

The City of Youngstown, Department of Community Planning and Economic Development releases this Request for Qualifications (RFQ) for the purpose of obtaining professional services for the oversight of the Mahoning County Homeless Continuum of Care (CoC Director).

DESCRIPTION OF THE NEED

The purpose of the Continuum is to assist service providers in the coordination and development of services for all persons and families who are homeless and/or near homeless and low-income persons with housing needs through planning, education and advocacy. The mission of the Continuum is to assist all persons and families who are homeless and/or near homeless in obtaining housing, economic stability and an enhanced quality of life through planning, education, advocacy and other comprehensive services.

The City of Youngstown service as the designated Collaborative Applicant for the Mahoning County Homeless Continuum of Care (CoC) as such the City has funding for the organization administration and long term planning. The City seeks to enter in to a one (1) year contract for services.

DESCRIPTION OF SERVICES TO BE PROVIDED

Overview: The Homeless Continuum of Care Director will oversee, assist, supervise and coordinate all activities related to the Mahoning County Homeless Continuum of Care. The position will lead the application process and submission for the US Department of Housing and Urban Development grant funds (NOFA) as well as assist the City of Youngstown with the ESG Process of submitted applicants. The Director will monitor grantees and assess progress on meeting community-wide goals, evaluating program performance and monitoring compliance with all State and Federal funding requirements. The City shall provide work space, computer and phone located at 20 West Federal Street, Suite 602 in Youngstown, Ohio.

The Continuum of Care Director will be responsible for the following:

- A. Preparing and submitting the Notice of Funding Availability (NOFA) in response to HUD's annual CoC Program announcement.
- B. Set a Performance Management Plan that measure outcomes of agencies and the Strategic Plan for all recipients of NOFA and ESG program funds. This encompasses establishing performance targets and benchmarks appropriate for the program type and populations served while evaluating outcomes and taking appropriate measures and action against poor performers.

- C. Establish and implement a Coordinated Assessment System (CAS) within the Continuum of Care encompassing all ESG and NOFA funding recipients with additional community partners and referrals that will provide streamlined services, coordination and comprehensive assessment of the needs of individuals and families as related to housing and supportive services within Mahoning County. Specific policies and procedures will guide the operation of the CAS as to how the system will target, address and refer individuals and families based on their immediate needs as specified by HUD guidelines.
- D. Establish and coordinate written standards for all ESG and NOFA funded recipients for providing CoC shelter assistance which includes:
 - a. Evaluation of eligibility processes for individuals and families.
 - b. Prioritization for eligible individuals and families for TH (Transitional Housing).
 - c. Prioritization for eligible individuals and families for RRH (Rapid Re-Housing).
 - d. Prioritization for eligible individuals and families for PSH (Permanent Supportive Housing).
 - e. Prioritization for eligible individuals and families for ES (Emergency Shelter).
- E. Implement a CQI (Continuous Quality Improvement) process to improve outcomes and processes of the CoC while monitoring performance and effectiveness of funded projects to ensure The MCHCoC continued competitiveness in attracting state and federal funded funds to support homelessness prevention and rapid re-housing efforts.
- F. Planning for and conducting, at least bi-annually, the Point-In-Time (PIT) and Housing Inventory Count (HIC) of sheltered and unsheltered individuals as regulated by HUD.
- G. Conducting an annual Gap Analysis of the homeless needs and services within the Mahoning County geographical area.
- H. Provide CoC information required to complete the Consolidated Plan(s) within the Mahoning County geographical area.
- I. Supervise employees of the Continuum and provide access to necessary staff training.
- J. Direct the Mahoning County Homeless Continuum of Care (CoC) including all meeting processes, the annual Point-In-Time Count and the evaluation and preparation of the annual HUD Continuum of Care application for the community.
- K. Acts as the information and outbound communication source for issues, activities and information regarding the Homeless Continuum of Care and its operation.
- L. Assists in the development, coordination and supervision of MCHCoC activities related to The Homeless Continuum of Care including committees and subcommittees relevant to the CoC.

INSTRUCTIONS FOR RESPONDING TO THE REQUEST FOR QUALIFICATIONS

An original and one copy of the proposal/resume must be submitted by 3:00 PM, August 26, 2016 to:

William D'Avignon
Community Development Director
Community Planning and Economic Development Department
20 W. Federal, Suite 602
Youngstown, OH 44503

No additional information will be made available to telephone inquiries. All inquiries for this request must be in writing and will be responded to in writing via email:

Email: WADavignon@YoungstownOhio.gov

Proposals must include the following:

- A. Cover letter of interest
- B. Resume or information on the consulting firm/qualified individual:
 - 1. Background and history of the firm
 - 2. Profiles on the principal and staff members of the firm
 - 3. Key personnel to be assigned to the service
 - 4. Resumes of any additional consultants to be used on the team
- C. Description of experience in providing similar services
- D. Estimated annual cost of services
- E. Proof of professional liability insurance (\$1,000,000) or a request for a waiver of the requirement
- F. Schedule for the Proposal Evaluation and Award:
 - 1. Distribute RFQ August 8, 2016
 - 2. Proposal/Resume Submission Deadline August 26, 2016
 - 3. Complete Proposal Review August 31, 2016
 - 4. Complete Contract Negotiations September 12, 2016
 - 5. Enter into Contract September 15, 2016

One original and one copy of the proposal marked "CoC Director Professional Services" shall be submitted by 3:00 pm (Eastern Standard Time), August 26, 2016.

Upon the completion of the review and evaluation of all proposals submitted in response to this RFQ, all proposals shall become public documents.