

OUT-WAYNE AND MONROE COUNTY CONTINUUMS OF CARE

YOUTH HOMELESSNESS SYSTEMS IMPROVEMENT (YHSI) REQUEST FOR PROPOSALS

HMIS AND COORDINATED ENTRY SYSTEMS SUPPORT

RFP Release Date: September 1, 2026

Proposal Submission Deadline: October 1, 2026, at 5:00 PM

Anticipated Contract Start Date: November 2, 2026

Estimated Project Budget: \$50,000 – \$80,000

1. INTRODUCTION

Wayne Metropolitan Community Action Agency (WMCAA), as the lead agency for the Out-Wayne County Continuum of Care (CoC), in partnership with Monroe County Opportunity Program (MCOP), the lead agency for the Monroe County CoC, is soliciting proposals from qualified consultants, consulting firms, organizations, or other qualified entities to provide **HMIS and Coordinated Entry Systems Support** as part of the Youth Homelessness Systems Improvement (YHSI) initiative.

The selected contractor will work collaboratively with the Out-Wayne and Monroe County CoCs, Regional Planning Committee (RPC), Youth Action Boards (YABs), HMIS Subcommittee, Coordinated Entry Systems (CES) Subcommittee, Michigan Coalition Against Homelessness (MCAH), and other identified community partners.

The purpose of this RFP is to identify a qualified contractor with the experience and capacity necessary to support the development of a youth-specific assessment tool, a youth-specific HMIS pilot project, and a regional data-sharing

agreement while ensuring that youth voice and lived experience remain central to the project.

2. BACKGROUND

In 2024, Wayne Metropolitan Community Action Agency received the **Youth Homelessness Systems Improvement (YHSI) grant** to transform the Youth Homelessness Response System (YHRS) in Wayne and Monroe Counties.

WMCAA, as the Out-Wayne CoC Lead Agency, is partnering with MCOP, the Monroe County CoC Lead Agency, to increase CoC and regional capacity through the development and sustainability of regional and local Youth Action Boards and a Regional Planning Committee.

WMCAA and MCOP are responsible for recruiting YAB and RPC members to represent their respective service areas. The RPC and YABs meet regularly through general meetings and subcommittees to guide the work of the YHSI initiative.

The YHSI initiative includes subcommittees focused on HMIS and a youth-specific Coordinated Entry System. These groups are responsible for advancing improvements to the community's youth homelessness response system and ensuring that youth with lived experience, community partners, and youth-serving institutions have meaningful opportunities to participate in system development.

The project recognizes that existing assessment processes may not adequately capture the unique experiences, challenges, strengths, and needs of youth experiencing homelessness or housing insecurity. In particular, concerns have been raised regarding the use of the **Transition Age Youth Vulnerability Index – Service Prioritization Decision Assistance Tool (TAY VI SPDAT)**, including questions regarding its reliability, validity, and ability to appropriately assess different populations of youth.

The CoCs therefore seek specialized assistance in researching, developing, and evaluating a youth-specific assessment tool.

In addition, the YHSI initiative seeks to develop a youth-specific HMIS pilot project that will allow participating providers and youth-serving institutions to collect information that more directly reflects the experiences of youth. The pilot will require coordination with MCAH to ensure that applicable HMIS best practices and processes are considered.

The project will also require development of a regional data-sharing agreement for youth-serving institutions participating in the youth-specific HMIS and/or Coordinated Entry systems.

3. PURPOSE

The purpose of this RFP is to procure the services of an experienced contractor to support the Out-Wayne and Monroe County CoCs in the development, implementation, and evaluation of:

1. A youth-specific housing assessment tool to replace the TAY VI SPDAT;
2. A youth-specific HMIS pilot project;
3. HMIS data entry and data quality plans;
4. HMIS training protocols and curriculum for participating providers;
5. An evaluation and monitoring framework for the HMIS pilot and assessment tool; and
6. A regional data-sharing agreement for participating youth-serving institutions.

The selected contractor will work closely with the RPC, YABs, HMIS Subcommittee, CES Subcommittee, WMCAA, MCOP, MCAH, and participating community organizations.

