

**SUBRECIPIENT AGREEMENT
BY AND BETWEEN
METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
AND
THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
ACTING BY AND THROUGH
THE METROPOLITAN SOCIAL SERVICES COMMISSION**

This Subrecipient Agreement (hereinafter "Agreement") was made and entered into this _____ day of _____ 2018, by and between the **Metropolitan Development and Housing Agency** (hereinafter "MDHA") and the **Metropolitan Government of Nashville and Davidson County acting by and through the Metropolitan Social Services' Homeless Impact Division** (hereinafter "Grantee").

WITNESSETH

WHEREAS, in March 2018, Nashville's Continuum of Care Governance Board, now the Continuum of Care Planning Council (hereinafter "CoC Planning Council"), authorized MDHA, as the CoC Collaborative Applicant, to submit an application for the Youth Homelessness Demonstration Program (hereinafter "YHDP") funding to the United States Department of Housing and Urban Development (hereinafter "HUD") which, if awarded; would be administered by the Grantee; and

WHEREAS, the goal of the YHDP is to support communities in the development and implementation of a Coordinated Community Plan (hereinafter "CCP") based on local priorities to prevent and end youth homelessness; and

WHEREAS, the YHDP application submitted by MDHA to HUD on April 17, 2018 identified the Grantee as the YHDP Lead agency charged with developing a CCP that MDHA, as the CoC Collaborative Applicant, would be required to submit for HUD approval within four (4) months of being selected as a YHDP community; and

WHEREAS, the YHDP application provided that the Grantee would be entitled to receive planning funds from the YHDP grant, if received, to cover the cost of staff and other YHDP eligible expenses associated with performing the aforementioned services; and

WHEREAS, on July 13, 2018 HUD announced that Nashville was one of 11 communities selected nationwide to receive an award of YHDP funds in the amount of \$3,536,071; and

WHEREAS, MDHA, as the CoC Collaborative Applicant, made application to HUD on September 7, 2018 to use \$110,696 of the YHDP award to cover the cost of YHDP eligible planning activities to be performed by the Grantee; and

WHEREAS, HUD approved the aforementioned request on September 21, 2018 and provided MDHA, as the CoC Collaborative Applicant, with a grant agreement for the same that MDHA executed and returned to HUD; and

WHEREAS, since YHDP funds will flow through MDHA, as the CoC Collaborative Applicant, MDHA must enter into a Subrecipient agreement with the Grantee in order to compensate them with the YHDP planning funds for the services provided.

NOW, THEREFORE, in consideration of the mutual promises as contained herein, the parties hereto have agreed and hereby enter into this Agreement according to the provisions as set forth herein.

SECTION I – RESPONSIBILITIES OF PARTIES

A. MDHA agrees to:

1. Provide ongoing support to Grantee in the form of guidance and technical support relating to the CoC program and HUD's processes.
2. Provide at least one representative to attend and participate in YHDP planning meetings and other related meetings as applicable.
3. Communicate on a regularly with Grantee regarding the YHDP.
4. Provide data and additional information as requested and as available to establish an accurate representation of the state of youth homelessness or youth who are at risk of becoming homeless in Metro Nashville and Davidson County and to assist in the development of a viable plan.
5. Notify HUD's assigned YHDP Technical Assistant (TA), Corporation for Supportive Housing (CSH), that as stated in the YHDP application, this Subrecipient Agreement and the YHDP Planning Grant Agreement # TN0297Y4J041700 has been approved and executed as required, and Grantee is acting in the capacity of lead organization for the YHDP on behalf of MDHA and thus is empowered to work directly with the TA, as needed.
6. Provide Grantee with any information regarding the YHDP or other related matters it receives from HUD or CSH.
7. Seek participation in the development of the CCP by CoC grantees and Emergency Solutions Grant (ESG) sub-recipients in Nashville.
8. Serve as a liaison between the CoC Planning Council and the Youth and Young Adults Committee which is the CoC Planning Council's YHDP planning body.

9. Reimburse Grantee in the amount of \$110,696 from MDHA's 2017 YHDP CoC Planning Grant # TN0297Y4J041700 to support the YHDP planning activities in order to meet HUD's timeline for the submission of all documents necessary in order to effectuate receipt of YHDP funding.

