



Request for Proposal

FY2023 Continuum of Care (CoC) Planning Grant
Subrecipient and Independent Contractor
CoC Planning Services

Release Date: August 14, 2023

Version: Initial Release

Due Date: ongoing until August 24, 2024

Background & Purpose

About the Organization

Homeless Alliance of WNY (HAWNY) is a Continuum of Care (CoC) Lead agency for the CoC NY-508 region that includes Erie, Niagara, Genesee, Orleans and Wyoming Counties in the Western New York State region. Our region receives approximately \$17 million Continuum of Care funding from HUD for direct services related to housing individuals and families who experience homelessness. The FY2023 CoC Planning Grant supports HAWNY's efforts to coordinate eligible planning activities and indirect services to ensure that homelessness in the Western New York region is rare, brief, and nonrecurring.

About the Request for Proposal

HAWNY is a recipient of CoC Planning funding provided by the U.S. Department of Housing and Urban Development (HUD). The specific awarded funding to be used for this Request for Proposal (RFP) is CDFA# 14.267, Grant Number NY1430L2C082200, with a performance term of September 1, 2023 through August 31, 2024.

HAWNY seeks 501(c)3 nonprofit organizations, for profit organizations, researcher professionals, and independent contractors that can provide CoC Planning eligible services in support of HAWNY's efforts to coordinate eligible planning activities and indirect services to ensure that homelessness in the Western New York region is rare, brief, and nonrecurring.

The term of proposed services in the proposal submission must be within the FY2023 CoC Planning Grant performance term: September 1, 2023 through August 31, 2024.

A majority of projects will be selected on or around September 1, 2023. Proposals that include eligible CoC Planning activities (defined below) will be accepted on an ongoing basis until the FY2023 CoC Planning Grant term has been completed or until dedicated funding to Subrecipients and Independent Contractors is fully committed.

The total amount of FY2023 CoC Planning Grant funds committed to Subrecipients and Independent Contractors for the grant term is \$100,000.

All applications must provide a matching fund source of at least 25% of the requested award amount. Further details on eligible matching fund sources and supporting documentation can be found below.

Scope of Services

HAWNY seeks 501(c)3 nonprofit organizations, for profit organizations, researcher professionals, and independent contractors that can provide CoC Planning eligible services.

Requested funds cannot be used as direct service to clients. Requested funds can be used to coordinate services, creating strategies/ partnerships to improve system outcomes, providing training to case managers etc. Operating costs may be included for travel, office space, phone etc. Admin costs such as supervision are not eligible through this grant.

Eligible CoC Planning services include, but are not limited to:

Coordination of Regional Homelessness Services

- Assist in the coordination of CoC resources to ensure persons experiencing homelessness receive services and are prioritized based on CoC Coordinated Entry Policies and Procedures.
- Improve system outcomes based on regional CoC and HMIS system performance reports.
- Assist in the coordination of regional- or community-specific by name lists and CoC coordination meetings.
- Work collaboratively with homeless service providers to coordinated services to prevent and end homelessness.

Research Projects

Note: Match is not required in this category. If a match source is provided, it will increase the likelihood of the project being accepted and funded.

Research could be qualitative or quantitative. Research topics must tie to improving system performance in order to reach the goal of ending homelessness. End product must include improvement strategies. Topics could include but are not limited to:

- Coordinated Entry Evaluation: evaluate the effectiveness, fairness of coordinated entry via existing data. Clients and provider's feedback on system improvements.
- Racial Equity: solicit input and strategies from people with lived expertise and Black, Indigenous, Latinx and people of color in ending homelessness
- Homelessness Prevention: Use multi-system data to analyze what populations should be targeted to prevent homelessness.
- Cross-sector research project that promotes partnership and understanding between the homeless system and healthcare, justice, and child welfare.

Trainings

Note: Match is not required in this category. If a match source is provided, it will increase the likelihood of the project being accepted and funded.

