Direct Cash Transfer Program (DCTP) Pilot Request for Proposals (RFP)

NYC Lead Community-Based Organization (CBO) Partner Selection
Direct Cash Transfer Program (DCTP) Pilot Request for Proposals (RFP): NYC Lead Community-Based Organization (CBO) Partner Selection

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I. Background & Overview of the Program

On a single night in 2020, more than 4,400 unaccompanied and parenting youth were counted as experiencing homelessness in New York City (NYC). Further, NYC recently commissioned a Youth Homelessness System Assessment.¹ This work highlighted significant system gaps in the availability of flexible, developmentally appropriate, effective, cost-efficient interventions for youth and young adults for whom shelters, residential programs, and intensive supportive housing interventions are inappropriate or undesirable.

To help fill this gap in the City’s inventory of interventions, Chapin Hall at the University of Chicago and Point Source Youth (PSY) have developed and begun implementing a multi-phase plan for developing, implementing, and evaluating a direct cash transfer program (DCTP) for young adults experiencing homelessness.

The initiative is taking place in three phases in NYC:

- **Phase 1 (completed):** background research and multi stakeholder engagement to determine the main program and study objectives and design parameters.

- **Phase 2 (now starting, and to which this RFP applies):** pre-implementation processes carried out including development of evaluation instruments and fidelity monitoring tools, and further definition of DCTP design parameters; and, pilot implementation and randomized controlled trial (RCT) of the intervention with approximately 30-40 treatment group and 30-40 “services-as-usual” control group young adults to assess implementation arrangements, initial outcomes, and survey instruments and refine the model and implementation arrangements. The treatment group participants will be offered the program for a full 24 months, but the evaluation may only collect data for the first 12 months during this phase, unless funders provide additional resources for longer-term follow-up with this sample.

- **Phase 3 (to start in approximately 1.5-2 years from now):** a larger-scale randomized controlled trial (RCT) of the intervention compared to a “service-as-usual” control and potentially other comparison arms (for example, with different cash transfer amounts or different types of supportive programming). We will define the sample size and comparisons with partners during Phase 2. In Phase 3, we expect to collect outcomes data for 30 to 36 months following enrollment, thus including outcomes assessment for 6 to 12 months beyond the duration of the program to evaluate the sustainability of outcomes. We plan to include participants from the phase 2 evaluation in the phase 3 sample and data collection, which will reduce the recruitment demands for phase 3.

Under the first phase (Phase 1), Chapin Hall and PSY completed over a year of research and multi-stakeholder design processes to determine the guiding principles and general design of the program and evaluation.²


The Phase 1 research and stakeholder engagement process led to the following key conclusions about how to develop an effective DCTP for youth experiencing homelessness:

1. **Center on youth, equity, and trust.** Young people elevated the importance of centering the program on youth needs and preferences, particularly Black, Indigenous, and People of Color (BIPOC) and LGBTQ youth who face discrimination and exclusion through existing systems.

2. **Boost housing stability and empowerment.** Participants encouraged setting this DCTP up with clear and bold objectives: help youth sustainably exit homelessness and get on paths to thriving, according to the paths they choose. These objectives should inform transfer amounts, duration, and supportive programming.

3. **Adopt a flexible and simple approach.** Youth experiencing homelessness have diverse needs, preferences, and circumstances. Allowing youth to choose between different payment mechanisms and supportive options facilitates better results for youth in diverse situations. At the same time, providing simple, integrated delivery systems and youth support teams makes the program easier and more efficient to implement.

4. **Identify and manage barriers to success.** While common concerns about risks to giving money to people living in poverty do not play out, certain design and support decisions can reduce the risk of rare adverse events and can help mitigate the potential for cash transfers to knock youth off other public benefits or face costly tax implications.

With Phase 1 complete, Phase 2 is now underway. Through this request for proposals (RFP), we aim to identify a lead community-based organization (CBO) partner for coordinating and implementing key aspects of the program and recruitment during the initiative's pilot and initial evaluation phase (Phase 2). Box 1 includes a summary of the pilot.

