

Missouri Balance of State Continuum of Care - MO 606

Request for Proposals for Lead Agency

Introduction

The Continuum of Care (CoC) Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S. C. 11381-11389). The CoC is designed to address the critical problem of homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs. The CoC Governance Board (Board) designates a Lead Agency and Collaborative Applicant to manage the required HUD processes on its behalf to ensure the maximum amount of funds are received by the CoC planning area and that the CoC is in compliance with all applicable HUD rules and regulations. The Lead Agency serves as the CoC staff and performs all tasks at the direction of the Board.

Request for Proposals

The Missouri Balance of State Continuum of Care (MO BoS CoC) Board is soliciting proposals for the role of CoC Lead Agency for 2020 – 2022, contingent upon successful annual evaluation. The RFP Workgroup of the MO BoS CoC Board will receive the applications, review, and then provide the top three proposals to the full MO BoS CoC Board for review and final approval.

Eligibility

- 1) Applicants must be an active 501(c) (3) and provide the agency's determination letter from the IRS, or a governmental entity with the capacity to handle the scope of work (See Attachment 1).
- 2) Certification that the Applicant has not been debarred or suspended from receiving federal contracts or grants; and, that there are no outstanding civil judgements against the agency, federal or state.
- 3) Applicants must demonstrate the ability to serve the entire CoC - 101 counties - designated as the Missouri Balance of State (See Attachment 2).
- 4) Applicants must include the agency's most recent 990 and the prior two-years of OMB-133 single audit or independent audit reports.

- 5) Applicants receiving CoC funds, either directly or as a sub-recipient, are eligible to apply as the Collaborative Applicant. Because of the inherent conflict of interest, interested applicants will have an additional section of questions to answer that pertain to avoidance of Conflict of Interest.

CoC Lead Proposal Requirements

Applicants are required to follow the sections below in submitting the narrative portion of the application. Applicants must address each request for information under each section. The project award period will be May 1, 2020 to December 31, 2022.

Throughout the narrative, applicant must demonstrate the ability to serve all 101 counties of the MO BoS CoC.

Agency Capacity (16 pages maximum) In narrative form, describe the applicant's capacity to administer the requirements of the MO BoS CoC Collaborative Applicant. This section is intended to allow the applicant agency the opportunity to describe their agency, personnel experience, and history with grant administration, CoC activities, and community engagement practices.

- (1) ability to provide staffing and organizational support to a large and diverse group of community stakeholders in a large geographic area consisting of 101 counties; (See Attachment 2);
- (2) experience with state and federal grant management and reporting; Please list which state and federal grants the agency has received and managed in the past 5 years;
- (3) experience, knowledge and participation with Continua of Care and HUD Housing programs;
- (4) experience with program monitoring and evaluation for highly regulated grants;
- (5) experience, knowledge and participation in conducting Point in Time Count (PITC) required by HUD in a large geographic area;
- (6) experience, knowledge and participation in Continuum of Care governance; and,
- (7) ability to organize large groups of volunteers to conduct community - wide outreach.

*****In addition**, provide a brief description of the key personnel with oversight of

the MO BoS CoC Planning Grant and their experience with grant management.

Agency Budget Narrative (5 pages maximum). Provide a narrative of the line-item requests for revenue and expenses based on the Budget Template, Exhibit B. The narrative must provide an explanation for each item of projected income and expenditure. It is required that there be a minimum of two full-time personnel hired on this contract.

Applicant must include the source and amount of match. The budget section is used to ensure that applicants have the fiscal capacity to support the duties and responsibilities of the CoC Lead Agency and can provide the 25% match, cash or in-kind, required for the CoC Planning grant (See Attachment 3).

*****Supplanting.** In the Agency Budget Narrative section, describe how the funds provided for expenditures on this contract and match will not be supplanting other funds.

Project Narrative (20 pages maximum). Provide a concise narrative that clearly describes how the applicant plans to support each of the major priorities listed in MO BoS CoC Lead Agency Scope of Work (See Attachment 1). Applicants are required to follow the Scope of Work with the narrative. This section is intended to allow the applicant the opportunity to describe how the duties of the Collaborative Applicant will be provided.