Training for homeless service providers, including frontline staff and supervisors. Training materials must tailor to homeless services providers and trainers should be experienced in providing services to this population. This category is not required to provide a match. However, a match would be appreciated if possible. Training topics include, but not limited to:

- Motivational Interviewing
- Trauma Informed Care
- Harm reduction
- Housing First
- Progressive engagement
- Shared housing
- Racial equity
- Staff retention and supervision
- Leadership training on leading to end homelessness

Matching Fund Requirements

Proposals that are required to or elect to provide matching funds must follow these standards:

Enter the matching fund source into the appropriate tab of the FY2023 CoC Planning Project Budget Summary (.xlsx file). Include as attachments in the proposal submission email the backup documentation of the source(s) of match funds that show funding commitment source, amount, and time period of commitment. All matching funds will need to be verified through verification letters and financial reports indicating actual expenses made from the matching fund source during the FY2023 CoC Planning Grant period of time.

Eligible matching fund sources must be funds used for activities that are also eligible CoC planning activities according to [24 CFR 578.39\(b\)](#).

A full description of matching requirements can be found at [24 CFR 578.73](#).

Proposal Application

Please complete the FY2023 CoC Planning Project Application Form (.docx file) and the FY2023 CoC Planning Project Budget Summary (.xlsx file) found on <https://wnyhomeless.org/rfp/>.

Proposal Submission Guidelines & Requirements

The following submission guidelines & requirements apply to all respondents for this Request for Proposal:

1. Proposals will be accepted on an ongoing basis until the FY2023 CoC Planning grant funding for subrecipients and independent contractors has been fully committed.
2. Proposals must be submitted via email to Kexin Ma, Executive Director, at kexinma@wnyhomeless.org.
3. Proposals must include the FY2023 CoC Planning Project Application Form (.docx file) and the FY2023 CoC Planning Project Budget Summary (.xlsx file) as attachments to the proposal submission email. Proposals that are required to or elect to provide a match funding source, please include attachments of backup documentation that verifies your committed match funding source.
4. Respondents are encouraged, though not required, to list three (3) projects that are similar to this project as part of their response; must include project description and references from previous employers/contractors for each. Examples of work should be provided when applicable.
5. A technical proposal may be provided that is not more than five (5) pages. This technical proposal must describe the process to be used, deliverables, proposed schedule, and milestones.
6. In addition, resumes of all key personnel performing the work may be included and will not be counted towards the five (5) page limit.
7. A price proposal may be provided that is not more than two (2) pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should HAWNY decide to award a contract on an hourly rate basis.
8. Proposals must be signed by an authorized representative of the respondent's company.
9. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
10. Proposals must remain valid for a period of ninety (90) days.
11. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the respondent and will not be reimbursed by HAWNY.

RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Released	August 14, 2023
Request for Proposal Submission Due Date	Ongoing until August 31, 2024
Selection of Top Respondents / Notification to Unsuccessful Respondents	Ongoing until August 31, 2024
Preferred Projection Completion Date	Ongoing until August 31, 2024

Budget

HAWNY’s budget for the FY2023 CoC Planning subrecipient and independent contractor projects is \$100,000.

Evaluation Factors

HAWNY will rate proposals based on the following factors, with cost being the most important factor:

- Responsiveness to the requirements set forth in this Request for Proposal
- Relevant past performance/experience
- Samples of work
- Cost, including an assessment of total cost of ownership
- Technical expertise/experience of bidder and bidder’s staff
- Minority/Women Owned Business Enterprise (MWBE) status

Disclaimer

Submission of a proposal does not guarantee funding. HAWNY reserves the right to award to the respondent that presents the best value to HAWNY as determined solely by HAWNY in its absolute sole discretion. HAWNY reserves the right to reject proposals and recirculate the RFP in its sole discretion.

Questions & Consultation

All questions may be directed to Kexin Ma, Executive Director, at kexinma@wnyhomeless.org.

Applicants are encouraged to contact Kexin Ma to set up an appointment for consultation prior to submission of an application.