

EXHIBIT 3

Community Action Committee - Revised

Transitional Housing/Rapid Re-Housing **Scope of Work**

- Work with My Daughter's Journey to establish a joint component Transitional Housing/Rapid Re-Housing project, including establishing project locations and ensuring required Environmental Reviews and housing inspections are conducted.
- Hire one full-time case manager to support Transitional Housing placement options
- Identify locations and units for Transitional Housing placement options, including temporary motel placements
- Offer scattered-site Transitional Housing, including temporary motel placements as necessary for the well-being of youth being served
- Offer scattered-site Rapid Re-Housing
- Manage Rapid Re-Housing eligibility screening and payments
- Young Adults will be co-enrolled into Transitional Housing and Rapid Re-Housing with the choice to opt-in or opt-out of the Transitional Housing portion or the Rapid Re-Housing portion at any time.
- Young adult households will be given client choice to do shared housing.
- Financial rental assistance will be provided for an average of 12 months (up to 36 months) with an average of 6 months (up to 12 months) of aftercare once assistance ends.
- Follow Youth Homelessness Demonstration Project core principles in project implementation: Housing First, Centering Racial Equity, Focusing on Special Populations, Youth and Young Adult Choice, Positive Youth Development, Trauma Informed Care, Social and Family Engagement, and Continuous Quality Improvement.
- Ensure housing quality and required documentation is in place prior to placing youth and young adults in a project: (inspection, Lease/legal rental relationship in place, housing affordability/rent reasonableness, proof of legal ownership for payment, etc.)
- Establish client eligibility prior to providing rental assistance funds, and every 90 days while enrolled in the project.
- Collaborate with My Daughter's Journey to determine a communication and internal workflow to: handle client information sharing timely and securely; invoicing for project expenses.
- Collaborate with the Supportive Services Only project to establish a diversion rental assistance workflow, and prioritization process.
- The Rapid Re-Housing component will provide assistance for up to 30 young adults, with the intention of serving around 60 in either the Transitional Housing or Rapid Re-Housing combined.
- Enter in client information into the Homeless Management Information System and follow all applicable best practices for Homeless Management Information System standards and minimum requirements.
- Case Managers and all project management will routinely engage with the Youth Action Board on project implementation, and with the Continuous Quality Improvement workgroup that will be established under the Youth Homelessness Demonstration Project.
- Work with Coordinated Entry System, Coordinated Housing Assessment and Match Plan to refer and accept referrals into the project.

- Create program specific materials to outreach to young adults with unique needs, including Black, Indigenous and Persons of Color (BIPOC), Lesbian Gay Bi Trans Queer Intersex Asexual plus (LGBTQIA+), and those that are fleeing violence.
- Program guidelines and prioritization will be established in a way that seeks to serve as many youth and young adults across the community as possible.

Community Action Committee TH-RRH

Performance Criteria. The Subgrantee shall provide scattered-site Rapid Re-Housing, including intake, eligibility screening, and case management for approximately 30 eligible individuals. The following goals shall be used to measure and assess ongoing progress of the Project for the term of this Agreement.

January 1, 2025 to March 31, 2025

- Provide rapid rehousing and case management services for approximately 8 eligible individuals.

April 1, 2025 to June 30, 2025

- Provide rapid rehousing and case management services for approximately 8 eligible individuals.

July 1, 2025 to September 30, 2025

- Provide rapid rehousing and case management services for approximately 8 eligible individuals.

October 1, 2025 to December 31, 2025

- Provide rapid rehousing and case management services for approximately 8 eligible individuals.

Budget

Joint Component Transitional Housing/Rapid Rehousing	
Budget breakdown	
CATEGORY	CAC REQUEST
Leasing/Transitional Housing	(includes master leasing of units for TH, and hotel/motel stays if necessary)
Leasing funds	\$175,124.80
10% for Admin/overhead	\$20,860.80
Total	\$195,985.60
Rental Assistance	(includes rental assistance for rapid rehousing component of program)
Rental Assistance	\$556,304.80
10% for Admin/overhead	\$61,467.20
Total	\$617,772.00
Supportive Services	(includes staff time spent providing case management, housing counseling, and life skills training, plus moving costs, employment assistance, legal services, transportation and utility deposits)
Staff time (case mgt, housing c	\$125,820.00
Supportive services (moving co	\$30,636
10% for Admin/overhead	\$10,360.00
Total	\$166,816
HMIS	(includes computer equipment, software licensing costs, and staff time for data entry)
Computer equipment	\$2,500.00
HMIS software licenses	
Staff time for data entry	
Total	\$2,500
TOTAL REQUESTED BUDGET	\$983,073.60