

## REQUEST FOR OFFICE OF HOMELESS YOUTH SERVICES RENEWALS: NEXT STEP 2-GEN

### INSTRUCTIONS

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The Next Step 2-Gen (NS2G) renewal is expected to cover **April 1, 2023 - March 31, 2025**. To express interest in a renewal, complete this document and submit it to [brittany.wade@state.co.us](mailto:brittany.wade@state.co.us) before **December 29th, 2022**. Renewals are not guaranteed and are based on funding availability, spending and programmatic performance, and other factors. The e-mail submission should include the following:

- The completed table below
- The completed budget Excel form
- Certificate of Good Standing from the Colorado Secretary of State (for non-profits only; go to <https://www.sos.state.co.us/biz/BusinessEntityCriteriaExt.do>; search legal name, download certificate)
- Agency W-9 signed within the last six (6) months
- Verification of Registration on SAM.gov (Go to <https://sam.gov/content/home> and sign in; note that you must be registered in order for the search function to work properly. Search for the organization name. Provide screenshots or download that shows that the organization has (1) an active registration and (2) no active exclusions).
- Signatory authority form (only if the organization has had a change; if that is the case, request the form)

### INDIRECT COSTS AND ADMINISTRATIVE COSTS

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The Division of Housing is standardizing grant agreement language, eligible costs, and other grant components to ensure consistent and compliant use of funds. To comply with State statutes and requirements, beginning this renewal cycle:

- **Indirect Costs:** Indirect costs are **ineligible** for NS2G; organizations can only be reimbursed for eligible, direct costs.
- **Administrative Costs:** All grantees are eligible for Administrative Costs of up to three percent of the total award. Administrative Costs are costs related to the planning and execution of grant activities, including program management, oversight, and coordination.

### IMPORTANT UPDATES FOR ORGANIZATIONS THAT HAVE NEXT STEP 2-GEN HOMELESSNESS PREVENTION (HP) GRANTS

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- **Eligibility:** HP was originally funded with a temporary funding source, through which households were required to meet specific federal eligibility requirements. **For renewal grants, eligible participants are families with school-age children or unaccompanied students who are at least 18 years old who are (a) identified as McKinney-Vento eligible by McKinney-Vento Liaisons or are working with a McKinney Vento Liaison and (b) at 30% or below Area Median Income.**
- **Grant Consolidation:** If you currently have a NS2G Rapid Re-Housing grant **AND** a HP grant: Grants will be collapsed into one grant agreement. Instead of needing to view and track these as two separate programs, Rapid Re-Housing and Homelessness Prevention, this will now be tracked as one Next Step 2-Gen program. The Division must evaluate your organization on the two existing grants, which is why there are both HP and Rapid Re-Housing sections below. However, the Division asks you to submit *one* renewal budget (via the Excel document), because looking ahead, there will be only one, consolidated grant.

**TABLE TO BE EMAILED TO BRITTANY.WADE@STATE.CO.US WITH THE ABOVE ATTACHMENTS**

Name of Renewal Subrecipient:	Boulder County Housing Authority
If the subrecipient applying is different from the current subrecipient (i.e., partners are requesting to change which entity holds the grant agreement), then provide an explanation as to why (this is not common and allowability is to be determined, depending on circumstance). If the subrecipient is the same, then write N/A	n/a
Do you currently have a Next Step 2-Gen Rapid Re-Housing grant, a Next Step 2-Gen Homelessness Prevention grant, or both?	Next Step 2-Gen Homelessness Prevention grant
Total Requested Renewal Amount, which would include previous awards for both Rapid Re-Housing and Homelessness Prevention (in addition to entering the total amount, organizations MUST complete the Excel budget template, a separate attachment, as well):	\$635,080 Homeless Prevention (increase of \$135,080)
Name(s) of formal current partner(s), including school district(s) and other provider(s) included in the MOU (if you have both rapid re-housing and homelessness prevention grants, specify which partners correspond to which program):	HP - St. Vrain Valley School District HP - Boulder Valley School District
Subrecipient Federal Tax ID:	84-0742772
Subrecipient Unique Entity Identifier:	MAFLKJ7D4GZ7
Subrecipient address, city, state, zip:	PO Box 471, Boulder, CO 80306
Proposed service area:	Boulder Valley School District and St. Vrain Valley School District service areas within Boulder County
Representative and House District (refer to <a href="https://leg.colorado.gov/find-my-legislator">https://leg.colorado.gov/find-my-legislator</a> ):	House Districts 10 (Hootons), 11 (McCormick), 12 (Bernett), 19 (Geitner), 49 (Lynch)