**Ultimately through this pilot, we aim to generate rigorous evidence and stand-up processes, procedures, and infrastructure that are geared for sustainability, scalability, and racial equity as part of NYC’s systemic response to ending youth homelessness.** Point Source Youth and Chapin Hall seek a lead CBO partner who can support these objectives.

The DCTP Pilot aims to cost-efficiently improve housing stability, food security, empowerment, and general well-being of youth experiencing homelessness in NYC. The pilot will engage 30-40 young adults aged 18 to 24 experiencing homelessness or housing instability in NYC. Each participant will receive direct financial assistance of up to $15,000 per year for two years (24 months) disbursed in weekly or bi-weekly payments, with the option of a larger drawdown upfront to pay for initial costs of exiting homelessness (e.g., first and last month's rent, security deposit, furniture). Payments will be delivered through the Family Independence Initiative's (non-profit organization) UpTogether platform with the option of disbursement through direct deposit, mobile payments, or prepaid card. Receipt of the cash transfer is unconditional, and the pilot will provide voluntary strengths-based supportive programming delivered by a local youth-serving non-profit (lead CBO). In this sense, we plan to implement and evaluate a “Cash Plus” model whereby young people receive direct cash transfers along with non-monetary supports to address other constraints to their housing stability and thriving. Young people will be identified and recruited for the pilot study through NYC’s Department of Youth & Community Youth Development (DYCD) drop-in centers and Department of Homelessness Services (DHS) young adult shelters.
II. Direct Cash Transfer Program Components

This section provides additional information on the pilot design based on inputs during the Phase 1 processes. Some of the details of these design plans are subject to adjustment in partnership with the selected lead CBO, youth advisors, and NYC Government partners and/or in response to Institutional Review Board (IRB) requirements.

ELIGIBILITY

The study aims to enroll young adults ages 18-24 experiencing or at-risk for homelessness identified through youth drop-in centers and young adult shelters. To be eligible to participate in the study and pilot, young adults must currently be experiencing homelessness (by any HUD category, self-reported), have experienced HUD category 1 (sheltered/unsheltered) homelessness within the last 3 months (self-reported), and must not have very severe behavioral health needs that would be better addressed by another intervention/treatment model (screening tools and cut-off thresholds to be determined in collaboration with the lead CBO, as well as referral sources and processes for those screened as having very severe behavioral health needs).

Pregnant and parenting young adults will be eligible for participation in the pilot (i.e., not excluded if they come through the planned recruitment points and processes), but this pilot does not plan to specifically recruit for them at the moment or adjust transfer amounts for them at this stage (other direct cash transfer/basic income pilots in NYC are specifically focusing on pregnant and parenting individuals experiencing homelessness/poverty).

RECRUITMENT

Because the objective is to support housing stability among young adults experiencing homelessness, recruitment will focus on identifying young people at or about to enter the front end of the youth homelessness system (e.g., through DYCD drop-in centers and DHS shelters) rather than those already receiving longer-term housing assistance (e.g., those in transitional independent living programs, permanent supportive housing, rapid re-housing, or receiving housing vouchers or subsidies).

Specific efforts will be taken to recruit Black, Indigenous, youth of color, LGBTQ-identifying youth, and immigrant and refugee youth who are disproportionately represented among those experiencing homelessness.

As suggested by youth focus groups and the literature review, we will work with a youth advisory council to collaborate on how to message the study and program in ways that communicate the objectives and principles of the program rather than explicitly focusing attention on the intervention's cash assistance component.

PAYMENT AMOUNT

Given the primary objective of supporting young people's housing stability, and the normative nature of apartment share arrangements among young adults in NYC, we expect that an adequate transfer amount should align with the market rate for apartment share arrangements in NYC. Estimated monthly rent in NYC apartment share arrangements generally ranges from $950 to $1,950 across the boroughs with one roommate and $793 to $1,765 with two roommates (Roberts, 2018). The payment amount is $1,250 per month for 24 months for a total DCT per youth of $30,000.

