

# Lake County Continuum of Care

## Request for Proposals for Administrative Services

### I. Background

The Board of Lake County Commissioners is an annual recipient of U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant (“CDBG”) and Home Investment Partnership Program (“HOME”) funds. These federal funds are awarded based upon a formula and adhere to an October 1 – September 30 fiscal year and can be used to support an array of community efforts within parameters defined by HUD. There are additional federal, state, local and private funding sources that have been made available to specifically address the need of persons that are homeless. The results orientation of the funding programs, both private and governmental are increasingly linked to the definitions, services and outcomes specified in the Homeless Emergency Assistance & Rapid Transition to Housing Act of 2009 (PL 111-22) (“HEARTH”). The primary implementation of HEARTH in Ohio occurs through the work of Coalition on Housing & Homelessness in Ohio ([www.COHHIO.org](http://www.COHHIO.org)), and Ohio Development Services Agency.

Lake County Planning and Community Development Office, as staff of the Board of Lake County Commissioners, has acted in a leadership role for the Lake County Continuum of Care as a means of coordinating the implementation of related grant funding and as a part of the HUD required planning process for CDBG & HOME. The Lake County Continuum of Care is a loose association of agencies, governments, and persons.

The Continuum is responsible for coordinating Lake County’s efforts aimed at addressing the needs of the homeless. In order to qualify to receive the funding necessary to prevent homelessness and address the many needs of those who are already homeless, the U.S. Department of Housing and Urban Development requires that there be a coordinated effort at the local, regional and state levels. The County is requesting proposals from qualified consultants to provide administrative support services for the Lake County Continuum of Care.

Lake County’s Continuum of Care currently is one of the 80 counties that are part of Ohio’s Balance of State Continuum of Care (BOSCOC). BOSCOC covers all regions of the state and represents the diverse needs of its members. The Ohio Department of Development, Office of Housing and Community Partnerships (ODOD) and the Coalition on Homelessness and Housing in Ohio (COHHIO) serve as the lead agencies for the BOSCOC. The BOSCOC has formed eighteen (18) regions from those 80 counties with a lead agency for each region. View map depicting each region. <http://www.cohhio.org/files/pdf/Homeless%20Planning%20Regions%20Final%20new.pdf> Local CoCs address community-level planning, identify service gaps, and plan, review and prioritize new and renewal homeless assistance projects. However, to compete for funding available through the federal Continuum of Care Homeless Assistance Programs, local CoCs in these 80 Ohio counties currently participate in the BOSCOC and must keep informed and responsive to emerging developments and expectations of funders. Interested persons are encouraged to review this website <http://www.cohhio.org/programs/boscoc> for background information.

### II. Services

The Continuum intends to retain a consultant on a part-time basis to assist with the administrative and business affairs work necessary to adequately coordinate the efforts of the Continuum’s member organizations. The consultant selected will be required to perform the following scope of work:

Facilitate the monthly **Continuum of Care meeting**. Develop agendas that inform and address current issues at the local, state and federal levels. Facilitate discussions on implementation of state/federal adopted best practices as required by the funders. Document CoC monthly meeting minutes and other meeting minutes; publish minutes to all participants. Update and keep current CoC member attendance report.

Seek, process, document and share various types of input from local Continuum member agencies, other local, regional, state and federal partners and stakeholders. Typical information sources include meetings, emails, webinars and trainings.

Represent Lake County on the BOSCO Region 5 Executive Team; work with the Executive Team to develop processes to be used within our homeless programs across the region to improve consistency and performance outcomes; develop training materials for regional meetings; monitor program performance measures across the region and work with Lake County local providers to address any local performance issues

Collect and maintain Continuum data such as Point in Time and Housing Inventory Counts, grant applications, survey results, etc. Coordinate the annual Point in Time and Housing Inventory Count planning/training process; tabulate PIT and HIC data per COHHIO's requirements; serve as Lake County's PIT/HIC representative to COHHIO to resolve any data discrepancies with either the PIT or HIC counts.

This is a part-time position of approximately 40 hours per month. In addition to having a thorough knowledge of office procedures, excellent grammar, writing and editing skills, the person filling this position must have business management skills including the ability to establish and maintain excellent stakeholder relationships, budget management skills, meeting facilitation and presentation skills, and the analytical skills needed to evaluate processes and proposed new programs.

### **III. Agreement Terms**

The selected consultant agrees to enter into a formal contract with the Board of Lake County Commissioners. That contract will be valid through September 30, 2016.

### **IV. Submission Requirements**

Applicants will have until 4:00 p.m., September 14, 2015 to submit a full proposal in accordance with this proposal, including:

- a. Statement of Qualification (including personnel).
- b. Past Experience
- c. Project Outline
- d. Proposed cost analysis

### **V. Request for Proposal Logistics**

1. Contact Information - RFP questions should be directed to the following individuals:

a) Marian Norman or Rhea Benton 440.350.2740

[marian.norman@lakecountyohio.gov](mailto:marian.norman@lakecountyohio.gov) or [rhea.benton@lakecountyohio.gov](mailto:rhea.benton@lakecountyohio.gov)

Lake County Planning & Community Development, 125 E. Erie St., Painesville, Ohio 44077

2. Submission Deadline

Three sealed copies of the RFP must be received by 4:00 P.M. on September 14, 2015 under the following heading: Marian Norman, Lake County Planning & Community Development, RE: Continuum of Care Administrative Consultant 125 E. Erie St., Painesville, Ohio 44077

3. Selection Notification

The selected firm will receive notification within 10 business days of the submission deadline. Firms will be evaluated against the merits of this proposal and conformance with applicable regulations.

The County reserves the right to accept or reject any or all RFP responses without further action and to waive any defects in the submissions.