Senator and Senate District (refer to <a href="https://leg.colorado.gov/find-my-legislator">https://leg.colorado.gov/find-my-legislator</a> ):	Senate Districts 15 (Woodward), 17 (Jaquez Lewis), 18 (Fenberg)
Subrecipient Signatory Authority Name (if the signatory authority is new, then you must request and complete a new signatory authority form):	Susan Caskey, Boulder County Housing and Human Services Director
Subrecipient Signatory Authority Email & Phone:	<a href="mailto:scaskey@bouldercounty.org">scaskey@bouldercounty.org</a> 303-441-1511
Has your program turned applicants away during this grant cycle (i.e., not been able to enroll a household)? If so, why? Examples may include staff capacity, funding, eligibility, etc., please provide a detailed explanation.	Yes, BCHA has had to turn away applicants during this grant cycle. Case management capacity was our most limiting factor as we were able to serve 20 families at any given time. Due to restrictions in place during the eviction moratorium, many of the households we were ultimately able to serve were highly vulnerable and did not transition out of the program as quickly originally expected. Eligibility, primarily documentation status and households that were literally homeless, also factored into denials.
<b><i>Rapid Re-Housing Section (N/A for Organizations with Homelessness Prevention only; Homelessness Prevention Grantees Do NOT Complete This Section)</i></b>	
Current Rapid Re-Housing Award:	
How much of the grant has been spent as of 11/30/22? Include dollar amount and percent.	
If the grant funds have not been fully spent, provide a detailed spending plan. Do you plan to fully expend the grant? If yes, how? If not, how much do you expect to deobligate?	
Current Match Commitment (Listed in Grant Agreement Budget):	
Match Amount Organization Commits to Contributing to the Renewal:	

<p>Has the organization completed required reports on time? How many households did the organization commit to serving (in grant agreement) vs. how many has the organization served? What accomplishments has the grant achieved (this may include performance milestones in the grant agreement)?</p>	
<p>How many participants did you agree to serve in the grant agreement and how many participants did you serve?</p>	
<p>What accomplishments has the grant achieved (this may include performance milestones in the grant agreement)?</p>	
<p>Describe the renewal request, including (a) the need for the renewal, (b) the projected outcomes of the renewal (including total number of households to be served and milestones described in the current grant agreement), and (c) additional information, such as successes and challenges, you would like noted within the request.</p>	
<p>Are you requesting any changes to the grant and if so, what are they and why? Examples include (a) a change to partnering agencies and why, (b) a change in number of households to be served during a renewal and why, (c) a different budget and why, (d) a change in service area and why, and (e) any other changes being requested as part of the renewal. If no changes are described here, then it will be assumed there are no changes and the renewal will be written as such (if granted).</p>	
<p><b>Homelessness Prevention Section (N/A for Organizations with Rapid Re-Housing Grants; Rapid Re-Housing Grantees Do NOT Complete This Section)</b></p>	
<p>Homelessness Prevention funds were temporary COVID-19 response funds, originally funded through ESG-CV. Funding availability will determine whether unexpected continuation is available. Please note that if funding is available, organizations <i>may</i> be allowed to serve any McKinney-Vento-eligible household, rather than only households who meet specific ESG Homelessness Prevention definitions (this allowability depends on a variety of factors). If that is possible, this means that for organizations who have both Rapid Re-Housing and Homelessness Prevention grants, they may have one combined grant moving forward.</p>	
<p>Current Homelessness Prevention Award:</p>	<p>\$500,000 plus an additional \$63,088.90 in additional funding to extend the grant through March 31, 2023.</p>
<p>How much of the grant has been spent as of 11/30/22? Include dollar amount and percent.</p>	<p>\$502,482 (100.5%)</p>