Vision & Growth. (14 pages maximum). Provide, in narrative form, how the applicant envisions the growth of the Mo BoS CoC over the duration of this contract by answering the questions listed:

- (1) How will the applicant support 101 counties of the Mo BoS CoC?
- (2) What is the plan to expand statewide participation in Coordinated Entry, Regional Meetings, and Committee work?
- (3) How would the applicant end chronic and veteran homelessness in 5 years?
- (4) Where does the applicant see the Mo BoS CoC in five years?
- (5) Explain how the applicant envisions working with the Lead HMIS Agency.
- (6) Describe the year-round approach the applicant would implement to be ready for the annual NOFA competition.
- (7) What is the applicant plan to apply and secure additional funds for the

Mo BoS CoC?

CoC Funded Agencies or Sub-recipients. (8 pages maximum). If the applicant agency does not receive CoC funds, either directly or as a sub-recipient, please state so in this narrative section and do not answer the questions below. If the applicant agency is a CoC funded agency or sub-recipient, please answer each of these questions, in narrative form:

- (1) How will the applicant avoid Conflict of Interest with the Rank and Review process? Be specific and address selection of committee members, training of committee members, evaluation of proposals, and scoring.
- (2) What is the applicant plan for conducting Performance Reviews and Technical Assistance for their own CoC funded grant?
- (3) How will the applicant handle a Grievance assessed against their agency?
- (4) How will the applicant ensure that board, committee, and regional work is prioritized over personal agency gain during the development and implementation of policies, procedures, and evaluations of the CoC and/or its projects?

Additional Attachments:

- **Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions.** Exhibit A
- **Budget Template.** Exhibit B.
- **IRS letter.** Provide a copy of the agency 501©3 status if the applicant is not a government entity.
- **990 and Audit Reports.** Provide the most recent 990 report and the last two years Audit report. If the applicant agency receives \$750,000 or more in federal funds, the last two OMB-133 Audit reports are required.
- **Mission Statement.** Provide a copy of the applicant agency's mission statement.
- **Organizational Chart and Proposed Organizational Chart.** Provide a current organizational chart for the applicant agency and a proposed organizational chart with a minimum of two CoC positions

added.

- **Proposed Job Descriptions.** Provide a job description for personnel requested in the applicant's proposal.
- **Optional Additional Attachments.** Applicants may provide up to 5 pages of optional attachments such as letters of support, letters of collaboration or letters of reference.

Any questions regarding this RFP will be addressed at the Pre-bid webinar on Tuesday, March 3, 2020

Proposals need to maintain page limits for each section and narrative font size cannot be smaller than size 12.

Completed proposals must be submitted **electronically** to moboscoc@outlook.com by 12:00 p.m. Central Daylight Time (noon) on Friday, April 3, 2020. Incomplete, late, and/or paper submissions will not be considered.

Proposals should be submitted in three (3) separate emails with the following subject lines:

- Email One: Narratives, *Agency Name*
- Email Two: Attachments, *Agency Name*
- Email Three: 990/Audits, *Agency Name*

Email One should be one file that contains all the Narratives required in the RFP. Please put the Narratives in this order: Agency Capacity, Agency Budget Narrative, Project Narrative, Vision & Growth, and CoC Funded Agencies or Sub-Recipients.

Email Two should be one file that contains all the Attachments required in the RFP. Please put the Attachments in the same order listed in the RFP: Certification of Debarment, Budget Template, IRS Letter, Mission Statement, Organizational Charts, Job Descriptions, and Other Attachments.

Email Three should be one file that contains the most recently completed 990 and the last two years of audit, whether independent or OMB-133.

*****Please note that all three (3) emails will need to be sent and received prior**

to 12:00 pm Central Daylight Time (noon) on Friday, April 3, 2020.