Young people suggested that the option of a larger upfront amount may be warranted given the additional expenses involved in initially obtaining stable housing (security deposits, fees, furniture, etc.). A key program component is young people can elect to have a larger payment upfront (e.g., $4,000-6,000, specific allowable amount to be finalized) to support a self-determined housing outcome. The
subsequent payments would be reduced to accommodate a larger upfront drawdown if elected by the participant, and the lead CBO will provide coaching to help participants think through these choices.

**PAYMENT DURATION & FREQUENCY**

Both the literature and the Phase 1 youth focus groups suggest that, for the purpose of providing an ongoing safety net and supporting financial planning and development of responsible spending and saving skills, frequent and regularized payments based on youth choice would work best. Young people also advised that up to two years of cash transfers is necessary to help young people get onto a sustainable path to housing stability and thriving. The duration of the program is 24 months.

**PAYMENT MECHANISM**

The international literature suggests that technology-enabled payments have a range of benefits over and above manual cash payment methods, such as cash or checks. Similarly, young people generally advised use of options such as Venmo, CashApp, direct deposits, or debit cards that would allow them to receive and spend cash quickly and without having to physically travel somewhere to receive cash. At the same time, different young people have different disbursement needs and preferences, so they indicated that, ideally, they would be able to select from options for a payout method that works best for their situation. Young people also underscored the importance of including low-barrier payout options that are accessible for youth lacking a social security number, existing bank accounts, or other documentation. 

We therefore will partner with UpTogether who will provide flexible payment options for youth including payment by Venmo, Paypal, ACH Direct Deposit, or debit card. (Note: The lead CBO selected through this RFP will not develop or implement a cash transfer payments system or platform. We will use UpTogether’s platform, which we have selected because of its flexibility for participants and scalability.)

**YOUTH-DRIVEN SUPPORTIVE PROGRAMMING**

Many of the long standing and well-evaluated DCTPs internationally have evolved into “cash plus” models with optional services provided to recipients. These couple direct financial assistance with a range of other optional program components and policies to address non-financial and structural barriers that people living in poverty face to escaping poverty and thriving. The Phase 1 qualitative research findings similarly highlighted non-financial and structural barriers to young people achieving sustainable housing stability and well-being. Importantly including a youth peer navigation component was suggested by young people as critical to the success of the program. Voluntary youth-driven and flexible supports, such as strengths-based peer counseling, mentorship and connection to other services and resources, housing navigation, financial inclusion and financial literacy supports, realistic goal-based budgeting, harm reduction and positive youth development approaches, among others, could amplify the effect of a DCTP for youth experiencing homelessness.
III. Lead CBO’s Scope of Work

The lead CBO will be responsible for the following key functions, which applicants should demonstrate their ability to implement in the proposal:

PLANNING

*Timeline: approximately months 1-3*

Collaborate with PSY, Chapin Hall, and other key partners/stakeholders in finalizing program and study design decisions through workshops and processes facilitated by PSY and Chapin Hall, finalizing the implementation manual, and finalizing the identification, recruitment, and referral plans for the study. Participate in training, readiness, and kick-off events and activities as required.

YOUTH IDENTIFICATION & RECRUITMENT COORDINATION

*Timeline: approximately months 4-5*

Coordinate and oversee identification, recruitment, and referral to the pilot study. Specifically, the lead CBO must build or ideally leverage existing relationships with one or more DYCD drop-in centers and one or more DHS young adult shelters to:

- Coordinate recruitment dates and times during which each participating shelter and drop-in center would identify and screen eligible participants and refer them to the study (or the lead CBO staff could coordinate to receive names and contact information for potentially eligible young adults and could use that information to itself conduct screening and referral processes)
- Prepare, train, and support personnel at each participating shelter and drop-in center to use predetermined communication scripts, brief screening protocols, and referral procedures for identifying eligible young adults and referring them to participate in the study.
- Work closely with referring shelters/drop-in centers and provide significant support and communications to encourage strong engagement and recruitment.
- Coordinate with Mathematica field staff on dates, times, and locations for conducting study consent, enrollment, and baseline surveys with young people referred for participation in the study.

To achieve a sample size of 60-80 young adults (30-40 in the intervention group, 30-40 in services-as-usual), we expect recruitment to take place over approximately a 4-to-6-week period.

