



## Request for Proposal (RFP)

### FY24 CoC Program NOFO Consultant

#### Summary

The South Alamo Regional Alliance for the Homeless d.b.a. Close to Home (CTH) is the local Continuum of Care (CoC) Collaborative Applicant for San Antonio and Bexar County. CTH manages and coordinates federal funding and resources, operates the Coordinated Entry System of homeless housing resources, and collects and analyzes data to ensure everyone in our community has a place to call home. CTH is accepting proposals for a consultant to assist with developing the Consolidated Application for the FY24 CoC Program Notice of Funding Opportunity (NOFO).

#### Scope of Work

- a. Provide an estimated 80-120 hours of consultant work for approximately 90-120 days, depending on timing and duration, of the FY24 CoC Program NOFO application process. The process will begin with reviewing a debrief of the previous year's application and developing a tentative timeline in April-May 2024. The bulk of the work is expected to begin in June or July 2024 when the FY24 NOFO is released by HUD. All work can be accomplished remotely.
- b. Read FY24 HUD NOFO and summarize relevant changes to the CTH team.
- c. Attend remote check-in meetings with the CTH team to assist with project management.
- d. Assist CTH with ensuring accurate new project and renewal project information and amounts. Provide guidance and expertise on the project ranking process and review the final draft for accuracy.
- e. Complete a technical review of NOFO applications in *e-snaps* and any local materials. Identify deficiencies and errors and provide CTH with a summary of necessary changes before final submission.
- f. Review competition materials such as trainings, policies, etc. as needed to provide feedback.
- g. Review narratives for the Consolidated Application. Assist CTH with maximizing the CoC score. Complete a final review of the application materials before submission.

#### Proposal Description

The proposal for this RFP should include the following:

- Proposed hours and rate with the total amount to be paid to the consultant based on the scope of work.
- An outline of the scope of work with descriptions of how the consultant will meet expectations.
- A brief description of the consultant's experience with the HUD CoC Program NOFO.
- 1-2 references from other CoCs where the consultant has worked to include a point of contact's name, position, and email address.
- Any specific contract terms the consultant would request if selected that are outside of what is outlined in the following section.



- The consultant's full name, business name (if applicable), email address, and phone number.

### Contract Terms

Upon selection of the proposal, CTH and the consultant will enter into a contract. The terms will include the agreement's timeframe, the amount to be paid to the consultant, a billing and payment policy, details of product ownership, and a termination policy.

### Deadline

This RFP was released on Friday, April 5th, 2024 and closes on **Wednesday, April 17<sup>th</sup>, 2024**.

### Point of Contact

Questions should be directed to Katie Givens at [katiegivens@closetohomesa.org](mailto:katiegivens@closetohomesa.org) or 210-876-0720 (please leave a voicemail).