



St. Clair County

INTERGOVERNMENTAL GRANTS DEPARTMENT

October 28, 2021.

Re: Request for Proposal for the St. Clair County Continuum of Care (CoC) Planning Project.

To Whom It May Concern:

St. Clair County CoC through St. Clair County Intergovernmental Grants Department has enclosed a request for proposal for the St. Clair County CoC Planning Project.

If your agency is interested in submitting a proposal, please follow the guidelines enclosed.

All proposals are due back via email to Christina.Anderson@co.st-clair.il.us by 4:00 p.m., Friday, November 19, 2021.

If you should have any questions, please contact Christina Anderson at 618-825-3218.

Sincerely,

A handwritten signature in dark ink, appearing to read "Christina Anderson", is written over a horizontal line.

Christina Anderson
CDBG Program Coordinator

An Equal Opportunity Employer

St. Clair County Planning Project Request for Proposal

St. Clair County Intergovernmental Grants Department as Collaborative Applicant on behalf of the St. Clair County IL508 Continuum of Care hereby requests proposals to provide comprehensive services to implement/address eligible activities of the St. Clair County Continuum of Care Planning Grant.

Proposal packets may be obtained by submitting a request via email to Christina.Anderson@co.st-clair.il.us.

All completed packets must be returned to St. Clair County Intergovernmental Grants Department, 19 Public Square, Suite 200, Belleville, IL 62221 or via email to Christina.Anderson@co.st-clair.il.us by 4:00 p.m. Friday, November 19, 2021.

This request for proposal does not commit St. Clair County, Intergovernmental Grants Department or the IL 508 Continuum of Care to award a contract, pay any costs incurred in the preparation of the response, nor procure a contract for services.

Notification letters of acceptance or denial will be sent within 60 days of RFP due date.

Any questions concerning this request must be submitted to Christina Anderson at Christina.Anderson@co.st-clair.il.us or via telephone (618) 825-3218.

REQUEST FOR PROPOSAL QUALIFICATION GUIDELINES

CoC Mission:

The mission of Homeless Action Council (HAC) shall be to carry out the responsibilities set forth in the HEARTH ACT and serve as the principal planning entity for the St. Clair County Continuum of Care. St. Clair County CoC views this as a major investment to address the needs of homelessness.

Project Intent

The St. Clair County Continuum of Care in coordination with the Collaborative Applicant (St. Clair County Intergovernmental Grants Department) is committed to utilizing Planning Grant funds awarded via the St. Clair County Planning Project to:

- Continue to monitor the goals/strategies in the IL508 Strategic Plan. This shall include creating detailed timetables and tasks for ending homeless among veterans, youth, families, and those experiencing chronic homelessness. The Plan will provide for an on-going gaps analysis and assist with identifying resources that are available to meet that goal.
- Continue the process of developing an objective and transparent system for monitoring and evaluating CoC and ESG projects/outcomes, which includes the development of a routine reporting system.
- Assure that our HMIS system can generate data that is needed to operate the CoC, assess our progress, and promptly house those who experience homelessness.
- Work with COC projects to prepare and submit of the CoC application to HUD.
- Continue to work with the IL508 COC in conducting the Point-in-Time Count.
- Participate with CDBG in the Consolidated Planning Process

The Planning projects' success relies on coordination between the Collaborative Applicant and CoC Board of Directors. The Collaborative Applicant will engage 1 to 2 consultants to provide lead consultation and on-site day to day operation of the projects. It is expected that the Consultants will engage in approximately 1100 hours working directly with the CoC and Collaborative Applicant on an as-needed eligible assignment/task basis.

Project Synopsis - Consultant

The proposed planning project Consultant activities are listed below:

1. Continued development of community wide processes involving coordination of nonprofit homeless providers, victim service providers, faith-based organizations,

governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless and formerly homeless individuals.

2. Advise and provide continued development of required CoC Program Policies and Procedures.
3. Advise and provide continued development of the evaluation process for CoC Programs awarded in the geographic area, including the CoC Emergency Solutions grants and DHS grants programs.
4. Advise and provide continued development of monitoring procedures for CoC Program recipients and sub recipients of our homeless system and provide technical assistance to improve the quality and performance of projects.
5. Preparing and submitting an application to HUD on behalf of the entire CoC, including the data analysis of sheltered and unsheltered point-in-time count and other data collection as required by the CoC; and
6. HMIS review and other activities related to CoC Planning and HUD compliance.
7. Carry out day-to-day duties of coordinating CoC Program activities.
8. Evaluating the outcomes of projects for which funds are awarded in the geographic area, including the Emergency Solutions grants and DHS grants programs.
9. Monitoring recipients and sub recipients of our homeless system and provide technical assistance to improve the quality and performance of projects.
10. Provide technical assistance for CoC Program recipients and sub recipients of our homeless system to improve the quality and performance of projects.
11. Participating in the consolidated plan(s) of the jurisdiction(s) in the geographic area to improve coordination efforts.
12. Coordinating the preparation and submittal of all applications to HUD and other funders on behalf of the entire CoC, including the data analysis of sheltered and unsheltered point-in-time count and other data collection as required by the CoC;
13. Other activities as requested related to CoC Planning and HUD Compliance.

It is estimated that the project will require approximately 1100 hours to be completed within 12 months. It is expected that the consultant will provide technical assistance to the CoC Board, Collaborative Applicant, and COC funded projects for the duration of the contract. It is expected that that Coordinator will provide on-site availability as requested by the CoC.

The CoC Collaborative Applicant reserves the right to reject all responses and/or negotiate any and all proposals.

The CoC Collaborative Applicant reserves the right to request additional information or clarification of the information submitted from any firm.

Proposal Requirements:

- A. Contractor/Coordinator name, address, phone number, and name of authorized representative.
- B. Overall organizational structure.
- C. Resumes, relevant project experience and qualifications of key personnel who will be working on the project. Preferable experience will include candidates that demonstrate a high level of experience with HUD Community Planning and Development programs and Homeless Management Information Systems. Please include references of project performance.
- D. Work Plan/Narrative and timeline to complete the required specifications/contract.
- E. Cost to perform services required.
- F. Additional information pertinent for consideration.

RATING FACTORS

Rating Factors (100 points maximum)

- _____ Overall organizational structure (possible 10 points).
- _____ Resumes, relevant project experience and qualifications of key personnel who will be working with the project (possible 30 points).
- _____ HMIS or Systems data experience (possible 25 points).
- _____ Work Plan (possible 25 points).
- _____ Cost (possible 10 points).