All project activities and deliverables must reflect an understanding of the unique experiences of youth experiencing homelessness and housing insecurity

and should be informed by **Positive Youth Development and Trauma-Aware principles.**

A key expectation of this project is that youth with lived experience of homelessness will have meaningful opportunities to influence the development of the tools, systems, and agreements created through this project.

4. PROJECT OBJECTIVES

The selected contractor will assist the CoCs in achieving the following objectives:

Objective 1 – Develop a Youth-Specific Assessment

Research existing youth-specific assessment tools and best practices and develop an assessment tool that appropriately identifies the needs and experiences of youth experiencing homelessness.

Objective 2 – Develop a Youth-Specific HMIS Pilot

Develop and support implementation of a youth-specific HMIS pilot project that allows participating providers and youth-serving institutions to collect and manage appropriate data regarding youth experiences.

Objective 3 – Improve Data Quality

Develop data entry and data quality plans for organizations participating in the HMIS pilot.

Objective 4 – Build Provider Capacity

Develop training protocols and curriculum to support new HMIS providers participating in the pilot.

Objective 5 – Establish Responsible Data Sharing

Develop a regional data-sharing agreement for youth-serving organizations and institutions participating in the youth-specific HMIS and/or Coordinated Entry systems.

Objective 6 – Evaluate the Pilot and Assessment Tool

Develop an evaluation and monitoring framework to assess the effectiveness, reliability, validity, and future applicability of the project deliverables.

Objective 7 – Center Youth Voice

Ensure youth with lived experience of homelessness have meaningful opportunities to influence project development and that their feedback is incorporated into final deliverables.

5. SCOPE OF WORK

The selected contractor shall provide all services necessary to successfully complete the project and required deliverables.

5.1 Project Coordination

The contractor shall:

- Routinely meet with the HMIS and CES Subcommittee leads;
- Maintain regular communication with WMCAA, MCOP, RPC leadership, and applicable subcommittee leads;
- Participate in RPC meetings and applicable subcommittee meetings;
- Provide regular updates regarding project progress;
- Identify potential barriers or delays and recommend solutions;
- Maintain alignment with the approved project timeline;
- Gather feedback regarding project deliverables; and
- Incorporate appropriate stakeholder feedback into project activities.

5.2 HMIS Subcommittee Support

The contractor will work directly with the HMIS Subcommittee to develop and support the youth-specific HMIS pilot project.

Responsibilities will include:

HMIS Best Practices

- Communicate with the MCAH HMIS Help Desk and other appropriate HMIS representatives;
- Identify applicable best practices for developing the youth-specific HMIS pilot;
- Determine appropriate data collection processes;
- Determine appropriate data elements;
- Assist with the structure of the youth-specific HMIS project;
- Assist in determining whether a new HMIS assessment is necessary or whether an existing assessment can meet identified needs; and
- Assist in addressing implementation challenges.

Youth Data Structure

The contractor will assist with the development of an appropriate structure for storing youth data from participating youth-serving organizations.

Participating organizations may include organizations or systems such as:

- Child welfare;
- Juvenile justice;
- Homeless services;
- Housing providers; and
- Other youth-serving institutions.

The contractor must consider appropriate privacy, confidentiality, and data-sharing requirements when developing the proposed structure.

5.3 HMIS Data Entry and Data Quality

The contractor shall:

- Develop HMIS data entry plans for participating providers;
- Develop HMIS data quality plans;
- Establish data quality expectations;
- Identify procedures for monitoring data quality;
- Assist providers in understanding data collection requirements;
- Identify common data entry issues;
- Assist with troubleshooting; and
- Recommend improvements to data quality processes.

5.4 HMIS Training

The contractor shall develop HMIS training protocols and curriculum for new providers participating in the pilot.

Training materials should address, as applicable:

- HMIS data entry;
- Data quality;
- Applicable data collection requirements;
- Privacy and confidentiality;
- Appropriate use of data;
- Project-specific procedures; and
- Other requirements identified during implementation.

5.5. YOUTH-SPECIFIC ASSESSMENT TOOL

The contractor will work with the CES Subcommittee, RPC, and YABs to research, develop, and evaluate a youth-specific assessment tool.

The assessment tool is intended to replace the TAY VI SPDAT.

