



REQUEST FOR PROPOSALS

For

**PREPARATION AND SUBMISSION OF
CONTINUUM OF CARE PROGRAM CONSOLIDATED APPLICATION
TO THE U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT (HUD)**

From the

South Alamo Regional Alliance for the Homeless

San Antonio/Bexar County Continuum of Care

December 2016

Scope of Work
San Antonio/Bexar County Continuum of Care HUD 2016 CoC
Application

A. INTRODUCTION AND PURPOSE

Since 1987, the U. S. Department of Housing and Urban Development (HUD), under the terms of the McKinney-Vento Homeless Assistance Act, has provided funding to localities to operate homeless assistance programs. HUD distributes much of this funding through an annual grant competition called the Continuum of Care (CoC) Program. Locally, the process of applying for these funds is facilitated by the South Alamo Regional Alliance for the Homeless (SARAH), a 501(C)(3) nonprofit entity.

The McKinney-Vento Act, Public Law 100-77, and corresponding appropriations and authorizations fund a range of services to promote community-wide goals to end homelessness. McKinney-Vento also promotes access to and effective utilization of mainstream programs and supports projects that quickly re-house homeless individuals and families while minimizing trauma and dislocation to those persons, as well as projects that optimize self-sufficiency among individuals and families experiencing homelessness. Title IV of the Act specifically provides for the funding of the supportive Housing Program (SHP), the Shelter Plus Care Program (S+C), and the Section 8 Moderate Rehabilitation for Single Room Occupancy Program (SRO).

The Homeless Emergency and Rapid Transition to Housing (HEARTH) Act, Public Law 111-22 amends Title IV of the McKinney-Vento Act. Effective August 30, 2012 the HEARTH Continuum of Care (CoC) Program Interim Rule established an interim rule focusing on regulatory implementation of the new Continuum of Care (CoC) Program.

The HUD NOFA (Notice of Funding Availability) for FY 2017 has not yet been released. In the 2015 Competition, the San Antonio/Bexar County Area received just over \$8.3 million in renewal grants for 20 individual projects, plus \$274,000 in a planning grant request. The 2015 and 2016 Continuum of Care Consolidated Applications are available for review at: <http://www.sarahomeless.org/>.

The purpose of this Request for Proposals (RFP) is to solicit proposals from interested and qualified consultants to prepare the 2017 CoC Consolidated Application to HUD for the San Antonio/Bexar County Continuum of Care with an option to renew for the next two funding cycles. The scope of work includes completion and submission of the 2017 CoC Application and all attachments, the 2017 CoC Priority Listing and all attachments, and the review and submission of Project Applications.

B. BACKGROUND

SARAH was formed in 2001 and is a 501(c)3 nonprofit entity. It receives oversight and direction by a 17-member Board of Directors who represent a broad cross section of the community, including the private, public, and nonprofit sector.

The mission of SARAH is to plan and promote efficient and effective approaches for the delivery of services to persons experiencing homelessness and those at risk of homelessness in San Antonio and Bexar County.

SARAH currently has a staff of eight including the Executive Director, CoC Programs Manager, Coordinated Entry Program Manager, three Business Analysts, and an Administrative Assistant.

A Membership Council comprised of homeless service agencies provides policy recommendations and expertise to the SARAH Staff and Board. The Membership Council also has several committees that meet monthly, including a Performance Committee, HMIS Committee, Coordinated Entry Committee, and a Point-In-Time Count Committee.