PROGRAM ORIENTATION & ENROLLMENT

*Timeline: approximately months 6-7*

Carry out program orientation and enrollment (Mathematica will carry out study enrollment) for young people randomly assigned to participate in the program (Note: the survey data collection partner, Mathematica — a subcontractor to Chapin Hall — will carry out study consent, enrollment, survey data collection, and random assignment of study participants). Orientation may be provided virtually or in-person, depending on the young person’s circumstances and preferences.

Either through one-on-one sessions or group workshops (or a combination), the lead CBO will provide standardized orientation to all young adults randomly assigned to participate in the DCTP. At a minimum, this orientation should include the following:
● Public benefits counseling by a trained professional, to help young people understand the implications of participating in the DCTP for any public benefits they might receive (SNAP, WIC, cash assistance, housing vouchers, etc.).

● Assistance with enrolling in the DCTP via UpTogether and making informed choices with respect to the payment option (e.g., Venmo, Paypal, direct deposit, prepaid card) and the disbursement option (e.g., whether to take a larger drawdown upfront)

SUPPORTIVE PROGRAMMING

Timeline: approximately months 7-31

Provide flexible, demand-driven supportive programming to all participants. Supportive programming includes voluntary, consistent, youth driven engagements over time with a collaborative three-person team, including a peer navigator (most frequent contacts), a LCSW coach (historically called a case manager), and a project coordinator who oversees the team. Programming may be provided virtually or in-person, depending on the young person’s circumstances and preferences.

Over the course of the program, the supportive programming team will provide participants with the following supports and services, among others:

● Continuous public benefits counseling, as needed.

● Continuous goal planning, realistic budgeting, service/resource connections, and connection to care.

● Financial inclusion and education (e.g. assistance with establishing or utilizing a financial account that works for their needs, budgeting and financial practices, avoiding fees or penalties, skills to avoid fraud/theft of a debit card or financial information, building credit).

● Housing counseling and navigation.

● Strengths-based skills development, using a positive youth development and trauma informed care framework.

● Employ a harm reduction approach. Harm reduction involves policies, programs, and practices that aim to minimize negative health, social and legal impacts associated with drug use, drug policies and drug laws. Harm reduction is grounded in justice and human rights — it focuses on positive change and on working with people without judgement, coercion, discrimination, or requiring that they stop using drugs as a precondition of support.

● Motivational interviewing and critical time intervention support modalities.

● Meeting youth where they are at, online or in-person, particularly oriented toward the young person’s individual goals and pathway to housing stability and thriving as well as how they prefer to communicate with a mentor or a peer navigator.

● Unless the participant requests otherwise, the supportive programming team will default to at least weekly contacts of some form with every participant.

● Collect and share basic program monitoring data as discussed and determined jointly with Chapin Hall for the purpose of the implementation evaluation.
IV. Partnership

The lead CBO will be expected to participate as a partner in informing and finalizing several program and study design and implementation decisions. Additionally, the lead CBO will be expected to:

1. Carefully follow all research, evaluation, and implementation fidelity requirements laid out by Chapin Hall and IRB protocols and manuals. Discuss with Chapin Hall any expected adaptations/deviations in advance, and immediately report any unexpected adaptations/deviations. Engage in research/evaluation related training and technical assistance provided by Chapin Hall.

Chapin Hall will work closely with the lead CBO to develop clear and appropriate communications and messaging that are sensitive to the difficulties that can emerge in any RCT of a social program whereby some individuals are randomly selected to participate in the new program (the “treatment” group) and some individuals are randomly selected to continue to participate in services-as-usual (in other words, whatever services and supports they would have had access to without the new pilot program; the “control” group).

2. Provide a safe space and technology as needed for study participants to be able to complete evaluation surveys when they lack access to technology/wifi/data to take the surveys on their own or would otherwise prefer to take the survey at the lead CBO location. We expect that most young people will prefer to take the web-based surveys on their (or their household’s/friend’s) smart phones, tablets, or computers, but some participants may need or prefer to complete surveys at the lead CBO’s physical site or a site arranged by the lead CBO. Chapin Hall and Mathematica will conduct and coordinate the actual data collection.