The contractor shall:

- Research existing youth-specific assessment tools;

- Review relevant research and best practices;
- Identify strengths and limitations of existing tools;
- Consider whether an existing tool can be adapted;
- Gather input from youth with lived experience;
- Gather input from community partners;
- Develop the assessment tool;
- Determine appropriate assessment questions;
- Determine appropriate administration methods;
- Establish appropriate data collection standards;
- Apply a Positive Youth Development lens;
- Apply Trauma-Aware principles;
- Consider the unique experiences of youth experiencing homelessness;
- Consider the potential impact of assessment questions on participants;
and
- Develop recommendations for implementation.

5.6. ASSESSMENT TOOL EVALUATION

The contractor shall develop an evaluation process for the youth-specific assessment tool.

The evaluation should address, as appropriate:

- Reliability;
- Validity;
- Usability;
- Accessibility;
- Appropriateness for youth;
- Stakeholder feedback;
- Youth feedback;
- Data collection effectiveness; and
- Opportunities for modification or improvement.

The contractor shall provide recommendations regarding the continued use, modification, expansion, or implementation of the assessment tool.

5.7. REGIONAL DATA-SHARING AGREEMENT

The contractor shall assist the RPC, WMCAA, MCOP, and participating stakeholders in developing a regional data-sharing agreement.

The agreement will be intended for youth-serving institutions participating in the youth-specific HMIS and/or Coordinated Entry systems across Wayne and Monroe Counties.

The contractor should facilitate discussions regarding:

- Participating organizations;
- Roles and responsibilities;
- Information that may be shared;
- Appropriate data collection;
- Data access;
- Data use;
- Privacy;
- Confidentiality;
- Data security;
- Data protection;
- Information-sharing procedures;
- Participant rights and dignity; and
- Implementation and ongoing administration.

The contractor should consider the needs of cross-system partners such as child welfare and juvenile justice.

5.8. YOUTH VOICE AND COMMUNITY ENGAGEMENT

Meaningful participation by youth with lived experience of homelessness is a fundamental component of this project.

The selected contractor shall demonstrate a commitment to meaningful youth engagement and power sharing.

The contractor shall:

- Create meaningful opportunities for youth to provide input;
- Ensure youth feedback is considered in project decisions;
- Clearly communicate how feedback was incorporated;
- Avoid tokenistic engagement;
- Present technical information in an accessible manner;
- Recognize lived experience as valuable expertise; and
- Work collaboratively with YAB members and RPC members.

The contractor will also be expected to incorporate perspectives from community organizations and partner agencies participating in the RPC and project subcommittees.

5.9. TRAUMA-Aware

All project activities and deliverables shall be developed with consideration for Trauma-Aware principles.

The contractor shall demonstrate an understanding of the potential impact that assessment questions, data collection practices, system interactions, and other project activities may have on youth who have experienced homelessness, housing instability, or other difficult experiences.

The contractor should consider:

- Participant safety;
- Choice and control;
- Transparency;

- Respect;
- Dignity;
- Avoidance of unnecessary retraumatization;
- Accessibility;
- Youth voice; and
- Appropriate handling of sensitive information.

6. PROJECT DELIVERABLES

The selected contractor shall provide, at minimum, the following deliverables:

Deliverable 1 – Project Work Plan

A detailed work plan outlining activities, milestones, responsibilities, and anticipated completion dates.

Deliverable 2 – Youth Assessment Research Summary

A written summary of existing youth-specific assessment tools, applicable research, identified best practices, and recommendations.

Deliverable 3 – Youth-Specific Assessment Tool

A completed assessment tool intended to replace the TAY VI SPDAT.

Deliverable 4 – Assessment Administration and Data Collection Standards

Documentation describing assessment administration procedures, questions, data collection standards, and related processes.

Deliverable 5 – Assessment Evaluation Framework

A framework for evaluating the reliability, validity, usability, and effectiveness of the assessment tool.

Deliverable 6 – Youth HMIS Pilot Framework

A proposed structure and implementation framework for the youth-specific HMIS pilot.

Deliverable 7 – HMIS Data Entry Plan

A detailed plan for data entry by participating HMIS providers.

Deliverable 8 – HMIS Data Quality Plan

A data quality plan establishing expectations, monitoring procedures, and troubleshooting processes.