C. TASKS TO BE ACCOMPLISHED

The consultant or consulting firm will be required to accomplish the following tasks:

- Review Debriefing summary for FY 2015 and 2016 application provided by HUD and make a written recommendations document of suggestions to increase final score;
- Review of HUD's Grants Inventory Worksheet (GIW) to confirm project information;
- Summarize HUD 2016 CoC NOFA materials for potential and actual applicants within 5 business days of NOFA release;
- Create a timeline for CoC submission of the NOFA;
- Develop schedule of activities, including project milestones, and review with SARAH Staff as appropriate;
- Continually monitor HUD communications for instructions and deadlines;
- Review and provide analysis updates of the Notices of Funding Availability (NOFA), webcasts and other materials and resources applicable to the CoC Program;
- Work with SARAH staff on a community presentation about the NOFA for interested applicants;
- Lead the review, rating, and ranking process working with SARAH staff, Performance Committee, and the Independent Review Team to score and rank order renewals;

- Create rankings, based on a performance rubric. The consultant will present the information to the SARAH Board;
- Develop Assembly Checklist for CoC Application, 60 days prior to application due date that details all narrative sections, charts and individual/committee responsibilities for each to ensure completeness, accuracy and competitive edge;
- Review APRs and annual budgets when necessary;
- Coordinate the writing of community sections of NOFA's Community Application. Write sections as appropriate;
- Review data and materials included in the NOFA and ensure that the overall community application is accurately completed in E-Snaps;
- Review the Bonus Request for Proposals and Facilitate the Bonus Project Bidders Conference
- Review the renewal, new, and bonus applications submitted into E-Snaps for accuracy and completeness of documentation;
- Participate in community conversations and presentations related to the NOFA as appropriate and in coordination with SARAH Executive Director

D. DELIVERABLES

- Summaries of 2016 HUD COC NOFA related materials provided to CoC staff
- Two-Hour Overview Session with SARAH Staff of NOFA process and recommendations to improve application (this can be done remotely)
- Timeline of process for community and specific timeline of project milestones for SARAH staff within 5 business days of NOFA release date
- Notifications to CoC Staff of any HUD/NOFA Communication during process
- Community presentation on NOFA for Renewals, New Projects, and Bonus Projects
- Facilitate Independent Review Team Session to Rank/Rate Project Applications
- Facilitate Bonus Project Bidders Conference
- Assembly Check List 60 days prior to submission deadline
- Attend SARAH Board Meeting prior to submission deadline
- Completed and accurate NOFA submission

E. CONTRACT DETAILS

- **Period of Performance** – This contract will go into effect once signed and will be complete when the NOFA is submitted, Anticipated length of contract February 2017-December 2017 but dates may change based on the release of the NOFA.
- **Payment, Incentives, and Penalties** – This is a project based contract with a maximum fee of \$25,000.

- **Contractual Terms and Conditions** –SARAH reserves the right to issue work orders based on negotiated scope of work and level of effort for all or some of the tasks to be accomplished. SARAH also may allocate work orders to one or more consultants.

F. HOW TO SUBMIT A PROPOSAL

Please submit the following no later than January 10th, 2016 to Bill Hubbard, 1 Haven for Hope Way, San Antonio, Texas 78207; billhubbard@sarahomeless.org. Electronic versions preferred.

1. A technical approach, which describes how applicant will carry out the tasks outlined above.
2. A summary of the applicants recent and relevant projects.
3. A firm estimate of the fees to be charged and an estimate of expenses that would be incurred expressed in an hourly rate or a lump sum for full delivery.
4. Resumes of all consultants who would be involved in the project.
5. List of at least (3) professional references for the main applicant.
6. A list of all other work and projects to which the applicant anticipates to be committed during the period of performance, including the estimated period of the work and an estimate of the projected percentage of full-time equivalency in work hours required for such other work.

G. EVALUATION AND AWARD PROCESS

Criteria used for selection of a consultant will include, but not be limited to, the quality of the technical approach, experience, qualifications, as well as the proposed fee. South Alamo Regional Alliance for the Homeless reserves the right to award all or part of the project based on budget restraints.

All applicants, regardless of if they are the selected consultant or not, will be notified of their status through email by February 1st, 2017. The selected consultant will have a window of two weeks from the email send date to accept or deny the offer.

G. POINT OF CONTACT

The point of contact for this proposal is Bill Hubbard, Executive Director of SARAH. Please email any questions to billhubbard@sarahomeless.org.