3. Carefully adhere to program implementation requirements laid out in the implementation manual, which will be jointly finalized by Point Source Youth, the lead CBO, and Chapin Hall. Discuss with PSY and Chapin Hall any expected adaptations/deviations in advance, and immediately report any unexpected adaptations/deviations. Engage in implementation support and technical assistance provided by Point Source Youth.

4. Additional problem-solving assistance with respect to payments by being the primary interface with the payment provider, the Family Independence Initiative (FII), as needed (e.g., lost/stolen debit card, fraud, or non-receipt of timely disbursements). The payments partner will have primary responsibility for executing this support, but the non-profit agency will provide additional support, as needed, for escalated cases that are not readily resolved without support systems on the part of the payment partner. The supportive programming team will undergo training and orientation on the specifics of the payment partner’s systems and services and will have a direct contact for technical assistance.

5. The lead CBO will also conduct periodic verification check-ins with participants to confirm their enrollment status in the program and to ensure no funds are disbursed inappropriately (e.g., to inactive accounts).

6. The lead CBO will share program data, regularly report on progress towards goals, and remain in regular communication with PSY and Chapin Hall. This may include implementation and fiscal reporting and monitoring requirements for the lead CBO as a subrecipient to Chapin Hall, which serves as an institutional passthrough for the funding dedicated to the lead CBO.
V. Staffing

PSY will provide support for the local non-profit agency's selection of the program manager, case manager, and peer navigator to help ensure the program's success. Both parties will collaborate to ensure that youth with lived experience are part of the hiring, interviewing, selection, and ongoing review process with the implementation partner. Both parties will create job descriptions for the three (manager, mentor/coach/case manager, peer navigator) positions, assist with recruiting the best candidates for each, participate in interviews, and provide feedback on hiring where helpful. During the selection process for these roles, the CBO will need to establish their own primary liaison for all partners in this project with experience in IRB protocol, hiring processes, and recruiting youth for programs in NYC.

The following includes intended roles and responsibilities for the project’s key staffing:

1. **Program Manager** that will oversee the program, be responsible for data quality, coordinate training, coordinating identification/recruitment/screening processes across recruitment sites/partners, and collaboration with PSY, Chapin Hall, FII, and referral sites (drop-ins/shelters).

2. **Program Mentor** (traditionally called a case manager) that will conduct assessments, program enrollments, enter data into participant case files, provide case advisory, conduct benefits counseling, mentorship coaching, budgeting support, warm referrals, and will facilitate follow ups.

3. **Peer Navigator**, preferably with lived experience, that will recruit, enroll, and assist with optional supportive services, community engagement, engage youth action board (YAB)/youth advisors participation, and DCT program navigation. Peer can be defined broadly as a young person with previous lived experience of homelessness.

VI. Training & Continuous Improvement

Effective and ongoing training and support of the three implementation partner staff is critical to the program's success. Using a continuous improvement framework and continually collaborating with youth with lived experience, PSY will work to ensure that program staff is supported throughout the program timeline. The selected non-profit partner will work with Chapin Hall and PSY to ensure that all research and evaluation protocols and ethical procedures are carefully followed, and that any deviations from protocols are quickly reported and addressed.

Training and training documentation will comprise seven key elements and will be co-created with the selected non-profit partner: initial on-boarding, interfacing and collaborating with the payment provider; service level agreements for the implementation partner and payment provider; escalation protocols on what to do when a payment is not received or when a youth is not reached; best practices in trauma-informed care, positive youth development, and harm reduction; housing navigation; supporting youth in the forms they prefer (social media platforms, text, phone calls, in-person); and best practices in working with and supporting youth remotely (especially amidst COVID-19 circumstances).

The training and continuous improvement work will also contain specific policies, procedures, and support for each staff person hired by the implementation partners. The program manager will have primary responsibility to ensure that the two staff are well supported, that the youth in the program are especially well served, and that research and implementation protocols are carefully followed. This will consist of being a trusted and responsive escalation point for payments to ensure that they are received on time and in the form youth require, ensuring that the case manager and the peer navigator are both especially well supported during the program, and that any questions and program components that they need help with are provided with service excellence.

