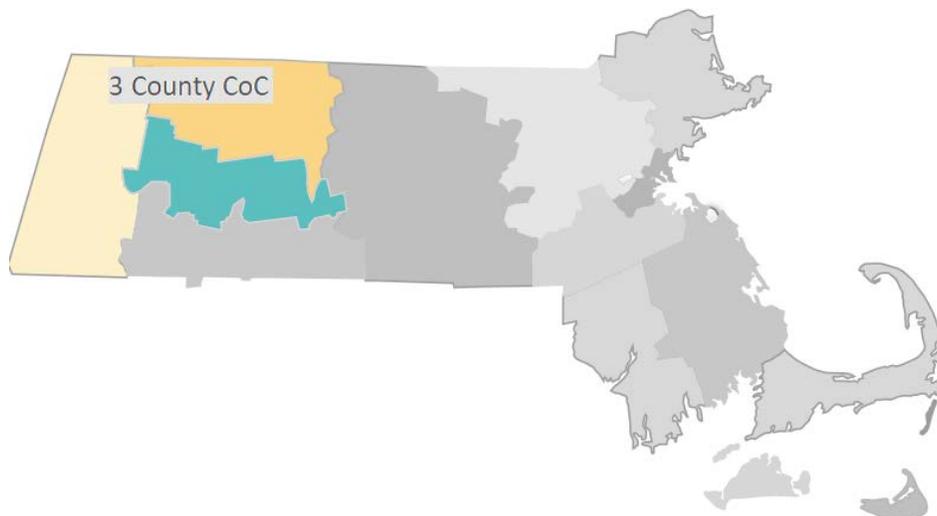


MA-507 THREE COUNTY CONTINUUM OF CARE

**Request for Information
Soliciting New Collaborative
Applicant**



November 5, 2018

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Introduction

HUD's McKinney Vento Act, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, provides funding and guidance to prevent and end homelessness in local Continuums of Care (CoC).

The Three County CoC is a collaborative effort to reduce and end homelessness. It brings together organizations that provide services and housing to people who are homeless in Berkshire, Franklin and Hampshire Counties. CoC program funding comes from HUD, although not all CoC providers are HUD-funded. The two CoCs in Western MA, the Three County CoC and the Springfield/Hampden County CoC, also participate in the Western Mass Network to End Homelessness, which provides region-wide coordination, facilitation and capacity to the CoCs and to community stakeholders.

Hilltown Community Development Corporation (Hilltown CDC) has acted as the Collaborative Applicant for the Three County CoC for the last 6 years. Due to a number of factors, Hilltown will discontinue its role as the CoC's Collaborative Applicant as of June 30, 2019. This Request for Information (RFI) seeks to gather information and qualifications of any party or entity interested in taking over the role of the Three County Continuum of Care as of the date noted above, with planning and coordination for said transition beginning in mid-January 2019.

Of note, is the Three County CoC Board, via the Three County Governance Charter, has discretion in selecting a Collaborative Applicant for the CoC with input from member agencies and stakeholders. This request for information will be reviewed to ensure interested parties are eligible to act as a Collaborative Applicant and other basic information. The final decision about which entity will be selected will rely on Board discussion and discretion, with all regional and local context in mind, during a formal CoC Board session and vote. The Board may also decide not to select a new Collaborative Applicant and instead choose to pursue a merger with another CoC in Massachusetts.

Interested parties are strongly encouraged to review the [CoC Program Interim Rule](#) and the Three County CoC Governance Charter (included in public distribution of this RFI) as well as the HMIS Proposed Rule and the HMIS Governance Charter.

Request for Information Timeline

- Publication Date: November 1, 2018
- Responses Due: November 30, 2018
- Interested Party Q&A and Presentations: December 5, 2018 Full CoC Member and Board Meeting (Date TBD)
- Final Decision for new Collaborative Applicant (If applicable): January 2019
- Transition Planning and Coordination Begins: January 2019
- Effective Date of New Collaborative Applicant: July 1, 2019

Collaborative Applicant Responsibilities

The Three County Board designates an organization that is a 501 (c) (3) legal entity or a government entity as the Collaborative Applicant to design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD, including applying for CoC Planning Dollars (Activities).

The Collaborative Applicant has the following responsibilities, per the Three County CoC Board Charter:

- Collect and combine information to complete and submit the consolidated application for the CoC Program Competition NOFA;
- Apply for CoC Planning Dollars (Activities) under the direction of the CoC Board;
- In consultation with the Three County CoC Board and HMIS Lead, develop, follow, and update annually the CoC and HMIS governance charters - any amendments must be approved by the CoC Membership as described in the CoC Charter;
- Create and maintain a public, web-based database or repository to include the meeting dates and times, agendas and minutes. The website includes relevant HUD notices and materials related to the annual CoC Program competition, as required by HUD and/or the CoC Board;
- Act as the custodian of all Three County records and documents;
- Provide administrative support for the CoC, including staffing support;
- Provide administrative and logistical support for all CoC member meetings, Board meetings, subcommittees and other sanctioned workgroups
- Act as the Secretary of the CoC Board; and
- In coordination with the Three County CoC Membership and under the direction of the CoC Board, support all required CoC Planning activities and overall operations.

