



Youth Action Board (YAB) and Lived Experience Advisory Committee (LEAC)
Request for Proposals (RFP)

Background

Homeless Alliance of Western New York (HAWNY) is the Continuum of Care (CoC) Lead Agency for Erie, Niagara, Genesee, Orleans, and Wyoming counties in Western New York. HAWNY works in partnership with over 30 local agencies to address the needs of persons experiencing homelessness or at-risk of experiencing homelessness of both youth and young adults (ages 15-24) and adults (ages 25 and up).

The Youth Action Board (YAB) is a youth-led committee made of youth and young adults ages 15 through 24 with lived experience of homelessness and/or housing instability. The YAB works as a team to strategically share their experience, identify gaps in services and areas of need for youth experiencing homelessness, evaluate current and new services, and initiate a change in the status quo. The YAB is an official committee under the CoC.

The Lived Experience Advisory Committee (LEAC) is a proposed committee made of adults aged 25 and up that have experienced homelessness. The LEAC will support people with lived experience of homelessness to lead CoC policy development, implementation, and program evaluation.

HAWNY is seeking a qualified non-profit agency or for profit agency to work with facilitating the needs of the YAB or LEAC or both. Existing groups that are functioning similarly will be considered under this RFP and can use this RFP as expansion as long as it meets the committees' criteria and fulfills the goal of this RFP. Partnership/collaboration with other systems, such as foster care, trafficking to incorporate voice from people with lived experience are recommended. Applicants must indicate if funding requests are for YAB, LEAC, or both. The funding for this RFP is renewable annually based on performance and funding availability from Federal sources.

Eligible entities

Non-for-profit organizations or for profit agencies

Amount

Maximum award for facilitating YAB and LEAC: \$30,000.

Maximum award for facilitating YAB only: \$18,000.

Maximum award for facilitating LEAC only: \$18,000.

25% in kind or cash match is not required but will be considered in the selection process.

Goals of Committees

Promote inclusion in the local CoC planning process of current and formerly homeless persons with lived experience to

- Address homelessness;
- Determine how local CoC policies may need to be revised and updated;
- Participate in CoC meetings and on committees as stakeholders;
- Participate in CoC systematic decision-making processes; and
- Participate in decision-making for the local CoC funding competition process

YAB/LEAC members will

- Participate and provide input that is incorporated in the local planning process;
- review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing;
- be included in decision-making processes related to addressing homelessness; and
- participate in the development, or revision, of the local competition rating factors

Structure of Committees

The level of participation could include both a fluid base of members and consistent participation. Fluid base members could be like focus groups or members recruited for specific projects. Consistent participation and leadership opportunities encourage members to develop their professional skills and participate meaningfully in decision-making processes. It could also be a combination of both.

People with lived experience is defined as people who experienced homelessness in the past or currently experiencing homelessness. YAB members are youth and young adults (ages 15-24) who have experienced homelessness and housing instability while under the age of 25.

Scope of services

- Recruit people with lived experience
- Provide professional development to YAB/LEAC members pertaining to HUD/CoC policy, leadership, best practices, etc
- Develop regular meeting schedules and facilitate/organize group meetings both in person and virtually
- Cultivate people with lived experience on sharing their voice participating in CoC decision-making meetings
- Youth Action Board must have no less than 3 members at all times.
- Members of the group should drive to be diversely reflecting all people who are experiencing homelessness, including but not limited to reflecting racially, geographically
- Compensation: People with lived experience shall be compensated no less than \$20 an hour
- Create committee structure policy with participants

Reporting requirements

Time sheet and meeting minutes must be submitted at a minimum quarterly in order to receive reimbursement. All work products should also be submitted. E.g. if YAB/LEAC create any documents, forms, survey results. The selected agency will report to HAWNY on group engagement, topics as well as planned activities on a quarterly basis.

Application process

Please submit the YAB/LEAC RFP Application form to Kexin Ma, Executive Director, at kexinma@wnyhomeless.org.

Due Date

Applications must be received by Kexin Ma, Executive Director, no later than Monday, April 25, 2022 at 4:00 PM.