Examples of key questions and areas of support include the following

- What happens if a youth is using the cash for something which is not consistent with their case management plan or which may do them harm?
● How will the peer navigator work through and be supported when supporting youth creates new trauma that they themselves may experience?

● How can youth, mentor/case managers, and peer navigators support each other when they encounter systems whose policies harm youth?

● How do we support the program staff, the program, and youth when they experience discrimination based on race, gender, disability, or sexual orientation?

The case manager/mentor will co-create with young people all case management and housing plans and will regularly collaborate with young people to support them in meeting their goals. The peer navigator is a trusted advisor, confidant, and support for each young person in the program, providing them with the support they need from a peer to meet their defined case management plan.

Some youth may collaborate more with the case manager, others with the peer navigator. Some youth may appreciate a more regular contact, others less. The services provided, like the program itself, are youth directed and led.

VII. Selection Process for this RFP

A local youth-serving nonprofit agency that has demonstrated strong referral relationships and/or serves youth/young adults in the NYC Department of Youth and Community Development (DYCD) system or Adult DHS shelter, and who has demonstrated experience serving BIPOC, LGBTQ, and immigrant youth, will be selected to implement recruitment, program enrollment, and supportive programming for the DCTP pilot for a total of 30 months (4 months of readiness/preparation and 24 months of programming).

The CBO will be selected by a selection committee including representatives from Point Source Youth, Chapin Hall, DYCD, DHS, the Office of the Mayor, the Robin Hood Foundation, and youth leaders with lived experience of homelessness.

VIII. Budget & Funding Available via Robin Hood Foundation for this RFP: $321,750

The non-profit agency’s budget from this program is $321,750, consisting primarily of salaries for the three dedicated DCT program staff, whose roles and responsibilities are described above. The budget includes a line item for overhead to account for an increase in administrative tasks regarding the DCT program as well as staff training and other various costs associated with ensuring the program’s success at the agency level. It includes a supplies line item as well to account for costs associated with producing the onboarding events. The budget accounts for the lead CBO’s efforts for approximately 2 years of programming preceded by 3-5 months of participation in planning and preparedness discussions and activities. Funding from Robin Hood for the CBO will be distributed to the CBO by Chapin Hall.

The costs for the DCT for 30 youth who are part of this program who will receive $1,250 per month over 24 months for a total of $900,000 is funded separately and will be implemented by UpTogether (if additional funding becomes available under for Phase 2, the DCTP may enroll up to 40 young adults in the DCTP pilot recipient group). Funding for UpTogether programs and administrative costs to provide and support the DCT transfers are also funded separately.

Given the significant value that the project brings to the selected non-profit partner (substantial, continuous cash transfer disbursements for 30-40 of their clients), and the importance of leveraging existing service infrastructure, this RFP suggests applicants consider a 25% cash or in-kind (e.g., personnel FTE) match. A sample budget has been provided below depicting this match for the anticipated
costs of the CBO’s responsibilities in the project. Estimated salary costs include fringe. These estimates are budgetary indications and directional.

This is a sample budget with a sample match. We are open to options provided by the applicant, as long as they include at least a three-person staffing model for the program, including a program manager, program mentor (case manager), and peer navigator. The CBO will need to meet reporting requirements on how the funds were utilized.

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IX. Application Requirements

Applicants must be able to provide a minimum of the defined services outlined in this RFP, execute the program effectively, collaborate with listed partners, and provide successful management of services to all enrolled youth.

We welcome applications from organizations whose staff on the project include people of all personal and professional backgrounds. We especially encourage applications that include individuals that have backgrounds and life experiences that make them especially well-suited for this program.