After review of monthly invoices, MDHA shall make draws against the YHDP Planning Grant via HUD's Line of Credit Control System (LOCCS), and reimburse Grantee for eligible planning expenses effective September 21, 2018.

10. If warranted during the implementation of planning activities, submit a request to HUD seeking their approval of a one (1) year extension of the planning grant no later than sixty (60) days prior to the grant's termination date.
11. Adhere to any responsibilities required of the Collaborative Applicant included in the YHDP Notice of Funding Availability (NOFA), including, but not limited to, submitting applications on behalf of project applicants through e-snaps or any other manner prescribed by HUD.

B. Grantee agrees to:

1. Serve as the Lead Agency for the YHDP, which includes, but is not limited to, overseeing the development of the CCP, coordinating and facilitating planning meetings, ensuring broad community participation, engaging required stakeholders, drafting the written plan, and overseeing its implementation and evaluation.
2. Provide staff to adequately carry out its responsibilities as Lead Agency.
3. Ensure the CCP addresses the mandatory structural components and key HUD principles outlined in Section III.E.b of the YHDP NOFA (Excerpt from same attached as Appendix A).
4. Ensure youth participation in the development and implementation of the CCP including empowering the YHDP Youth Action Board to contribute and maintain involvement throughout the duration of the YHDP.
5. Utilize planning funds sub-granted by MDHA, only for allowable activities outlined in 24 CFR Part 578, Subpart D. 578.39 of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act: Continuum of Care Program: Interim Final Rule and in accordance with all other relevant requirements therein.

6. Provide match in the amount of 25% for any Planning Grant funds it receives from MDHA.
7. Provide MDHA with any information required to complete the Annual Performance Report (APR) that must be submitted to HUD for planning grants.
8. Work with MDHA to develop a timeline to allow sufficient time for the CoC Planning Council to review and approve the draft and final CCP and any other documents requiring their approval prior to submission to HUD.
9. If warranted during the implementation of planning activities, provide MDHA with any information needed to allow them to seek HUD approval of a one (1) year extension of the planning grant no later than ninety (90) days prior to grant's termination date.

SECTION II – TIME OF PERFORMANCE

The services of the Grantee shall begin September 21, 2018 and shall end twelve (12) months after the first draw is made against the YHDP Planning Grant from HUD's LOCCS unless an extension is granted by HUD, or at the expiration of grant funding, whichever is sooner.

SECTION III – PAYMENT

- A. The total amount of funds available to the Grantee under this Agreement is \$110,696. Up to 10% of these funds can be used to cover indirect costs including but not limited to administrative staff not directly involved in YHDP planning activities, office space used for administrative staff, grant management, audit expenses, and liability insurance specifically for these activities.

The balance of the funds shall be used to support direct staff costs, including but not limited to salaries, fringe benefits, local travel (in accordance with MDHA's Travel Policy) and printing materials for meetings for allowable planning activities as outlined in 24 CFR Part 578, Subpart D. 578.39 of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act: Continuum of Care Program: Interim Final Rule and in accordance with all other relevant requirements therein.

- B. Grantee shall submit invoices at least quarterly, per 24 CFR 578.85(c)(3), but no more frequently than monthly, for reimbursement of actual expenses incurred, along with

documentation supporting expenses, to MDHA for activities performed in accordance with this Agreement.

- C. MDHA shall make careful review of all requests for reimbursement. So long as each request conforms to the terms and intent of this Agreement, MDHA shall make payment to Grantee in a timely fashion.
- D. If the cost of the required services described in Section I B exceeds the YHDP grant amount, Grantee agrees to use its own financial resources to perform the services.

SECTION IV – NOTICES

All notices under this Agreement shall be in writing and sent by certified mail or hand delivered to the address listed below for each party. A party shall notify the other party as provided herein of any change in the designee and address.

MDHA
James E. Harbison, Executive Director
701 South 6th Street
Nashville, Tennessee 37206

Metropolitan Social Services
Attention: Renee Pratt, Executive Director
P. O. Box 196300
Nashville, Tennessee 37219-6300

Metropolitan Homeless Impact Division
Attention: Judith Tackett, Director
P. O. Box 196300
Nashville, Tennessee 37219-6300

SECTION V – GENERAL CONDITIONS

A. Amendments

MDHA or Grantee may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, are executed in writing, and signed by a duly authorized representative of each organization. Such amendments shall not invalidate this Agreement, nor relieve or release MDHA or Grantee from its obligations under this Agreement

B. Suspension or Termination

Either party may terminate its participation in this Agreement by providing a 30-day written notice to the other party.