MO BoS CoC RFP Dates to Remember:

RFP Release Date	Monday, March 2, 2020
Pre-Bid Webinar	Tuesday, March 3, 2020 at 10:00 a.m.
Proposals Due	Friday, April 3, 2020 by 12:00 p.m. (CDT)
Review of Proposals	Friday, April 10, 2020
Board Meeting to Approve	No later than April 17, 2020
Applicant Notification	Monday, April 20, 2020
Contract Start Date	May 1, 2020

MO BoS CoC Lead Agency RFP

Attachment 1: Scope of Work

The Lead Agency serves as the staff of the MO BoS CoC Board and must be able to fulfill the following tasks:

A. Design, operate and follow a collaborative process for developing and submitting a Continuum of Care ("CoC") Consolidated Application to HUD.

1. Complete CoC registration.
2. Coordinate, facilitate, and update the grant inventory worksheet of all projects eligible for renewal funding according to the process defined by HUD.
3. Create CoC Notice of Funding Availability ("NOFA") timeline.
4. Provide notice of funding timelines and priorities established by the CoC NOFA and Mo BoS CoC through email and website postings.
5. Interpret the HUD CoC NOFA and make recommendations to the Mo BoS CoC, Mo BoS CoC Board, and/or Mo BoS CoC committees as appropriate.
6. Collaborate with the Mo BoS CoC Board and committees to ensure involvement from Mo BoS CoC members and entities.
7. Recruit community partners to assist with completion of the CoC Consolidated Application for the Mo BoS CoC.
8. Gather all necessary information to write and submit all parts of the annual Mo BoS CoC Consolidated Application to HUD.
9. Work with the Mo BoS CoC Homeless Management Information System ("HMIS") lead agency to gather data for the Mo BoS CoC Consolidated Application.
10. Solicit CoC project applications.
11. Coordinate, review, and provide technical support for all Mo BoS CoC project applications.
12. Provide training for new and renewal applicants.
13. Coordinate and provide logistical support for the review committee charged with ranking of project proposals.
14. Update scoring sheets to be used in evaluating proposals under the CoC NOFA.

15. Provide training to the members of the Mo BoS CoC entity responsible for reviewing and ranking all CoC project applications, commonly known as the "Rank and Review Committee."
16. Compile priority listing as directed by the Rank and Review committee.
17. Gather all materials necessary for submission of the CoC Consolidated Application to HUD.
18. Draft and submit the CoC Consolidated Application to the Mo BoS CoC for feedback and approval.
19. Submit the approved Mo BoS CoC Consolidated Application to HUD.
20. Review CoC score debriefing published by HUD and make program and policy recommendations to the Mo BoS CoC based on the debriefing results.

B. Write, submit and report on the CoC Planning Project application, as defined by the CoC Program NOFA.

1. Carry out a competitive process for any portion of the Planning Project Application that is to be subcontracted. i.e. Identify a subcontractor and monitor the work to be performed for any portion of the project that is to be subcontracted.
2. Identify eligible expenses.
3. Ensure compliance with proper spending, record keeping, and reporting.
4. Consider innovative ways to support CoC activities with Planning Project funds.
5. Accept CoC Planning Project funds on behalf of CoC.
6. Provide and track match funding for the CoC Planning Project.
7. Write narrative and provide data for CoC Planning Project submission.

C. Produce a gaps analysis of the Mo BoS CoC at least annually.

1. Carry out a competitive process for any portion of the gaps analysis that is to be subcontracted. i.e. Identify a subcontractor and monitor the work to be performed for any portion of the project that is to be subcontracted.
2. Identify eligible expenses.
3. Ensure compliance with proper spending, record keeping, and reporting.
4. Consider innovative ways to support CoC activities with Planning Project funds.

D. Strategic Planning

1. Assist the Mo BoS CoC with identifying community priorities.
2. Identify and support best and emerging practices and innovations.
3. Support the CoC in creating and monitoring project level performance criteria.
4. Lead CoC planning, outreach, strategic planning and HUD funding application processes.

E. Provide technical support and assistance to the Mo BoS CoC Board and to Mo BoS CoC grantees, committees, and workgroups.

