

**REQUEST FOR QUALIFICATIONS
CONSULTING SERVICES FOR AURORA/ELGIN/KANE
COUNTY CONTINUUM OF CARE**

December 2021

OVERVIEW

The Kane County Office of Community Reinvestment located at 143 First Street in Batavia, Illinois, is seeking an individual qualified to provide consulting services for the 2021 HUD Continuum of Care application process. The contract involves preparation of the application to receive funds and the research and engagement necessary to prepare such an application. The Continuum of Care for Aurora/Elgin/Kane County, a county-wide organization that addresses homelessness.

It is the intent of the County to contract with an individual to provide compensation on a monthly basis based on a fee for service schedule to provide oversight, direction and manage the process for preparing the collaborative application for the Continuum of Care program.

SCOPE OF DESIRED SERVICES

Data Collection, Analysis, Reporting

- Analyze the annual Housing Inventory spreadsheet and the Homeless Populations spreadsheet to ensure consistency and accuracy between them and with point-in-time data.
- Review all HUD point in time training and instructions modules before submission of both the Housing Inventory and Homeless Populations data into the HUD Homelessness Data Exchange website – HDX - by the required deadline in 2021. Make all necessary revisions to meet HUD requirements.
- Prepare Housing Inventory Chart reports for the CoC by Housing Type.
- Prepare Homeless Population Chart reports for the CoC.
- Review and update the annual Grants Inventory Worksheet, ensuring all projects are included with correct funding amounts.

Preparation, Review of applications and Completion of annual HUD CoC NOFO application

- Review and update the Continuum Applicant Profile annually.
- Complete the annual CoC registration process and confirmation of geography and funding amounts in Esnaps.
- Complete registration summary in Esnaps for final approval.
- Complete review of General Section and Program Section of HUD Continuum of Care Notice of Fund Availability.
- Prepare annual Project Review document to include any new HUD requirements and in congruence with CoC Ranking Criteria.
- Provide consultation to staff on annual revisions to the CoC project Ranking Criteria.

- Assist in reviewing agency applications and provide technical assistance at the CoC Board Ranking meeting for determining project priorities.
- Complete an annual HUD Project List and Description for the CoC Board
- Complete the Project Priority Listings in Esnaps and submit separately.
- Complete the Consolidated Continuum application of the HUD Continuum of Care application in accordance with all guidelines in order to maximize points awarded.
- Complete entire application for review and approval by the designated Continuum representatives at least two weeks prior to the deadline date.
- Complete any necessary revisions or modifications and submit final Consolidated Application to Continuum Coordinator no later than one week prior to the due date for such documents with HUD.

Annual Performance Review and Recommendation for the year

- Complete written Continuum Performance Summary based on Consolidated Application data with strategic recommendations for the next 12 months to meet HUD requirements.
- Complete Annual Performance Worksheets for HUD goals in housing, employment and mainstream benefit, adding chronic beds and decreasing homeless families to summarize information for the Consolidated application.
- Completed Debriefing Summary on the scoring of the previous application for distribution to the Steering Committee.
- Provide debriefing score comparisons report from the Regional Roundtable members for comparison.

Ongoing Services

- Consultation with HUD regarding interpretation of regulations as necessary. Submit questions to Esnaps helpline in order to ensure correct interpretation of instructions and regulations.
- There will be communication as needed with the Continuum committee chairs, and the designated CoC staff.
- Other duties as agreed upon by both parties.

In Addition:

Consultant also agrees to train and review progress, with designated staff (up to 3 hours a month on the necessary processes, regulations & benchmarks to be obtained by the CoC in order to succeed in the CoC application process.

QUALIFICATIONS DESIRED

Bachelors in Sociology, Social Work, Public Administration, Urban Planning or related field. Working knowledge with at least (2) years of recent Continuum of Care NOFO application process experience. Existing and previous working relationships with key participants in the Continuum of Care for Kane County (i.e. Kane County, Cities of Elgin and Aurora, and the local not-for-profits). Knowledge of the amended and reauthorized McKinney-Vento Homeless Act as it specifically relates to the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009. Local consulting firms preferred.

CONTRACT LENGTH & PAYMENT TERMS

Kane County Office of Community Reinvestment is interested in twelve (12) month agreement, anticipated to be from 02/09/2021 through 12/31/2022. The contract may be renewed up to Five times, with each renewal having a maximum term of twelve months, based on the mutual interest of the County and the contractor to continue. Compensation for services will be remitted on a monthly basis.

SCHEDULE FOR REQUESTS

12/15/2021	Call for submissions
01/07/2022	<u>Closing date for submissions</u>
02/09/2022	Start date for services

SUBMISSION REQUIREMENTS

Please submit a narrative presenting experience and qualifications to meet the scope of services and qualifications desired above; include experience with the continuum of care funding process. Also included in the narrative should be the contractor's rate for providing the services described. The narrative must not exceed two, single-spaced, type-written pages. A professional resume must be submitted along with the narrative.

The narrative and resume must be received **no later than 4:00 PM on January 7, 2022.**

Please submit to:

OCR@co.kane.il.us

Josh Beck, Assistant Director, Community Development
Office of Community Reinvestment
143 First Street
Batavia IL, 60510

RFQ EVALUATION AND SELECTION OF QUALIFIED PROFESSIONAL

Selection of a qualified professional will be made on the basis of: 1) professional qualifications and experience, 2) the reasonableness and completeness of services offered in relationship to the scope of services desired by Kane County, and 3) price. Kane County reserves the right to request providers to make an oral presentation regarding their submission.

FURTHER INFORMATION

Questions about this request and/or the scope of services should be directed to Nisreen Wakileh @ wakilehnisreen@countyofkane.org or (630) 232-3428