IN WITNESS WHEREOF, the said parties have hereunto set their signatures, on this day and date first above written.

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

James E. Harbison
James E. Harbison, Executive Director
MDHA

10/22/2018
Date

APPROVED AS TO FORM AND LEGALITY:

Will Choppin
Will Choppin, MDHA General Counsel

10/21/18
Date

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Rehee Pratt
Rehee Pratt, Executive Director
Metro Social Services

10/23/18
Date

APPROVED AS TO AVAILABILITY OF FUNDS:

Talia Lomax-O'dneal
Talia Lomax-O'dneal, K *
Director of Finance

10-31-18
Date

APPROVED AS TO FORM AND LEGALITY:

[Signature]
Assistant Metropolitan Attorney

11/15/18
Date

**SIGNATURE PAGE
FOR
GRANT NO. MDHA HUD Youth Homelessness 18-19**

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

**METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY**

See Previous Page
Renee Pratt, Executive Director
Social Services Department

Date

APPROVED AS TO AVAILABILITY
OF FUNDS:

See Previous Page
Talia Lomax-O'dneal, Director
Department of Finance

Date

APPROVED AS TO RISK AND INSURANCE:

TBCW
Director of Risk Management Services

11/5/18
Date

APPROVED AS TO FORM AND
LEGALITY:

See Previous Page
Metropolitan Attorney

Date

FILED:

Metropolitan Clerk

Date

APPENDIX A

MOU Between MDHA and

Metropolitan Government of Nashville and Davidson County/Metropolitan Social Services

Appendix A

Excerpt from YHDP NOFA Section III.E.b. Develop a Coordinated Community Plan

E. Program Specific Requirements.

a. Identifying a Target Community Area.

Applicants have the option of identifying the entire geographic area of the CoC as the Demonstration community or designating a smaller area that includes a single community or group of communities within the CoC's geographic area as the YHDP community. In addition, the CoC can designate the application as a *rural community application*, competing for the 5 reserved rural community selection availabilities. If a community decides to submit two applications, one for the rural communities within the CoC and one for the non-rural areas or the entire CoC, HUD will consider both applications independently but will only select one community per CoC. In general, HUD will select the higher scoring application of the two; however, HUD reserves the right to select the lower scoring application if there are no other qualifying applications in the competition group (rural or non-rural) or if the next qualifying application in that group is lower in quality by a significant degree.

In addition, HUD has determined that geographic diversity is an appropriate consideration in selecting communities for the YHDP. To this end, HUD reserves the right to fund eligible communities with the highest total score in each of the 10 HUD regions. In making this determination, HUD will also consider the size of the overall population to ensure that urban, suburban, and rural communities are selected. Applicants are required to respond to the questions listed in Section V.A.1 regarding their proposed target area for the YHDP. Eligibility as a *Rural Community* will be determined based on the geographic areas selected in the SF-424; youth population size and poverty rate will be verified using federal census data.

As a reminder, HUD will not consider applications from geographic areas within CoCs that HUD selected to participate in the FY 2016 YHDP competition.

b. Develop a Coordinated Community Plan

A central requirement of the YHDP is that each selected community will develop a coordinated community plan to prevent an end youth homelessness. HUD has designed the YHDP to allow for up to 4 months of initial planning together with a significant level of direct HUD technical assistance and up to 4 months of additional time for HUD feedback and plan edits. The planning process is expected to lay the ground work for implementation and provide a framework for the various projects that the Collaborative Applicant will request HUD to fund within the selected community. The plan submission will also impact the availability of funding for selected

communities, as HUD will only allow project applications of up to 30 percent of the selected community's available award until a coordinated community plan has been submitted to and approved by HUD.