1. Assist the Mo BoS CoC Board in applying for other funding or technical assistance opportunities related to developing a housing and homeless service system within the Mo BoS CoC geographic area.
2. Assist Mo BoS CoC grantees in applying for technical assistance opportunities related to the operation of their Mo Bos CoC grant.
3. Participate on committees and workgroups on an as needed basis.
4. Provide data, information, and best practices to support the work of committees and workgroups as appropriate and available.
5. Support CoC compliance with all state and federal requirements and notices.
6. Conduct technical assistance site visits with CoC grant recipients related to CoC policies and procedures and project performance.
7. Request technical assistance and submit Ask a Questions to HUD related to coordinated assessment/systems mapping, CoC governance and structure, systems analysis, performance measurement, HMIS, and program and project management issues.
8. Assist with coordination of Mo BoS CoC trainings and other educational opportunities.
 - i. Issue request for proposals upon request of Mo BoS CoC Board.
 - ii. Solicit and coordinate training providers based on needs identified by Mo BoS CoC Board and annual gaps analysis.
 - iii. Manage training platform(s) paid for by CoC Planning Project.
9. Facilitate requests for letters of support, letters of participation, and memoranda of understanding from the Mo BoS CoC.
 - i. Receive and respond to emails requesting letters of support, letters of participation, and memoranda of understanding.

- ii. Verify requests comply with the Mo BoS CoC Letters of Support, Letters of Participation, and Memoranda of Understanding Requests policies (as applicable) and request additional documentation, if necessary.
- iii. Forward requests for letters of support and memoranda of understanding to the Executive Committee (as defined in the Charter) of the Mo BoS CoC for review and approval by the Mo BoS CoC.
- iv. Review requests for letters of participation and make approval recommendations to the Executive Committee of the Mo BoS CoC.
- v. Sign letters of support, letters of participation, and memoranda of understanding approved by the Mo BoS CoC and/or Executive Committee.
- vi. Return signed letters of support, letters of participation, and memoranda of understanding to the requesting organizations.

10. Network with other CoCs and subject matter experts for best practices.

F. Coordinate the Annual unsheltered Point-in-Time ("PIT") Count.

1. Solicit, track, and coordinate county leaders to conduct the PIT Count in their county or counties which includes:

- i. Recruiting and training volunteers;
- ii. Coordinating with community resources to find known locations of homelessness;
- iii. Planning the geographic areas in which volunteers will count; and
- iv. Ensuring timely submission of PIT Count surveys.

2. Participate in the PIT Count subcommittee.

3. Revise unsheltered PIT Count materials not including the online survey.

4. Distribute PIT Count materials and information through the Mo BoS CoC website and email list.

5. Ensure the PIT Count covers the entirety of the CoC's geographic area.

6. Coordinate with county leads to facilitate unsheltered count training.

7. Coordinate with HMIS Lead for sheltered count training.

8. Coordinate with county leads to monitor data entry of paper unsheltered surveys into the online survey platform.

9. Produce and distribute PIT Count Report.

10. Submit PIT Count data through HUD homeless data exchange website.

G. Provide logistical support for meetings of the Mo BoS CoC.

1. Full CoC meetings.

- i. Announce the date, time, and location of meeting at least 30 days in advance.
- ii. Publish the meeting agenda at least 24 hours before the meeting.
- iii. Reserve meeting location.
- iv. Reserve and set-up conference call line, if requested.
- v. Schedule and set-up webinar/video conferencing capabilities, if requested and available.
- vi. Lead coordination and set-up of audio-visual equipment and/or information technology.
- vii. Assist with distributing meeting materials and notice by email or other methods.
- viii. Coordinate scheduling of speaker(s), trainer(s), or other presenter(s).
- ix. Prior to regularly scheduled elections and based on the schedule set forth by the Mo Bos CoC Board, solicit nominations for "at-large" board representatives on behalf of the Mo BoS CoC Board.

2. Board meetings.

- i. Reserve and set-up conference call line.
- ii. Reserve meeting location.
- iii. Schedule and set-up webinar/video conferencing capabilities, if requested and available.
- iv. Lead coordination and set-up of audio-visual equipment and/or information technology.

