

**Rochester/Monroe County Homeless Continuum of Care (CoC)**

**Request for Qualifications for a Collaborative Applicant**

**Release Date: September 23, 2013**

**Due Date: October 25, 2013**

**Inquiries about this Request for Qualifications should be directed to Carol Wheeler via email, [wheelc@cityofrochester.gov](mailto:wheelc@cityofrochester.gov).**

The Rochester/Monroe County Homeless Continuum of Care (CoC) requests proposals for qualifications for an organization to serve as the Collaborative Applicant to the CoC for grants related to the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) grant program. The scope of the work will be for a period of 12 months, reserving the option to renew the contract annually.

**The Rochester/Monroe County Homeless Continuum of Care**

The CoC is dedicated to ending homelessness in Monroe County. In carrying out this purpose, the CoC conducts the following scope of activities:

- Assesses community needs and the prevalence of homelessness;
- Develops, maintains, monitors and continuously improves a comprehensive, flexible and coordinated continuum of care plan and system of services for homeless individuals and families;
- Supports the development of permanent, affordable housing and permanent, supportive housing;
- Facilitates dialogue and organizes cooperation and strategic action among the public, private and nonprofit sectors;
- Plans, coordinates, and administers governmental and philanthropic resources;
- Advocates and promotes community awareness and education;
- Administers or delegates the administration of the Homeless Management Information System (HMIS); and
- Develops and executes annual process to provide a coordinated and equitable allocation of HUD-McKinney-Vento Homeless funding.

## CoC Program Background

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act. Among other changes, the HEARTH Act consolidated three separate McKinney-Vento homeless assistance programs, Supportive Housing, Shelter Plus Care and Section 8 Moderate Rehabilitation SRO, into a single grant program known as the Continuum of Care (CoC) Program.

The CoC Program is designed to assist individuals and families experiencing homelessness and to provide services needed to help such individuals move into transitional and permanent housing, with the goal of long-term stability. More broadly, the program is designed to promote community-wide planning and strategic use of resources to address homelessness; improve coordination and integration with mainstream resources and other efforts targeted to people experiencing homelessness; improve data collection and performance measurement; and allow each community to tailor its project(s) to the particular strengths and challenges within that community.

### **This RFQ is to identify a Collaborative Applicant who will be responsible for providing the following services:**

(1) Financially manage for the CoC the funds collected from the HUD Planning Grant awarded to the CoC. This will be a fiduciary relationship in which the Collaborative Applicant will receive, distribute and account for funds.

The Collaborative Applicant will be required to provide the Administrative Board of the CoC with financial statements and accounting reports for the funds collected from HUD on a monthly and annual basis. This may include providing required reports to HUD.

(2) Develop and submit, in collaboration with the Rochester/Monroe County Homeless Continuum of Care, the application for funds under [42 USCS §§ 11360](#) et seq.

(3) Design a collaborative process for the development of an application under subtitle C [[42 USCS §§ 11381](#) et seq.], and for evaluating the outcomes of projects for which funds are awarded under subtitle B [[42 USCS §§ 11371](#) et seq.], in such a manner as to provide information necessary for the Secretary of HUD.

(A) to determine compliance with--

(i) the program requirements under section 426 [[42 USCS § 11386](#)]; and

(ii) the selection criteria described under section 427 [[42 USCS § 11386a](#)];

(B) to establish priorities for funding projects in the geographic area involved;

(4) Participate in the Consolidated Plan for the geographic area served by the collaborative applicant.

(5) Ensure operation of, and consistent participation by, project sponsors in a community-wide homeless management information system (in this subsection referred to as "HMIS") that

(A) collects unduplicated counts of individuals and families experiencing homelessness;

(B) analyzes patterns of use of assistance provided under subtitles B and C [42 USCS §§ 11371 et seq. and 11381 et seq.] for the geographic area involved;

(C) provides information to project sponsors and applicants for needs analysis and funding priorities;

(D) is developed in accordance with standards established by the Secretary, including standards that provide for--

(i) encryption of data collected for purposes of HMIS;

(ii) documentation, including keeping an accurate accounting, proper usage, and disclosure, of HMIS data;

(iii) access to HMIS data by staff, contractors, law enforcement, and academic researchers;

(iv) rights of persons receiving services under this title [42 USCS §§ 11360 et seq.];

(v) criminal and civil penalties for unlawful disclosure of data; and

(vi) such other standards as may be determined necessary by the Secretary.

