- d. Design a multi-sector family referral system and engagement process in partnership with child welfare involved families and sector leads
 - e. Create a pipeline of housing and services that connects to the family referral system. Ensure family voice, experience, and knowledge is incorporated into this pipeline.
 - f. Secure evaluation resources
2. Initial Implementation Phase
 - a. Implement a multi-sector family referral system and engagement process
 - b. Implement a process for connecting families to supportive housing and determine approach to finding and leasing up families in housing
 - c. Design and implement evaluation and continuous quality improvement of overall implementation of KFT, which includes continuous engagement and involvement of child welfare involved families in the evaluation and CQI process.
 3. Growth and Replication Phase
 - a. Determine scaling needs
 - b. Identify financing resources for scaling

Sites will also be expected to support the active partnership and inclusion of family members possessing lived expertise who represent the communities to be served.

Reporting and Knowledge Sharing

CSH will require biannual reporting from each selected site covering progress and milestones, any challenges, and supporting financials and deliverables.

Selected sites must be willing to make key documents from the KFT development process publicly available, including contracts and evaluation plans. In addition, CSH will collaborate with Sites to collect, disseminate and discuss best practices and lessons learned.

Funding Disbursement

CSH anticipates making an initial disbursement of funding to selected sites following award notification and memorandum of understanding/agreement execution. Subsequent biannual disbursements will follow a schedule and will be released following approval of progress report and any budget revisions and approval.

Meetings and Travel

Project teams must be willing to meet together and with CSH regularly over the entire course of the grant. CSH staff will set regular check-ins, meetings, training and TA with project lead and/or project team, with many planned to occur virtually. For planning purposes, assuming a best-case public health scenario, CSH estimates KFT core project team members (5 per site) may be asked to make a total of up to 8-10 trips each over the course of the grant for peer learning exchanges, forums/meetings and the annual CSH Summit. Each trip may span 2-3 days, necessitating overnight hotel stays. Given the current uncertainty regarding travel and in-person meetings due to the ongoing COVID-19 pandemic, meetings, forums, convenings and summits may be planned as in-person gatherings or as virtual offerings at CSH discretion and in adherence to federal, state, local and agency policy and guidance.

CSH anticipates the following:

- Regular, ongoing check-in meetings, TA and training sessions (online/virtual formats)
- Annual CSH Summit (1/year; 5 people per site; 2-3 days each, location varies)
- 8-10 quarterly leadership meetings per site over the duration of the grant (half-day on-site in the site jurisdiction)
- 4-6 peer-to-peer convenings per site over the duration of the grant. (two-day events)

- 4 High level meetings and/or forums targeting leadership and key stakeholders from child welfare, housing, and other human services; (total of 4 forums per state; two-day event; site locations and attendees to be determined by CSH staff in consultation with site leads)

CSH will cover certain travel costs for a limited number of representatives from selected sites to attend certain in-person events such as peer-to-peer convenings in jurisdictions that have successfully implemented child welfare and supportive housing partnerships as well as travel costs for selected recipients to attend the annual CSH Summit. Reimbursement for such costs will be separate from funding requested by applicants through this solicitation.