<p>If the grant has not been fully spent, provide a detailed spending plan. Do you plan to fully expend the grant? If yes, how? If not, how much do you expect to deobligate?</p>	<p>n/a</p>
<p>Has the organization completed required reports on time? How many households did the organization commit to serving (in grant agreement) vs. how many has the organization served? What accomplishments has the grant achieved (this may include performance milestones in the grant agreement)?</p>	<p>Yes, except for the period that fell within Boulder County's Marshall Fire response (January-March 2022), reports have been submitted timely. An additional FT administrative staff was also added in 2022 to help oversee grant administration.</p>
<p>How many participants did you agree to serve in the grant agreement and how many participants did you serve?</p>	<p>It was projected that the program would serve 15-20 households per year or 30-40 during the 2020-2022 grant cycle. The program served 25 families during this grant cycle. This lower number is primarily due to high acuity households being matched to the program during the eviction moratorium. These households required extended case management to stabilize limiting our ability to accept new households into the program due to staff capacity.</p>
<p>What accomplishments has the grant achieved (this may include performance milestones in the grant agreement)?</p>	<p>As of 11/30/2022, a total of 25 families have been served through the Next Steps program with 9 families currently active. As of 11/30/22, 2 exited to staying with family on a permanent basis (one client was 18 and still in high school), 9 families exiting the program to self-sufficiency without ongoing rental assistance, 4 to self-sufficiency with a voucher and 1 family, unfortunately, exiting to homelessness. The program is at a maintenance stage through March 31, 2023, so no new families will be enrolled.</p> <p>The average number of days of assistance was 389 days. Due to restrictions in place during the eviction moratorium, most of the households served in the program were high acuity and received over 120 days of assistance. These families have been heavily impacted</p>

primarily by domestic violence or abuse within the household. Mental health concerns, the death of the primary earner, and a young single parent also led to requiring greater than 120 days of assistance to stabilize. Six of the 9 currently active families (i.e., active as of 11/30/2022) are in the process of being connected to permanent HCV or FUP resources that should be in place in Q1 2023. Total expenditures for rent and other supportive services through 11/30/2022 was \$427,258, averaging \$17,090 per leased household.

95% of families enrolled in the program received unearned benefits such as SNAP, TANF, or SSDI/SSI. Twelve of the 25 enrolled households experienced an increase in employment-based income. Five families increased unearned income. Ten families experienced no increase in income; however, they either maintained their income (earned and unearned) at enrollment or entered the program with a fixed income (SSI/SSDI).

Four families in the program have children under 5. Two of those families are connected with an early childhood program. Of the two families not associated with an early childhood program, one homeschooled her other children and kept her younger children at home as well and the other family's child is an infant. That family is connected with CCAP.

One of our focuses was to match families with the correct level of education and job training opportunities given their current level of socio and economic stability and each family had to establish an educational or job training goal at program entry. As of 11/30/2022, 22 adults have participated in some type of education or job

	<p>training while in the program. While most adults completed financial and budgeting education through Boulder County’s Personal Finance Program, several completed internships, continued college level schooling, certified as CNAs or caregivers, or pursued higher paying hourly positions.</p> <p>There were 34 school-aged children enrolled in the program from 11/1/2020 through 11/30/2022. 24 are enrolled in the St. Vrain Valley School District (SVVSD), 4 are enrolled in Boulder Valley School District (BVSD), 2 were referred to the program through SVVSD but are currently homeschooled and don't report grades/attendance and 4 exited the program before the school year started. Attendance and GPA varied quarter to quarter with a noticeable improvement the longer the children were stably housed through Next Steps. For example, the percent of children with an attendance rate over 85% for the period 1/1/22-3/31/2022 was 59%. That number increased to 78% as of 9/30/22 for the same cohort of children based on data pulled from Infinite Campus, the database utilized by both BVSD and SVVSD school districts. Similarly, 56% of students enrolled during 1/1/22 - 3/31/2022 achieved a GPA of 2.0 or higher compared to 77% of the enrolled students as of 9/30/2022. Overall, this trend in attendance and grades feels positive given the high acuity of most of the families in our Next Steps program.</p>
<p>Describe the renewal request, including (a) the need for the renewal, (b) the projected outcomes of the renewal (including total number of households to be served and milestones described in the current grant agreement), and (c) additional information, such as successes and challenges, you would like noted within the request.</p>	<p>Need for renewal: In the 2022-23 school year, BVSD and SVVSD McKinney-Vento Programs reports a combined total of 900 unduplicated homeless students in our community <u>to date</u> and the two</p>

previous school years averaged just around 1000. This number does not include an additional 400 BVSD students that were impacted by the Marshall Fire and enrolled in McKinney-Vento. Boulder County's 2022 Point in Time (PIT) indicates up to 50 families within the community are experiencing housing instability at any given time. In addition, from September 1, 20120 – August 30, 2022 (previous Next Steps grant cycle), the Community Housing Resource Panel received 347 applications for households with at least one school-aged child who were precariously housed or literally homeless, 85% of whom reported income under 30% AMI. Of the 347 who applied, 293 were approved and 54 were denied (or 15%) and those denials were primarily due to program capacity. Therefore, 25-30 Next Steps slots would bring us closer to closing the gap between need and resource availability.