**Additional Responsibilities:**

In addition to the above-mentioned tasks, the Collaborative Applicant will be expected to perform several other accounting duties. These duties include, but are not limited to, those listed below:

(1) Act as the fiscal agent for the CoC Planning and other designated funds such as Emergency Solutions Grant (ESG) and HMIS, including the timely disbursement of accounts payables, payroll and other expenses, provide monthly financial reports, maintain accurate and timely financial records, and be the employer of record for the CoC staff person.

(2) Provide current financial statements and account reports at the request of the Administrative Board or the CoC Administrator.

- (3) Provide full historical fund reports at the request of the Administrative Board or the CoC Administrator.
- (4) Keep a general ledger and up-to-date spreadsheets on projected and actual HUD funds and disbursements.
- (5) Perform bank reconciliations for the CoC Planning Fund account.
- (6) Provide procedures to handle adjustments, voids, and full and partial credits for the CoC Planning Funds account.

**Additional Requirements:**

- (1) The Collaborative Applicant must have expertise and the capability to store financial records pertaining to the HUD Planning Dollars using generally accepted accounting software. A secure backup system is also required.
- (2) The selected Collaborative Applicant must provide in-kind donation of office space to the CoC staff person, in conjunction with a 25% match in support services (can be in-kind or volunteer).
- (3) The Collaborative Applicant will be expected to meet with representatives of the Administrative Board, as requested, during the term of the contract.
- (4) All products of the Collaborative Applicant's work on behalf of the CoC, including outlines, reports, charts, plans, specifications, estimates, databases, contribution sheets, and similar documents or records will be the sole property of the Continuum of Care.
- (5) Any equipment purchased by or furnished to the Collaborative Applicant by the Continuum of Care under this contract is provided on a loan basis only and remains the property of the Continuum of Care.

**RFQ Submittal**

Interested organizations should submit a proposal outlining their qualifications based on the following criteria:

- (1) Agency history, mission, total operating budget and services it currently provides
- (2) Agency history and experience providing services as a fiduciary and the amount of funds
- (3) List of current grants and amounts

- (4) Outline previous experience with federal grants and reporting including the qualifications of personnel who will be assigned
- (5) Explanation of why agency is interested in providing services as a Collaborative Applicant to the CoC and how this relationship compliments the agency's mission
- (6) Name and title of individual within the organization taking the lead role

**Please also submit the following additional information:**

- (1) Administrative fee, including explanation of calculation
- (2) Fringe and indirect rate
- (3) Board of Directors' List
- (4) Most recent financial audit
- (5) Organizational Chart
- (6) 501(c)(3) status

**Restrictions and Additional Considerations:**

Agencies receiving Emergency Solutions Grant and CoC funding are eligible to apply, however by doing so, their CoC representatives may not participate in the review/selection process for this RFQ.

Proposal Binding - by signing and submitting its proposal, each respondent agrees that the contents of its proposal are available for establishment of final contractual obligations for a minimum of 30 calendar days from the application deadline for this RFQ. A respondent's refusal to enter into a contract which reflects the terms and conditions of this notice of contract opportunity, at the Advisory Committee's sole discretion, result in rejection of respondent's proposal or termination of any negotiations with the respondent.

The Advisory Committee reserves the right to reject all submittals.

**Timeline:**

The schedule of events for this RFQ is anticipated to proceed as follows:

- ◆ This RFQ will be distributed on September 23, 2013.
- ◆ All requests for RFQ clarification must be submitted in writing to the RFQ Coordinator at the address provided above and received no later than 3:00 PM EST on October 4, 2013.
- ◆ All questions will be answered and documented in writing as an Addendum to the RFQ. These will be sent out to all Respondents who received the original RFQ no later than October 11, 2013.

- ◆ **Final RFQ submissions must be received by 3:00 PM EST on October 25, 2013 at the address following address: [fittsh@cityofrochester.gov](mailto:fittsh@cityofrochester.gov).** The right to withdraw will expire on this date and time.