HUD will only approve of a coordinated community plan that meets threshold criteria, including whether the plan addresses the mandatory structural components and key HUD principles listed, below:

Mandatory Structural Components of a Coordinated Community Plan

A coordinated community plan must include the following structural components:

- A statement of need concerning at risk and homeless unaccompanied and pregnant or parenting youth in the geographic area;
- A list of partners, and a description of their involvement that includes representation from as many of the following stakeholder groups as possible:

Youth Action Board	Health, Mental Health, and Substance Abuse Agencies
Landlords	Privately Funded Homeless Organizations
Local and State Government	The Workforce Innovation and Opportunity Act (WIOA) Boards and Employment Agencies
Public Housing Authorities	CoC and ESG Program Recipients
Non-Profit Youth Organizations	Local and State Law Enforcement and Judges
Affordable Housing Developers	Public Child Welfare Agencies
Juvenile and Adult Corrections and Probation	Early Childhood Development and Child Care Providers
Local Advocacy, Research, and Philanthropic Organizations	Local and State Educational Agencies
Runaway and Homeless Youth Program Providers	Institutions of Higher Education
Community Development Corporations	

- A shared vision, list of goals, objectives, and actions steps, including which partners are responsible for each action step;
- A list of new projects, to be funded by HUD and other sources that will support the implementation of the coordinated community plan;
- A governance structure, including an organizational chart and decision-making process;
- A plan for continuous quality improvement during the implementation of the coordinated community plan;

- A signature page that includes the signatures of official representatives of *at least* the following systems:
 - The Continuum of Care
 - Public Child Welfare Agency
 - Local Government Agency
 - Youth Action Board

HUD Principles to Be Addressed in the Coordinated Community Plan

In order to be approved by HUD, a coordinated community plan must address how the following principles will be incorporated into the community's overall approach to preventing and ending youth homelessness as well as the individual interventions that support such an approach.

USICH Youth Framework and the Four Core Outcomes. The coordinated community plan must demonstrate a commitment to the principles of the USICH Youth Framework to End Youth Homelessness published in 2012 and to its four core outcomes:

1. **Stable housing** includes a safe and reliable place to call home;
2. **Permanent connections** include ongoing attachments to families, communities, schools, and other positive social networks;
3. **Education/employment** includes high performance in and completion of educational and training activities, especially for younger youth, and starting and maintaining adequate and stable employment, particularly for older youth; and
4. **Social-emotional well-being** includes the development of key competencies, attitudes, and behaviors that equip a young person to succeed across multiple domains of daily life, including school, work, relationships, and community; *and*

Special Populations. USICH, together with its partner agencies, has identified several special populations that are especially vulnerable to homelessness and which have been shown to experience homelessness, including pathways to homelessness, in ways that are distinct from the general population of youth. For these vulnerable and often overrepresented young people, there is a need for identification methods, infrastructure considerations, housing and service-delivery that are specific to their needs. The coordinated community plan must identify and address the local impact of homelessness on these subpopulations and specifically address how the system will meet the needs of lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth; minors (under the age of 18), pregnant and parenting youth; youth involved with juvenile justice and foster care systems; and victims of sexual trafficking and exploitation; *and*

Positive Youth Development (PYD)[1] and Trauma Informed Care (TIC)[2]. Both PYD and TIC are accepted best practices in housing and service delivery for youth and include principles and service frameworks endorsed by many branches of the federal government, including HUD, the US Department of Health and Human Services (HHS), and the US Department of Education (ED). The coordinated community plan must address how PYD and TIC will be incorporated into all aspects the youth crisis response system; *and*

Family engagement. HUD believes that the best outcome for young people is to never have to engage with crisis response resources. Further, HUD believes that the best diversion and intervention strategy is to engage families, whenever appropriate, through community partnerships with organizations such as child welfare agencies, schools, youth providers, and

other community human services and homeless services providers. The coordinated community plan must address family engagement strategies and services designed to strengthen, stabilize, and reunify families. Potential services include family counseling, conflict resolution, parenting supports, relative or kinship caregiver resources, targeted substance abuse and mental health treatment, etc.; **and**

Immediate access to housing with no preconditions: Housing is a cornerstone for meeting a multitude of basic needs necessary for success. Young people should be provided with rapid access to safe, secure, and stable housing that meets their needs as quickly as possible, without the condition that they are 'ready' for housing. The coordinated community plan must address how all youth will be offered immediate access to safe, secure, and stable housing with no preconditions; **and**