Projected outcomes:

- Number of Households served: 30 (10 12-mth participants, 20 6-mth participants) - our intent during the upcoming grant cycle is to focus Next Steps resources primarily on currently housed households that are facing financial instability (20 households). While we intend to hold space for high acuity families that meet the Next Steps criteria (10 households), the short-term nature of the program does not allow adequate time to stabilize these households and our goal will be to match to alternate resources when available.
- Average number of days of assistance per household: 180 (average 6 months of assistance)-
- Average dollar amount spent per enrolled household: \$8640-avg. deposit and 6 months of



	<p>tapered assistance</p> <ul style="list-style-type: none"> <li>• Total number of households to maintain or secure housing: 28 or 93%</li> <li>• Percent of households where at least one household member receives unearned income/benefits: 95% - due to 30% AMI criteria most households matched to the program should qualify for unearned income/benefits.</li> <li>• Percent of households that experience an increase in unearned benefits: 50% - it is projected that half of the households served will increase unearned benefits while the other half will increase earned income. These criteria are mutually exclusive in our experience.</li> <li>• Percent of households that experience an increase in earned benefits: 50% - see above</li> <li>• Percent of households with children under the age of five who connect with an early education program: 65% - due to legislative changes that allow for increased access to early education programming.</li> <li>• Percent of adult household members who enroll in an education or job training program: 75% - Personal finance, budgeting and career development through Workforce Boulder County will continue to be our focus.</li> <li>• Percent of households who enrolled in a self-sufficiency program: 25% - FSS will continue to be encouraged as a support for families seeking financial stability.</li> <li>• Percent of students whose attendance is above 85%: 70% - while we achieved an attendance rate of 78% at the end of the 2020-2022 grant cycle, we project a slightly lower percentage due to decreased length of time in the Next Steps program.</li> <li>• Percent of students whose grades are at or above a C (2.0): 70% - while we achieved 2.0 or above</li> </ul>
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	<p>GPA rate of 77% at the end of the 2020-2022 grant cycle, we project a slightly lower percentage due to decreased length of time in the Next Steps program.</p> <p>Concerns/challenges:</p> <ul style="list-style-type: none"> <li>• Lack of long term exits for higher acuity families</li> <li>• Connecting families to impactful education and job training resources during projected shorter enrollment in program</li> <li>• Increasing earned income during projected shorter enrollment in program.</li> <li>• More tightly integrating housing support specialist and McKinney Vento liaison to provide necessary school supports to increase attendance and GPA during projected shorter duration in program.</li> </ul>
<p>Are you requesting any changes to the grant and if so, what are they and why? Examples include (a) a change to partnering agencies and why, (b) a change in number of households to be served during a renewal and why, (c) a different budget and why, (d) a change in service area and why, and (e) any other changes being requested as part of the renewal.</p>	<p>We are projecting to serve 30 households over the course of the 2-year grant. Using \$1991 2 bedroom FMR as the basis of our calculations for rental and deposit assistance, we estimate \$458,640 on rental assistance and deposits expenditures. With the addition of \$126,000 for case management and \$21,755 in other financial assistance and administrative costs, we are projecting a shortfall of \$135,080.</p>
<p>Next Step 2-Gen Homelessness Prevention did not require matching funds from the grantee, due to the specific and temporary funding source. However, the Next Step 2-Gen program has historically required match, and match may be required with renewals. Is your organization able to dedicate match to the program? If so, please describe the amount the organization can commit, the source, and the use.</p>	<p>Yes, BCHA-DHHS can contribute up to 50% in matching funds through our local Human Services Safety Net (HSSN) funding. The match funding will be used to provide homeless prevention rental assistance to households with school aged children in the Boulder Valley and St. Vrain Valley School Districts that might be referred into BCHA-DHHS through sources other than McKinney Vento.</p>