Deliverable 9 – HMIS Training Protocol and Curriculum

Training protocols, curriculum, and supporting materials for participating providers.

Deliverable 10 – Regional Data-Sharing Agreement

A proposed regional agreement governing appropriate sharing of information among participating youth-serving organizations and institutions.

Deliverable 11 – Pilot Evaluation

An evaluation of the HMIS pilot project, including findings, challenges, recommendations, and opportunities for improvement.

Deliverable 12 – Ongoing Monitoring and Evaluation Plan

An ongoing monitoring and evaluation plan prepared for implementation beginning in March 2027 and continuing beyond the initial project period.

7. PROJECT TIMELINE

The anticipated project period is November 2026 through March 2027, with ongoing monitoring and evaluation activities extending beyond March 2027 as appropriate.

November 2026 – Project Initiation

The contractor will:

- Meet with the RPC;
- Meet with the CES Subcommittee;
- Meet with the HMIS Subcommittee;
- Establish project expectations;
- Begin research of youth-specific assessment tools;
- Begin coordination with MCAH regarding the HMIS pilot; and
- Establish a detailed project work plan.

December 2026 – February 2027 – Development

The contractor will:

- Support development of the youth-specific HMIS pilot;
- Determine appropriate data elements;
- Develop HMIS data entry and data quality plans;
- Assist with implementation and troubleshooting;
- Develop HMIS training materials;
- Continue assessment tool research;
- Develop the youth-specific assessment;
- Determine administration methods and data collection standards;
- Gather and incorporate stakeholder feedback; and
- Develop the regional data-sharing agreement.

March 2027 – Evaluation

The contractor will:

- Evaluate the HMIS pilot;
- Evaluate the youth-specific assessment tool;
- Identify lessons learned;
- Identify necessary improvements;

- Develop recommendations; and
- Complete the ongoing monitoring and evaluation plan.

8. MEETING CADENCE

The selected contractor should anticipate participation in the following recurring meetings.

Coordinated Entry Systems Subcommittee

Every other Thursday, 12:30 PM – 2:00 PM

Anticipated meetings include:

- November 5, 2026
- November 19, 2026
- December 3, 2026
- December 17, 2026
- January 14, 2027
- January 28, 2027
- February 11, 2027
- February 25, 2027
- March 11, 2027
- March 25, 2027

HMIS Subcommittee

Every other Tuesday, 2:00 PM – 3:30 PM

Anticipated meetings include:

- November 10, 2026
- December 8, 2026
- January 5, 2027
- January 19, 2027

- February 2, 2027
- February 16, 2027
- March 2, 2027
- March 16, 2027
- March 30, 2027

Regional Planning Committee

Monthly, 1:00 PM – 2:30 PM

The contractor should anticipate participation in regular RPC meetings throughout the project.

9. CONTRACTOR QUALIFICATIONS

Respondents must demonstrate the qualifications, experience, staffing, and organizational capacity necessary to successfully complete the project.

Respondents should demonstrate:

1. Ability to complete the Scope of Work within the required timeframe;
2. Familiarity with HUD-funded programs;
3. Familiarity with federal homeless programs;
4. Knowledge of homeless response systems;
5. Experience with HMIS;
6. Experience with Coordinated Entry Systems;
7. Experience with data collection and data quality;
8. Understanding of youth homelessness;
9. Understanding of youth-specific challenges;
10. Understanding of Trauma-Aware principles;
11. Ability to work with youth with lived experience;
12. Willingness to share power with Youth Action Boards;
13. Ability to work collaboratively with the RPC;
14. Experience with cross-system collaboration;

- 15. Ability to work with organizations from different sectors; and
- 16. Ability to communicate effectively with youth-serving institutions, community organizations, and government or system partners.

10. ADDITIONAL QUALIFICATIONS

Respondents may receive bonus consideration for demonstrating:

- Prior experience with YHDP and/or YHSI;
- Existing knowledge of Wayne and Monroe Counties and their respective CoCs; and
- Extensive experience working with HMIS systems and data warehouses, including WellSky and Green River.

11. PROPOSAL SUBMISSION REQUIREMENTS

To be considered, proposals must include all information identified below.

A. Narrative Responses

Respondents must provide a written response to each question.