Youth choice: The capacity for self-determination may be a critical factor in obtaining many positive outcomes for Transition Age Youth (Carter, Lane, Pierson, & Stang, 2008),^[3] and is closely related to the principles of PYD. Consistent with federal youth policy, allowing youth to exercise self-determination is a youth centered approach that values youths' expressed needs, self-awareness, and community knowledge. This youth-centered approach emphasizes youth choice in terms of the kind of housing youth need and the extent and nature of supports and services they access, and promotes presenting alternative options for youth who avoid programs with barriers like sobriety or abstinence. The coordinated community plan must address how youth choice will be integrated into all aspects of the youth crisis response system; **and**

Individualized and client-driven supports: The coordinated community plan must acknowledge that the needs of the young people to be served will be unique. Housing and support packages that help prevent and end homelessness among youth must recognize and respond to individual differences across individuals to serve them appropriately and efficiently. Communities must design the system flexibly to accommodate individuals with both high and low service needs, as well as the need for short-term or long-term supports. The coordinated community plan must address how the youth crisis response system will provide individualized and client driven supports; **and**

Social and community integration: The goal of youth homelessness services should be a successful transition to adulthood, including the successful integration into a community as a positive contributing community member. To accomplish this requires the community to provide socially supportive engagement and the opportunity for youth to participate in meaningful community activities;^[4] **and**

Coordinated entry: Coordinated entry processes are necessary components of a high functioning crisis response system and must be developed intentionally to incorporate youth. The coordinated community plan must address how the CoC will ensure that the coordinated entry process is youth-appropriate.

Plan Submission, HUD Review, and Release of Full Funding

The coordinated community plan must be submitted electronically to YouthDemo@hud.gov no later than 4 months after announcement of the selected communities. HUD will review each plan and provide feedback within 4 weeks of submission. HUD reserves the right to reject a plan and require resubmission if the plan does not meet the requirements described above. Upon rejection, the applicant will be allowed to resubmit as many times as is necessary to obtain approval until 8

months from announcement of the selected communities. Before plan approval, communities will only be able to apply for 30 percent of their available funds for projects. Once a plan has been approved by HUD, communities may submit project applications for the remaining 70 percent of their available funds.

If HUD has not approved a plan received before the deadline of 8 months after the announcement of the selected communities, the selected community will lose access to all of its remaining funding. Funding that has already been obligated for projects will continue to be available for those projects only.

[1] <https://www.acf.hhs.gov/fysb/resource/pyd-tip-sheet> [2]
<http://www.samhsa.gov/nctic/trauma-interventions>

[3] Carter, E. W., Lane, K. L., Pierson, M. R., & Stang, K. K. (2008). Promoting Self-Determination for Transition Age Youth: Views of High School General and Special Educators. *Exceptional Children*, 75(1), 55-70. Retrieved from https://kuscholarworks.ku.edu/bitstream/handle/1808/10974/Lane_Promoting%20Self%20Determination.pdf?sequence=1&:isAllowed

[4] <http://www.feantsaresearch.org/IMG/pdf/think-piece-1-4.pdf>

c. Displacement, relocation and acquisition

Applicants are reminded the CoC program regulations of 24 CFR section 578.83 include unique requirements addressing Displacement, relocation, and acquisition. In addition to these program specific requirements, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (URA) may apply. The URA generally applies when there is acquisition, rehabilitation or demolition for a Federally funded program or project. Applicants should refer to the General Section to HUD's FY2017 NOFA for Discretionary Programs for additional information on the URA.

F. Criteria for Beneficiaries.

N/A

IV. Application and Submission Information.

A. Obtaining an Application Package.

Instructions for Applicants

You must download both the Application Instruction and the Application Package from Grants.gov. To ensure you are using the correct Application Package and Application Instructions, you must verify that the CFDA Number and CFDA Description on the first page of the Application Package, and the Opportunity Title and the Funding Opportunity Number match the Program and NOFA to which you are applying.

The Application Package contains the Adobe forms created by Grants.gov. The Instruction download contains official copies of the General Section and Program NOFA, and forms necessary for a complete application. The Instruction download may include Microsoft Word, Microsoft Excel and additional Adobe Portable Document Format documents.