3. Committee/workgroup meetings.

- i. Provide all tasks described in section 11.G.2, as necessary and requested by the committee/workgroup chair.

H. Maintain website and email distribution list for the Mo BoS CoC.

I. Oversee reporting functions and approve users in the Sage HMIS Reporting Repository, HDX 1.0, and HDX 2.0.

1. Review requests for access and approve or deny requests as appropriate.
2. Grant user access to the lowest level of information necessary for the user to conduct required activities.

J. Consult with Emergency Solutions Grant recipients in the implementation of a housing and service system within the Mo Bos CoC geographic area.

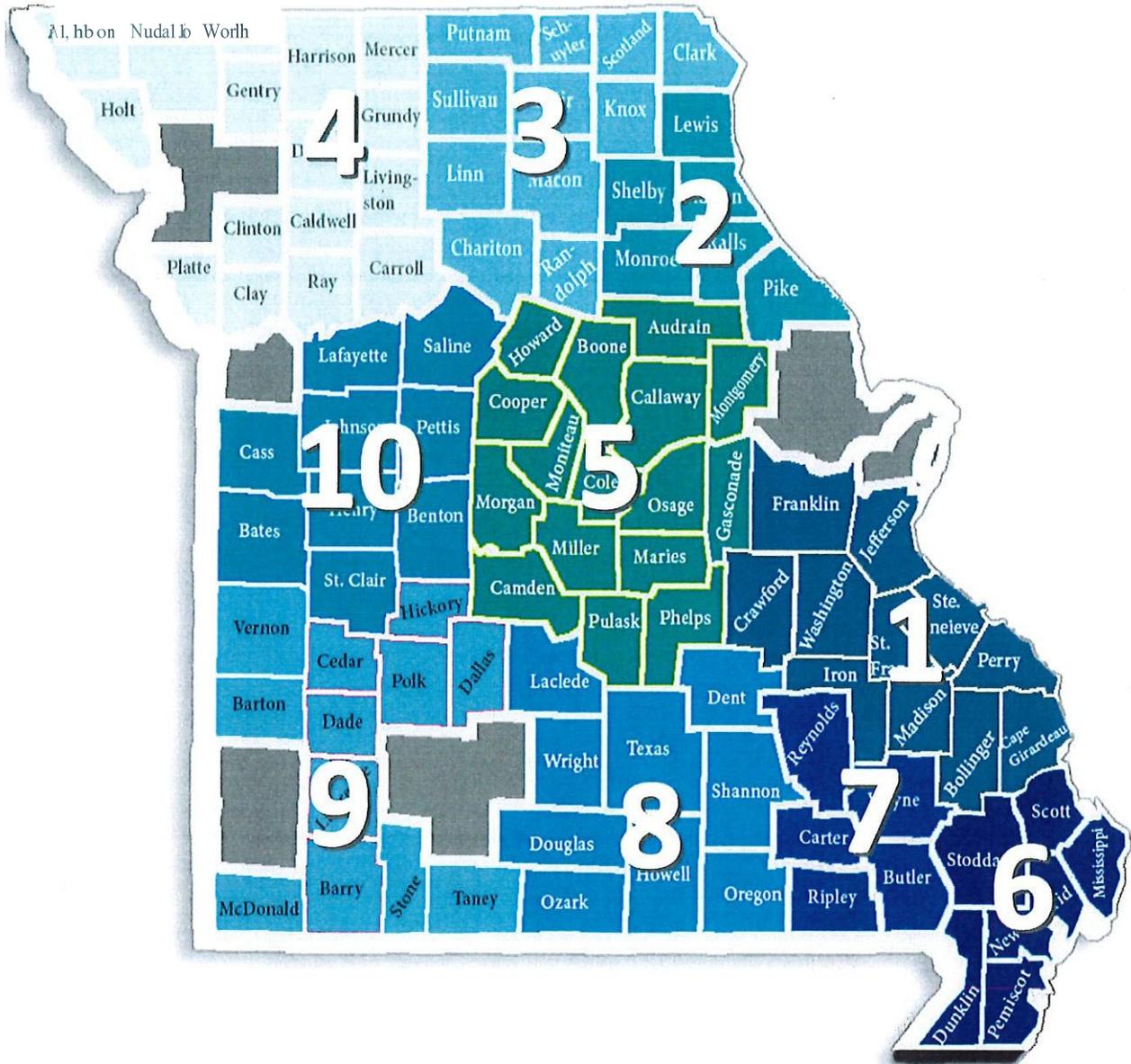
K. Submit a written report of the Collaborative Applicant activities in advance of Mo BoS CoC Board meetings or as reasonably requested by the Mo Bos CoC Board.