Additional Responsibilities Currently Managed by Hilltown CDC

The current Three County CoC Lead (Hilltown CDC) acts as the sole recipient of all HUD CoC Funds and enters into subrecipient agreements with direct service and housing providers. In many CoCs, the Collaborative Applicant is a recipient of programs they operate, but other service providers have the direct contractual relationship with HUD. The new CA will need to work with the CoC Board and HUD to decide the best pathway forward with how contracts are facilitated between HUD and direct service and housing providers in the CoC.

Hilltown CDC also implements the CoC's HMIS Project through a Professional Services Contract, along with overseeing related contracts including the HMIS Data Quality Management Plan project contract, the Green River Data Warehouse Contract, the ETO API Data Contract, MA DHCD DSAs, and additional contracts as required or necessary. Ongoing management of these contracts is provided currently by the HMIS Professional Services provider.

Further, Hilltown CDC, in partnership with the CoC Board, facilitates planning, implementation and coordination of services to at-risk and homeless individuals, families and unaccompanied youth within the region, as part of the Federal McKinney Vento Act and Hearth Amendment.

Collaborative Applicant Primary Tasks and Coordinated Activities

- Implement strategies to end homelessness in accordance with the Federal Plan to Prevent and End Homelessness: Home Together
- Work in coordination with the Western Massachusetts Network to End Homelessness
- Play a leadership role with the Western MA Network Steering Committee
- Coordinate activities with and provide information to the local jurisdictions for HUD mandated Consolidated Plans to achieve goals to end homelessness
- Prepare and electronically submit the annual application for funds
- Participate in HUD sponsored CoC trainings to insure contract and CoC Program compliance

- Oversee and/or implement the CoC's Homeless Management Information System to insure compliance with HUD requirements and regulations
- Conduct annual Point in Time counts of those experiencing homelessness and their characteristics for HUD reporting and program planning
- Conduct annual Housing Inventory Counts (HIC) to reflect current bed capacity and type; determine unmet need for HUD reporting and program planning
- Utilize the HMIS system for program planning and assessment purposes and to track and quantify CoC progress towards ending homelessness
- Submit Annual LSAs (Longitudinal Assessment Report), System Performance Reports, PIT and HIC reports, HMIS APR reports; oversee the submission of project-based Annual Performance Reports via SAGE and other reporting systems managed by HUD
- Plan and facilitate monthly CoC meetings and Annual Membership Meetings
- Attend and participate in statewide and regional CoC meetings as needed
- Facilitate MA Department of Housing and Community Development CoC implementation and reporting requirements for the Emergency Solutions Grant
- Support operations of Coordinated Entry process in partnership with CoC Board and Coordinated Entry SSO Provider. This includes assistance in managing Coordinated Entry process, operating certain aspects of Coordinated Entry, coordinating with or acting on behalf of the CES SSO projects, providing administrative and logistical support for CES meetings and data support, and overseeing the annual CE Evaluation Project and Plan.

Collaborative Applicant Grant Administration Responsibilities

- Prepare and monitor annual sub-recipient new project and renewal contracts
- Monitor expenditures to guarantee consistency with grant contracts and federal regulations regarding eligible expenses, program practices, client eligibility and all other aspects of projects related to program compliance and CoC priorities (ex: fidelity to Housing First principles)
- Prepare and draw HUD funds in compliance with timeliness requirements
- Prepare and submit all required HUD financial reports relating to project close out at fiscal year-end and other reports as required
- Prepare budget and contract amendments
- Review invoices for accuracy and prepare monthly bill warrant(s)
- Responsible for periodic reconciliation with HUD and agency to ensure accounts are in balance
- Maintain records needed for agency and HUD audits

Note: Oversight, billing, contracting, monitoring and reporting costs are eligible CoC Program Costs under various line items depending on grant structure and type.

Request for Information Submission Requirements

Please submit, in 10 pages or less, a response addressing the following (please provide narrative under each heading). You may also include other relevant attachments or pertinent information; such supporting documentation does not contribute to the 10 page limit:

- Name, title and contact information for primary point of contact of interested party
- Certification of whether interested party is a non-profit organization, consumer cooperative, or entity of local or state government.
- Brief organizational history

- Agency experience in areas of housing and homelessness
- Experience with strategic planning/ implementation
- Experience operating within the 3 County Region and working with Berkshire, Franklin, and Hampshire providers
- Experience with grants administration, fiscal capacity
- Experience administering or managing a Homeless Management Information System (HMIS) and HUD's HDX, HDX 2.0, ESnap and SAGE Reporting Systems; experience with data integration, data analysis and evaluation regarding homeless services
- Description of staffing and organizational capacity to carry out Collaborative Applicant duties
- Description or overview of history working with multiple stakeholders to carry out community-driven goals and mission

Attachment List for Reference

- Three County CoC Project List
- Three County CoC Governance Charter
- Three County CoC HMIS Charter
- CoC Program Interim Rule
- HMIS Proposed Rule
- Three County CoC Draft Coordinated Entry Policies
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Please submit the response electronically by Close of Business Friday November 30, 2018, to:

Brad Gordon and Lisa Goldsmith (CoC Co-Chairs) at bradg@bcrha.com and lgoldsmith@dialself.org