Request for Qualifications:

Jackson County Continuum of Care
Planning Grant Implementation

Organization requesting proposals:

Community Action Agency
1214 Greenwood Avenue
Jackson, MI 49203
517-784-4800

Prepared August 9, 2016
TO: Prospective Vendors

FROM: Toby L Berry
Chief Executive Officer

DATE: August 9, 2016

RE: Request for Proposals: Jackson County Continuum of Care Planning Grant Implementation

As the fiduciary for the Jackson County Continuum of Care, Community Action Agency, a private non-profit organization, is requesting qualifications from consultants/firms for the implementation of a planning grant funded through the United States Department of Housing and Urban Development (HUD). We anticipate that the implementation will require approximately 550 hours over nine to twelve months from October 1, 2016 to September 30, 2017.

We invite you to submit your qualifications in response to the “Request for Qualifications: Jackson County Continuum of Care Planning Grant Implementation”. A hard copy of the information is attached or it can be found on our website at www.caajlh.org.

If you choose to respond, proposals must be submitted in accordance with the guidelines provided to:

Community Action Agency
Attn: Toby Berry
1214 Greenwood Ave
Jackson, MI 49203

If you have any questions, please contact me at 517-784-4800 or tberry@caajlh.org. Thank you in advance for your interest in this opportunity.

Sincerely,

Toby L Berry, CEO
REQUEST FOR QUALIFICATIONS: Jackson County Continuum of Care Planning

Grant Implementation

1. Requesting Entity

This Request for Proposal is made by Community Action Agency, as fiduciary for the Jackson County, Continuum of Care, having its principal office located at 1214 Greenwood Ave., Jackson, MI 49203. All inquiries for clarification in connection with the services to be provided shall be made to the Chief Executive Officer of Community Action Agency identified below:

   Community Action Agency
   Toby L Berry, CEO
   1214 Greenwood Ave.
   Jackson, MI 49203
   Tel: 517-784-4800
   Fax: 517-784-5188
   Email: tberry@caajlh.org

2. Standard Terminology

For convenience of reference, the words, terms and phrases defined below and elsewhere in this document shall have the meanings respectively ascribed to them for all purposes of this Bid, to include the following:

“Vendor” means the prospective vendor, which includes any subcontractor, consultant, firm, or proposer who submits a response to this request.

“Services” means the provision of the facilitation of information gathering and writing of the final document.

3. Purpose of Request

Jackson County Continuum of Care has been awarded funding through the U.S. Department of Housing and Urban Development to establish policies and processes outlined in the HEARTH Act for the operation of the Continuum of Care (24 CFR 578.7):

Responsibilities of the Continuum of Care:

(a) **Operate the Continuum of Care.** The Continuum of Care must:

(1) Hold meetings of the full membership, with published agendas, at least semi-annually;

(2) Make an invitation for new members to join publicly available within the geographic at least annually;

(3) Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;

(4) Appoint additional committees, subcommittees, or workgroups;
(5) In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;

(6) Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers;

(7) Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;

(8) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. This system must comply with any requirements established by HUD by Notice.

(9) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:

(i) Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;

(ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;

(iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;

(iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;

(v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and

(vi) Where the Continuum is designated a high-performing community, as described in subpart G of this part, policies and procedures set forth in 24 CFR 576.400(e)(3)(vi), (e)(3)(vii), (e)(3)(viii), and (e)(3)(ix).

(b) Designating and operating an HMIS. The Continuum of Care must:

(1) Designate a single Homeless Management Information System (HMIS) for the geographic area;
(2) Designate an eligible applicant to manage the Continuum’s HMIS, which will be known as the HMIS Lead;

(3) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.

(4) Ensure consistent participation of recipients and subrecipients in the HMIS; and

(5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

(c) Continuum of Care planning. The Continuum must develop a plan that includes:

(1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:

(i) Outreach, engagement, and assessment;

(ii) Shelter, housing, and supportive services;

(iii) Prevention strategies.

(2) Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:

(i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.

(ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.

(iii) Other requirements established by HUD by Notice.

(3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;

(4) Providing information required to complete the Consolidated Plan(s) within the Continuum’s geographic area;

(5) Consulting with State and local government Emergency Solutions Grants program recipients within the Continuum’s geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and subrecipients. Community Action Agency has determined to purchase Community Needs Assessment services for fiscal year 2015 which shall include, but not be limited to:
4. Scope of Work

Coordination of Activities
- Survey and establish a training plan for members of the Continuum of Care and coordinate the identified training.

Project Evaluation
- Research best practices for HUD Continuum of Care projects.
- Create an evaluation tool and propose a process for evaluation and ranking of currently funded Continuum of Care projects.
- Evaluate currently funded Continuum of Care projects and create a report for the Continuum of Care.

Project Monitoring Activities
- Review current Continuum of Care funded programs and create a guide with descriptions and program details.
- Create an annual monitoring timeline/plan.

Developing a CoC System
- Identification of providers and outreach to increase membership with a focus on homeless or formerly homeless individuals.

HUD Compliance Activities
- Coordination, implementation of Continuum of Care Point in Time (PIT) Count.
- Establish and record process for future PIT Counts.
- Review existing Continuum of Care policies and processes for gaps and changes to implement best practices.
- Creation of necessary policies and processes to ensure full compliance with HUD regulations.

5. Proposal

The proposal must be submitted in conformity with, be based upon and be subject to all the terms, conditions and obligations of the proposed documents. Community Action Agency reserves the right to waive minor defects or variations from the exact requirements of this proposal. If insufficient information is submitted by any Vendor to properly evaluate any proposal submitted, Community Action Agency further reserves the right to request such additional information as it may deem necessary.

6. Number of Proposals to Submit

Provide at least one (1) original and one (1) copy of the Proposal along with two (2) copies of additional documentation if any. The original, together with each copy, shall be securely bound and submitted as a package labeled on the outside envelope with the words “Proposal for Continuum of Care Planning Grant Implementation”. Each such submittal shall display the name, address, telephone number, fax number and email address of the Vendor submitting the proposal.
7. Closing Date

Any Proposal submitted, shall be received by Community Action Agency no later than 4:00 PM, September 16, 2016. Any response not submitted by the Vendor by this date/time will not be considered, and will be returned unopened. The proposals will be opened the following day and forwarded to the Continuum of Care Planning Grant Committee for review and scoring. It is anticipated that a Vendor will be chosen no later than September 30, 2016.

8. Place of Submission

The Bid shall be submitted to the following location:

Community Action Agency
Attn: Toby Berry
1214 Greenwood Ave.
Jackson, MI 49203

9. Evaluation Criteria

An award shall be made to the best qualified respondent as identified through the scoring of the request for qualifications. In determining the best qualified Vendor, the following qualifications will be evaluated:

Experience and Capacity
- The experience of the Vendor with HUD Continuum of Care programs and the familiarity with Continuum of Care operations. 15 pts
- The capacity of the Vendor to perform the work promptly or within the time specified 5 pts

Plan and Methodology
- The proposed plan and methodology for completing the scope of work 25pts

References
- The quality of performance by the Vendor on any previous work performed for the agency or similar type organization provided through references 5pts

About Jackson County Continuum of Care

The mission of the Jackson County Continuum of Care is to strategically plan for addressing homelessness and low income housing in the community, based on identified needs of homeless and low income individuals and families. The Continuum of Care has been in existence since the early 90s and coordinates over $1 million in funding for homeless services in Jackson County. Information on the Jackson County Continuum of Care and the currently funded HUD homeless projects can be found in the Continuum of Care Application and the individual project applications at #3 on the following link: http://www.caajlh.org/opportunities.