L. Submit a quarterly report of Planning Grant expenses, with match, in advance of Mo BoS CoC Board meetings or as reasonable requested by the Mo BoS CoC Board.

M. Provide information to complete Consolidated Plans within CoC geographic area.

1. Collect and provide data for Consolidated Plan and Annual Action Plans.
2. Update Annual Action Plans.
3. Conduct public hearings.

Attachment 2: Missouri Balance of State Continuum of Care Map



Attachment 3: MO Bos CoC Planning Grant Budget

Project: M0-606 CoC Planning Application FY2019

1. Coordination Activities 30% of request for salary including benefits, travel, lodging, and meal per diem; supplies and technology including office supplies, meeting materials, software applications, web-based services and platforms, webinar applications, or other needs identified by MHDC or the Mo BoS CoC; staff hours for PIT Count and membership activities, coordination with Mo BoS CoC organizations and entities, contracted organizations, training providers, or other parties identified or requested by the Mo Bos CoC or MHDC.

\$50,696

2. Project Evaluation 3% of request for salary for benefits, travel, lodging, and per diem; technology platforms and applications; supplies and materials; data analysis reporting; project evaluation staff hours for the Mo BoS CoC Performance Committee; development and revision of Mo Bos CoC project evaluation policies and procedures.

\$5,070

3. Project Monitoring Activities 7% of request for salary benefits, travel, lodging, and per diems; supplies and technology including but not limited to office supplies, online platforms, webinar applications; staff hours for at least one site visits per year; staff hours for ongoing technical assistance as requested by the organization or identified by MHDC or the Mo Bos CoC.

\$11,829

4. Participation in the Consolidated Plan

1% of request for salary, benefits, travel, lodging, per diems. \$1,690

5. CoC Application Activities 20% of request for salary, benefits, travel, lodging, per diems; meeting room reservation and associated technology; staff hours for training, technical assistance, application review, application writing, and other project and consolidated application activities; technology and supplies including but not limited to web-based platforms application platforms, office supplies, or other appropriate items; reimbursement for travel, lodging and per diems to organizations whose staff participate in required CoC activities like the review and ranking of CoC project applications.

\$33,797

6. Determining Geographical

Area to Be Served by the CoC

1% of request for salary plus benefits, travel, training, technical assistance, technology, and supplies.

\$1,690

7. Developing a CoC System 36% of request for salary including benefits, travel, lodging, and per diem; technology including but not limited to 123formbuilder, Survey Monkey, Mo BoS CoC website, Litmos, and Constant Contact; supplies and materials including but not limited to computer, phone, and other hardware improvements and maintenance; training opportunities for Mo Bos CoC meetings; Mo BoS CoC board activities including strategic planning; room rentals including associated technology for meetings of the Mo BoS CoC board, committees, workgroups, full membership, or other entities; stipends or other incentives for participation in CoC homeless consumer entities like a Youth Action Board or other group; contracted agency salary, travel, lodging, per diem, technology applications or platforms, training, meeting facilities, or other eligible costs associated with the gaps analysis or other project identified by MHDC or the Mo BoS CoC to be contracted with a third party through a competitive process.

\$60,835

8. HUD Compliance Activities 2% of request for salary, benefits, supplies, travel, lodging, meal per diems, and technology.

\$3,379

Total Costs Requested \$168,986

Cash Match \$42,247

In-Kind Match \$0

Total Match \$42,247

Total Budget \$211, 233