ELIGIBILITY CRITERIA

- Applicants must be either public entities or nonprofit organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code and are not private foundations or non functionally integrated Type III supporting organizations.
- Applicant organizations must be based in New York City. Awards will be made to organizations, not to individuals.
- Demonstrated experience with youth/young adult-centered case management and peer navigation.
- Demonstrated ability to recruit and support young adults from DYCD and DHS services with examples of existing MOUs and partnerships.
- Commitment and plan to uphold key principles of empowerment, trust, flexibility, meeting youth where they’re at (e.g., using technology youth prefer), and racial equity.
- Experience with/plan to participate effectively as an evaluation partner for a RCT (e.g., following IRB-approved recruitment and study protocols, track and manage program monitoring data).
PROPOSAL COMPONENTS OUTLINE AND SCORING PERCENTAGES

1. **60% - Technical Proposal (maximum 15 pages)** detailing the following:
   a. Fulfilment of all eligibility criteria described above
   b. Examples of demonstrated commitment to the key conclusions about how to develop an effective DCTP for youth experiencing homelessness as detailed in Section I
   c. Responses to the supplemental questions provided below
   d. Description of capacity and initial plan to implement all areas of the scope of work described in Section III:
      i. Planning
      ii. Identification & Recruitment Coordination
      iii. Program Orientation & Enrollment
      iv. Supportive Programming

2. **15% - Staffing Proposal**
   a. Bio for a staff member who will be the primary liaison to the Chapin Hall research team who will be engaged in project recruitment and screening processes and potential data sharing with the research team. This staff member might be the planned program manager but does not have to be. Please share this individual's experience with participating in research/evaluation processes, hiring and supervision processes, and recruiting young people for programs/studies in NYC.
   b. Key personnel bios and resumes of all current organizational staff who will be involved with this pilot (e.g., overseeing DCTP staff within the organization) This element of the proposal is excluded from the page limit requirement.
   c. Selection timeline for DCTP staff

3. **10% - Financial Proposal** including the following:
   a. Proof of 501(c)3 Status (included as an attachment)
   b. Program Budget and Budget Narrative (including plans for match funding commitment)

4. **15% - 3-5 Letters of Support**
   a. Required letters:
      i. Joint letter from CBO’s Youth Advisory Board
      ii. Letter from youth who have exited from one of CBO’s programs (1 or more)
   b. Other types of letters that can be included:
      i. Match funder letter (if applicable)
      ii. Youth referral partner like DYCD and DHS funded services
      iii. Research partner

SUPPLEMENTARY QUESTIONS

The applicant’s proposal must include answers to the following questions:

- Why is your organization interested in an unconditional cash transfers program for youth experiencing homelessness in NYC?
- How will your organization support youth receiving the DCT who may decide to move outside of New York State?
- What is the relationship between DCT and building equity to you and your organization?
- How could a DCT program use a housing first and harm reduction framework?
- What is your organization most hesitant about in implementing DCT?
● What are your thoughts on the way this program should be staffed? How would the three-person team work to best provide support to young people?
● How will your organization ensure that youth with lived experience have power and leadership in co-creating program components, including reviewing staff performance?
● How does your organization specifically support the needs of BIPOC and LGBTQ youth, youth in the foster care system, and young adults experiencing homelessness?
● What is your organization's experience and commitment to participation in evaluations and data collection with research projects?
● How does your organization work to transition youth out of your programs and into sustainable living situations?
● We are looking at Critical Time Intervention as part of service delivery. What are your thoughts around using that model for this program's service delivery?
● What is an example of a new program that you’ve launched that placed power and resources in the hands of youth? Please describe implementation, youth engagement, successes, and challenges from the program.

Note: In the decision making process, we may request an interview with youth from the applicant’s youth advisory council/board who have participated in applicant’s programs.

X. Timeline

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<th>Date</th>
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<tr>
<td>RFP Released</td>
<td>June 17th</td>
</tr>
<tr>
<td>RFP Info Session (will be recorded)</td>
<td>June 29th</td>
</tr>
<tr>
<td>Deadline for Clarification Questions by email to <a href="mailto:dct@pointsourceyouth.org">dct@pointsourceyouth.org</a></td>
<td>July 2nd</td>
</tr>
<tr>
<td>RFP Applications Due</td>
<td>July 16th</td>
</tr>
<tr>
<td>Decision Announced</td>
<td>July 30th</td>
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XI. Submission

Please submit your RFP response by July 16th to dct@pointsourceyouth.org.

Technical Proposals should not exceed 15 pages, 1” margins, 11pt, single space, and must provide all required information.