Question 1 – Project Approach and Timeline

Provide a plan detailing how you will complete the outlined Scope of Work within the given timeframe.

Question 2 – HUD and Coordinated Entry Experience

Describe previous experience working with or evaluating HUD-funded programs. What type of projects do you have the most comfort or experience working with? Have you ever worked with the Coordinated Entry System?

Question 3 – HMIS Experience

Have you ever worked with HMIS before? Detail your specific experience working with HMIS.

Question 4 – RPC and Youth Engagement

How will you ensure that members of the RPC, including youth with lived experience and partners in the community, are able to provide feedback that is implemented in the development of these tools?

Question 5 – Trauma-Aware

How will you ensure that all deliverables created will be rooted in trauma-aware principles?

Question 6 – Data Collection, Privacy, and Dignity

How will you make sure that appropriate data is being collected for the youth HMIS pilot program while protecting the privacy and dignity of participants?

Question 7 – Cross-Systems Experience

Describe your experience in cross-systems work and your ability to liaise effectively with different organizations and systems, such as juvenile justice, child welfare, and other youth-serving systems.

12. SUPPORTING DOCUMENTATION

Respondents must provide the following:

12.1 Examples of Previous Work

Respondents should provide examples of previous work demonstrating relevant experience, including:

- HMIS projects;
- Data-sharing agreements;

- Assessment tools; and
- Other comparable work.

12.2 Budget Narrative

Respondents must provide a detailed budget narrative explaining how the proposed budget will be utilized.

The budget should identify anticipated costs, including, as applicable:

- Salaries/personnel;
- Consulting or subcontractor costs;
- Training;
- Travel;
- Materials;
- Technology; and
- Other project-related costs.

12.3 Letter(s) of Recommendation

Respondents must provide one or more letters of recommendation from previous projects.

12.4 Resumes

Respondents must provide resumes for the individual or individuals who will be directly involved in completing the project.

13. PROJECT BUDGET

The anticipated budget range for this project is:

\$50,000 – \$80,000

The final contract amount will be based upon the respondent's qualifications, proposed methodology, scope of services, level of effort, experience, and overall value to the project.

Respondents must submit a detailed budget narrative explaining how proposed funds will be used to accomplish the Scope of Work.

WMCAA reserves the right to negotiate the final scope, budget, deliverables, and contract terms with the selected respondent.

14. EVALUATION AND SCORING

Proposals will be evaluated based on the respondent's demonstrated qualifications, experience, proposed approach, understanding of the project, supporting documentation, and ability to successfully complete the Scope of Work.

There are **49 total possible points**.

14.1 Narrative Responses – 35 Points

Each narrative question is worth **5 points**.

#	Evaluation Criterion	Points
1	Project Approach and Timeline	5
2	HUD and Coordinated Entry Experience	5
3	HMIS Experience	5
4	RPC, YAB, and Stakeholder Engagement	5
5	Trauma-Aware Principles	5

6	Data Collection, Privacy, and Participant Dignity	5
7	Cross-Systems Collaboration	5
	Narrative Subtotal	35

Evaluators will consider the quality, completeness, specificity, feasibility, and relevance of each response.

14.2 SUPPORTING DOCUMENTATION SCORING – 8 POINTS

Supporting Documentation	Points
Examples of Previous Work	3
Budget Narrative	2
Letter(s) of Recommendation	1
Resumes of Proposed Personnel	2
Subtotal	8

Examples of Previous Work – 3 Points

Evaluators will consider the relevance, quality, complexity, and applicability of submitted examples to this project.

Budget Narrative – 2 Points

Evaluators will consider whether the budget is:

- Reasonable;

- Clearly explained;
- Appropriate for the proposed Scope of Work;
- Sufficiently detailed; and
- Supported by the proposed level of effort.

Letter(s) of Recommendation – 1 Point

Evaluators will consider whether recommendations demonstrate successful completion of comparable projects and the respondent's ability to meet project expectations.

Resumes – 2 Points

Evaluators will consider the qualifications and relevant experience of proposed personnel, including experience with HMIS, Coordinated Entry, HUD-funded programs, youth homelessness, assessment development, data systems, and cross-system collaboration.

14.3 BONUS QUALIFICATIONS – 6 POINTS

Respondents may receive up to six additional points for the following qualifications.

