



NeighborImpact

Supporting People. Strengthening Communities.

REQUEST FOR PROPOSAL

Introduction

The Homeless Leadership Coalition (HLC) is accepting proposals for a grant writer for the annual Housing and Urban Development (HUD) Continuum of Care (CoC) Consolidated Application. NeighborImpact serves as the fiduciary agent on behalf of the HLC.

Background

The HUD Continuum of Care grant funds are awarded annually to providers in the Central Oregon Continuum of Care, OR-503, to provide rental subsidies with case management to households experiencing literal or chronic homelessness. Central Oregon is defined as Crook, Deschutes and Jefferson counties.

The CoC Program is designed to assist individuals and families experiencing homelessness and to provide the services needed to help such individuals move into transitional or 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. Each year, HUD awards CoC Program funds competitively to nonprofit organizations, States, units of local governments, and/or instrumentalities of State or local government, collectively known as recipients. In turn, recipients may contract or sub grant with other organizations or government entities, known as sub recipients, to carry out a grant's day-to-day project operations.

Scope of Project

The application and technical submission is estimated to take a minimum of 200-250 hours. The successful respondent will be required to commit to the timeline. The CoC application is a highly technical document requiring a thorough understanding of the terminology used in the HUD application. Information for the application is gathered from the CoC governance body, local jurisdictions and a community needs assessment.

Statement of Work

- Set up account and work within eSNAPS (HUD grant application system) though grant application completion and submission
- Review the Final Grant Inventory Worksheet to ensure the amounts requested in project applications and consolidated application do not exceed allowable requests listed in the Notice of Funding Allocation (NOFA)
- Write and issue RFPs for new funding opportunities detailed in NOFA
- Communicate and coordinate with governing body, Homeless Leadership Coalition (HLC), local and state officials, and all project applicants to ensure that required documents are collected in a timely manner
- Upload all required documentation into eSNAPS in correct area/section
- Ensure that project applications are completed in a timely manner with all required documentation and steps within eSNAPS
- Coordinate with HLC/NeighborImpact to ensure that all required postings are available on the HLC website
- Request necessary data from CoC HMIS lead in a timely manner
- Complete entire CoC grant application in eSNAPS in proper order and within 90 days from the release date of the NOFA

Timeline

HUD may potentially release the NOFA between May and August 2019. Upon release of the NOFA, there is a 90-day window for completion of the grant application. The contractor will be selected prior to April 19, 2019.

Proposals are due electronically to the HLC Grants Chair, Jill Parkin, via hlc@gmars.com no later than 5:00 pm on March 29, 2019.

If you have additional questions after reviewing this RFP document, contact George Myers by email at hlc@gmars.com

Required Proposal Elements/Evaluation Criteria

- Summary of qualifications
- Summary of experiences/resume
- Statement of availability
- References
- Demonstrated experience with a prior Continuum of Care or Federal grant applications
- Must meet Independent Contractor criteria
- Excellent technical writing skills

Compensation

Please include a detailed proposed budget with dollar amount requested to fulfill contracted obligations.

Contract

Contract for Professional Services available for review upon request.