



REQUEST FOR PROPOSALS

CONSULTING

for

PREPARATION

of the

2019 Notice of Funding Availability Competition (NOFA)

**TX-500 Continuum of Care Program
Consolidated Application**

and **SUBMISSION** to

U.S. Department of Housing and Urban Development (HUD)





San Antonio / Bexar County Continuum of Care

INTRODUCTION

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.

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 FY18 has not yet been released, but the TX-500 CoC brought \$9,175,480 in Continuum of Care competition funding to San Antonio/Bexar County for FY17. Scores have not yet been made available for the FY17 competition, but TX-500 received the highest score nationwide in the FY16 competition. The 2016 and 2017 Continuum of Care Consolidated Applications are available for review at: <http://www.sarahomeless.org/>.

PURPOSE

Locally, the process of applying for the Continuum of Care Program funds is facilitated by the South Alamo Regional Alliance for the Homeless (SARAH), a 501(C)(3) nonprofit entity. SARAH became the Collaborative Applicant for the San Antonio/Bexar County CoC (TX-500) in 2016.

This Request for Proposals (RFP) is to solicit proposals from interested and qualified consultants to prepare the 2019 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 2019 CoC Consolidated Application and all attachments, the 2019 CoC Priority Listing and all attachments, and a thorough review of all Project Applications to ensure they are competitive nationally. A thorough review of SARAH's Continuum of Care Policies and Procedures and recommending updates may also be appropriate to ensure competitiveness in the consolidated application.



ROLES AND RESPONSIBILITIES

The RFP is issued by the South Alamo Regional Alliance for the Homeless (referred to as SARAH) for the purposes of identifying and hiring a Consultant (referred to as Consultant). The information below defines the roles and responsibilities of the hired party.

The hired consultant will be expected to lead the following action items related to coordinating the NOFA submission:

1. Independent Review Team (IRT)
 - a. Lead a virtual presentation with IRT members to define the NOFA process, outline the 2019 Competition Needs, and train on scoring rubrics
 - b. Be the point of contact for IRT members to answer questions related to project review, use of the rubric, CoC Policies, or any other general inquiries about the NOFA
 - c. Schedule and conduct IRT Meetings with SARAH and the IRT to review project applications for both new and renewal applications
 - d. Prepare materials for the IRT Meetings, to include scoring rubrics, copies of project applications, meeting agendas, presentation materials (if needed)
2. Project Ranking and Review Process
 - a. Determine project rankings based on scoring reflected on performance rubrics generated through IRT Meetings
 - b. Create a spreadsheet or chart listing the projects in order of rank (to include: CoC Grantee, Project Name, project type, total grant amount) which can be shared externally that does not include the project score
 - c. Create a spreadsheet or chart listing the projects in order of rank (to include: CoC Grantee, Project Name, project type, total grant amount) which will be utilized internally by SARAH Staff and the SARAH Board of Directors that does include the score
 - d. Lead a virtual presentation for CoC grantees providing an overview of the project ranking list, once it is finalized
 - e. Lead a presentation for the SARAH Board of Directors providing an overview of the 2019 NOFA Competition, the local needs (PRN, ARD, and additional dollars requested) and applications submitted (total award amount requested), and the finalized project ranking list
3. Overview of Consolidated Application
 - a. Critique the renewal, new, and bonus applications and attachments (to include: HMIS, Coordinated Entry, and the CoC Planning Grant) submitted into E-Snaps for accuracy, completeness, and competitiveness of responses.
 - b. Provide a list of necessary revisions to the applicant via email and cc the CoC Planning Manager
 - c. Provide a spreadsheet compiling information for all the revisions necessary to the CoC Planning Manager



- d. Review and ensure accuracy of the data and materials in the consolidated application, and ensure its relevancy and competitiveness in the 2019 NOFA Competition
4. Partner Engagement
 - a. Create and facilitate a webinar with CoC applicants (to include interested applicants) giving an overview of the 2019 NOFA requirements, providing information about HUD priorities, and ensuring HEARTH requirements are met
 - b. Host a conference call with CoC applicants to review the final project ranking, once released, and review common themes of successes and challenges with the applications received in the competition
 - c. Participate in community conversations and presentations related to the NOFA as requested and in coordination with SARAH Executive Director, Continuum of Care Director, and / or Continuum of Care Planning Manager
 5. Collaboration with SARAH
 - a. Summarize the 2019 NOFA materials for SARAH staff within five (5) business days of NOFA release
 - b. Be available by phone and email to provide technical assistance to SARAH staff on NOFA-related issues

The hired consultant will be expected to support the following processes related to coordinating the NOFA submission

1. Policy and Procedure Review
 - a. Work with SARAH staff to identify any policies, procedures, or processes that need to be reviewed/approved by the CoC Board prior to the NOFA Competition (ex. New Project RFP, Ranking Tool, Designation of CoC and HMIS Lead, etc.)
 - b. Review Continuum of Care Policies and Procedures to identify any potential deficiencies with HUD requirements
 - c. Assist in the revision of the ranking tool for new and renewal CoC project applications, and review policies and procedures to rank new and renewal project applications
 - d. Continually monitor HUD communications for instructions and deadlines, and provide updates related to the Notices of Funding Availability (NOFA), webcasts, and other resources applicable to the CoC Program to SARAH staff on a regular basis



SUBMISSION REQUIREMENTS

Interested consultants should submit their proposal electronically to:

Emily Miller

SARAH Continuum of Care Planning Manager

EmilyMiller@SARAHomeless.org

The deadline for submission is:

Friday, February 1, 2019

Close of Business

5:00 p.m. (CST)

Interested consultants must include the following information in their proposals:

- A narrative describing how the applicant will carry out the tasks outlined above using a technical approach;
- Evidence of at least two (2) completed contracts of a similar scope of work; or evidence of a history of working with homeless service or supportive housing providers;
- Evidence of experience with federal grants and funding;
- List of key personnel assigned to the contract;
- Current fee schedule;
- Lump sum price to perform the scope of work;
- List of at least three (3) professional references;
- A list of all other work and projects to which the applicant anticipates being committed to during the period of performance, to include a breakdown of hours of availability the consultant expects to be able to dedicate to SARAH on a weekly basis.

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
- Budget negotiation

All applicants will be notified of their status through email by February 15th, 2019. The selected consultant will have a window of seven (7) business days from the offer date to accept or deny the offer.