Bonus Criterion	Points
Prior Experience with YHDP and/or YHSI	2
Existing Knowledge of Wayne & Monroe Counties and Their CoCs	2
Extensive HMIS Systems and Data Warehouse Experience, Including WellSky and Green River	2
Bonus Subtotal	6

Prior Experience with YHDP and/or YHSI – 2 Points

Respondents demonstrating previous experience with YHDP and/or YHSI initiatives may receive up to two additional points.

Existing Knowledge of Wayne and Monroe Counties and Their CoCs – 2 Points

Respondents demonstrating existing knowledge of Wayne and Monroe Counties and their respective Continuums of Care may receive up to two additional points.

HMIS Systems and Data Warehouse Experience – 2 Points

Respondents demonstrating extensive experience with HMIS systems and data warehouses may receive up to two additional points.

Particular consideration may be given to experience with:

- WellSky;
- Green River;
- HMIS data warehouses;
- HMIS implementation;
- HMIS data quality;
- Data integration; and
- Cross-system data management.

14.4. TOTAL SCORING SUMMARY

Category	Maximum Points
Narrative Responses	35
Supporting Documentation	8
Bonus Qualifications	6
TOTAL POSSIBLE POINTS	49

15. INTERVIEWS

WMCAA, MCOP, the RPC, and/or designated YAB representatives may invite selected respondents to participate in an interview or presentation following the initial proposal review.

Interviews may be used to:

- Clarify information contained in a proposal;
- Further evaluate the respondent's qualifications;
- Discuss the proposed methodology;
- Evaluate the proposed project team;
- Discuss youth engagement and power-sharing approaches;
- Discuss the proposed budget and level of effort; and
- Address other project-related questions.

Any interview process will be conducted consistently with applicable procurement requirements.

16. PROCUREMENT TIMELINE

The anticipated procurement timeline is:

Activity	Date
RFP Released	September 1, 2026
RFP Closes	October 1, 2026
RPC and YAB Review Submissions / Select Candidates for Interviews	October 8, 2026
Candidates Notified	October 9, 2026
Candidate Interviews	October 12 – October 24, 2026

RPC and YAB Selection	October 28, 2026
Selected Candidate Notified	October 29, 2026
Contractor Begins Project	November 2, 2026

WMCAA reserves the right to modify the procurement timeline as necessary.

17. PROPOSAL SUBMISSION INSTRUCTIONS

Complete proposals must be submitted electronically to:

cocoutwaynecount@waynemetro.org & procurement@waynemetro.org

Submission Deadline:

5:00 PM on Thursday, October 1, 2026

Proposals received after the stated deadline will not be considered.

Respondents are responsible for ensuring that their complete proposal is received by the submission deadline.

18. GENERAL RFP CONDITIONS

WMCAA reserves the right to:

- Reject any or all proposals;
- Request clarification or additional information from respondents;
- Invite selected respondents to participate in interviews;
- Negotiate the Scope of Work and budget with the selected respondent;
- Modify the RFP schedule;
- Cancel or modify the RFP;
- Award the contract based on the proposal determined to be in the best interest of the project; and

- Take any other action permitted under applicable procurement requirements and organizational policies.

Submission of a proposal does not guarantee contract award.

The selected respondent will be required to enter into a formal written agreement with WMCAA and comply with applicable contractual, programmatic, financial, confidentiality, data security, and funding requirements.

19. CONFIDENTIALITY, PRIVACY, AND DATA SECURITY

Because this project involves the development of systems and tools that may involve information concerning youth experiencing or at risk of homelessness, respondents must demonstrate an understanding of confidentiality, privacy, and responsible data practices.

The selected contractor will be expected to work with WMCAA, MCOP, MCAH, the RPC, participating providers, and other applicable stakeholders to establish appropriate practices concerning the collection, storage, access, use, and sharing of project-related information.

Specific privacy, confidentiality, security, and data-sharing requirements will be established through the final contract and applicable data-sharing agreement.

20. EXPECTATIONS FOR COLLABORATION AND POWER SHARING

The selected contractor will be expected to work collaboratively with WMCAA, MCOP, the RPC, YABs, subcommittees, MCAH, and participating community organizations.

