

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

Youth Homelessness Demonstration Program (YHDP) Local Competition Request for Proposals

TIMELINE

This timeline highlights steps to participate in the local competition for the YHDP Request for Proposals (RFP) through the Mid-Willamette Valley Homeless Alliance, the Continuum of Care (CoC) for the Marion-Polk region.

Dates	Time	
April 6	N/A	CoC releases information about upcoming RFP in email to stakeholder list.
April 19	8:00 pm	CoC announces and distributes YHDP RFP to CoC membership, stakeholders, and the public.
April 19 – May 31		Interested applicants may begin drafting project applications (Note: do not submit until after the Applicant Workshop). Deadline to submit applications to the CoC is May 31, 5:00 pm.
April 19	8:00 pm	YHDP Request for Proposals and related materials posted on CoC website: Youth Homeless Demo Program (YHDP) – Mid-Willamette Valley Homeless Alliance (mwvhomelessalliance.org)
April 27	10 am -Noon	<p>APPLICANT WORKSHOP: ALL interested applicants are strongly encouraged to send an agency representative on <u>April 27, 2022, 10 am – Noon</u>, via Zoom:</p> <ul style="list-style-type: none"> 10:00-10:30 am Overview & Funding Focus 10:30-11:30 am Application Instructions 11:30-12:00 pm Q & A <p>Zoom: https://us02web.zoom.us/j/87681280234?pwd=WnRZRnZtYjl6bWdjYndJVW00RUdEZz09 Meeting ID: 876 8128 0234 Passcode: 855568 One tap mobile +12532158782,,87681280234#,,,,*855568#</p> <ul style="list-style-type: none"> Recording of Applicant Workshop will be posted to CoC website within a few days of the workshop.
May 3	5:00 pm	REQUIRED LETTERS OF INTENT DUE: one paragraph minimum, include agency name, primary contact person's name and contact information, proposed project type, estimated funding request, and brief description of project concept. Submit letters of intent to Lisa Trauernicht: LisaMostlyConsulting@gmail.com

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May 3-31		Applicants may submit questions to Jan Calvin: calvin.jan@yahoo.com . Responses will be posted on the website, generally within two business days.
May 31	5:00 pm	APPLICATIONS DUE: Applications and attachments are due in e-snaps by 5:00 pm. A PDF copy of the e-snaps application, responses to supplemental questions, and a signed copy of the Local Competition Application Certification are to be submitted to Lisa Trauernicht: LisaMostlyConsulting@gmail.com by 5:00 pm. <i>No late applications will be accepted</i>
June 3 & 4	TBD	YHDP Review & Ranking Committee meets to review, score, and make recommended project rankings.
June 6	TBD	Save the Date: APPLICANT INTERVIEWS with Review & Ranking Committee (if conducted). Preliminary Prioritized List will be sent to applicants by email and posted on the CoC website by 8:00 pm.
June 8	11:59 pm	NOTICE OF INTENT TO APPEAL DUE: Any applicant seeking to appeal its ranking on the Preliminary Prioritized List must submit its intent in writing to Lisa Trauernicht, LisaMostlyConsulting@gmail.com <i>*Intent to Appeal submission does not bind the organization to submit a formal appeal.</i>
June 13	3:00 pm	APPEALS LETTERS DUE: Appeals letters must be submitted to Lisa Trauernicht, LisaMostlyConsulting@gmail.com . (See RFP instructions for details.)
June 13 or 14	TBD	Appeals Committee meets (if necessary) to review appeals (if any), recalculate scores for approved appeals, and re-rank priority projects (if warranted).
June 14	8:00 pm	Written notice provided to appeals applicants. All applicants officially notified of scores and ranking.
June 15	Noon	Applicants will be notified about: (1) participating in an introductory meeting with the Youth Action Board (June 16-20, TBA), and (2) requested revisions to project applications in e-snaps (due by June 22).
June 16-17	TBA	Office hours for e-snaps revisions.
June 20	5-7 -pm	Youth Action Board (“Backbone”) completes review of applications and approves a letter of support.
June 22	11:59 pm	e-snaps DEADLINE: All project applications must be finalized in e-snaps.
June 23	3-5:00 pm	CoC Board approves Final Prioritized List.
June 27	11:59 pm	Final Prioritized List submitted to HUD. HUD will initiate project contracts, expected in September. Note that conditional award funding is typically based on the submitted Final Prioritized List of local projects; however, actual awards and award amounts are determined by HUD.

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