The contractor should recognize that youth with lived experience of homelessness possess valuable expertise that should meaningfully inform the project's development.

The contractor will be expected to:

- Listen to and incorporate youth perspectives;
- Share information transparently;
- Explain technical concepts in an accessible manner;
- Provide meaningful opportunities for participation;
- Demonstrate responsiveness to feedback;
- Share decision-making where appropriate;
- Recognize lived experience as expertise; and
- Build trust with youth and community partners.

21. GLOSSARY OF TERMS AND ACRONYMS

CoC – Continuum of Care

A HUD program designed to promote a community-wide response to ending homelessness through coordination and planning of homeless services and priorities, funding homeless programming, and improving services provided to individuals and families experiencing homelessness.

CES – Coordinated Entry System

A standardized process that allows individuals and families experiencing homelessness or at risk of homelessness to be assessed and connected to appropriate services and housing resources.

HMIS – Homeless Management Information System

A database used to collect and manage information concerning individuals and families experiencing or at risk of homelessness.

HUD – U.S. Department of Housing and Urban Development

The federal department responsible for administering federal housing and urban development programs and serving as a primary funder of homeless programming in the United States.

MCAH – Michigan Coalition Against Homelessness

A statewide coalition supporting efforts to address homelessness in Michigan and responsible for HMIS functions within the state.

MCOP – Monroe County Opportunity Program

The lead agency for the Monroe County CoC and a subrecipient of the Out-Wayne County CoC YHSI grant.

RPC – Regional Planning Committee

A group of organizations and YAB members within Wayne and Monroe Counties involved in planning and implementing the YHSI initiative, including Coordinated Entry improvement, HMIS activities, youth leadership, and collaboration with youth-serving institutions.

TAY VI SPDAT – Transition Age Youth Vulnerability Index – Service Prioritization Decision Assistance Tool

An assessment tool used to assess vulnerability and needs among youth experiencing homelessness.

YAB – Youth Action Board

A group of young people with lived experience of homelessness who advise and advocate for youth-responsive homeless programming.

YHDP – Youth Homelessness Demonstration Project

A HUD-funded initiative intended to reduce youth homelessness through a coordinated community approach, including youth-specific housing programming.

YHSI – Youth Homelessness Systems Improvement

A HUD-funded initiative intended to transform and improve Youth Homelessness Response Systems through Youth Action Boards, partnerships among organizations, and increased community capacity to address youth homelessness.

YHRS – Youth Homelessness Response System

The network of organizations, systems, entities, programs, and groups within a community that provide homeless services, programming, coordination, and planning.

WMCAA – Wayne Metropolitan Community Action Agency

The lead agency for the Out-Wayne County CoC and recipient of the YHSI grant.

22. PROPOSAL SUBMISSION CHECKLIST

Respondents should use the following checklist to confirm that their proposal is complete:

- ☐ Cover/Introduction Letter
- ☐ Organizational/Consultant Background
- ☐ Response to Question 1 – Project Approach and Timeline
- ☐ Response to Question 2 – HUD and Coordinated Entry Experience
- ☐ Response to Question 3 – HMIS Experience
- ☐ Response to Question 4 – RPC/YAB/Stakeholder Engagement
- ☐ Response to Question 5 – Trauma-Aware Principles
- ☐ Response to Question 6 – Data Collection, Privacy, and Dignity
- ☐ Response to Question 7 – Cross-Systems Experience
- ☐ Examples of Previous HMIS Work
- ☐ Examples of Previous Data-Sharing Agreements
- ☐ Examples of Previous Assessment Tools
- ☐ Budget
- ☐ Budget Narrative
- ☐ Letter(s) of Recommendation
- ☐ Resumes of Proposed Project Personnel
- ☐ Information Demonstrating YHDP/YHSI Experience, if applicable
- ☐ Information Demonstrating Wayne/Monroe County CoC Experience, if applicable

☐ Information Demonstrating WellSky/Green River/HMIS Warehouse Experience, if applicable

23. CONTACT INFORMATION

All questions regarding this RFP and all completed proposals should be submitted to:

Wayne Metropolitan Community Action Agency
Out-Wayne County Continuum of Care

Email: cocoutwaynecount@waynemetro.org

Proposal Deadline:

5:00 PM, Thursday, October 1, 2026