

Ending Community Homelessness Coalition (ECHO)
FY2024 Continuum of Care (CoC) Notice of Funding Opportunities (NOFO)
Consultant
Request for Funding Proposal (RFP)

Background

The Ending Community Homelessness Coalition (ECHO) is the Collaborative Applicant for the TX-503 Austin/Travis County Continuum of Care (CoC). As the designated CoC lead agency for Austin/Travis County, ECHO manages the collaborative process to develop and submit the Austin/Travis County application for the U.S. Department of Housing and Urban Development (HUD) annual Notice of Funding Opportunity (NOFO) for the HUD CoC Program. ECHO also administers the HUD required Homeless Management Information System (HMIS), is responsible for system wide outcomes and reporting to HUD, and is the appointed facilitating agency of the community's Coordinated Entry System.

The Austin/Travis County Leadership Council serves as the CoC Governance Board for the community's homelessness response system and is elected by CoC Stakeholders at CoC All Stakeholder meetings. ECHO staff provide support to the Leadership Council and the associated committees and workgroups as part of the CoC lead agency responsibilities.

Goals

The goal of this project is to partner with Austin/ Travis County Homelessness Response System (HRS) Leadership Council, ECHO staff, and community stakeholders to develop and implement a comprehensive and competitive CoC NOFO application. ECHO staff have worked with Leadership Council to develop policies to govern the Local Competition (specifically, Community Funding Priorities; Reallocation & Deobligation Policy and Procedure; and Review, Scoring, and Ranking Policy and Procedure) and have drafted a local applications and associated scoring guides for both New and Renewal Projects. You can find all of these resources from the FY2023 Competition on [the ECHO website](#). The consultant selected through this RFP will be expected to work with ECHO staff to update existing documents and resources in response to the release of the FY2024 NOFO, and to support the ongoing work executed by the HRS Planning Team that is required to facilitate a successful Local Competition and Collaborative Application.

Scope of Work

- Support the Austin/Travis County 2024 CoC Local Competition for renewal and new projects. This includes:
 - Updating necessary documents and spreadsheets for the organization and facilitation of the Local Application processes (e.g., updating scoring sheets for

Independent Review Team members to use during application review and scoring process; updating scoring guides for *e-snaps* applications with requirements in NOFO; updating DV Bonus Supplemental Application based on NOFO requirements, updating Project Eligibility & Project Quality Threshold Review spreadsheets, creating Project Ranking spreadsheets)

- Supporting Independent Review Team with review and scoring process, including creating applicant packets with applications, scoring sheets, and instructions; creating assignments for applicants; ensuring all applicants sign necessary documents for participation; and holding office hours for reviewers and providing technical assistance with scoring process
- Creating draft ranking options for HRS Leadership Council review, in alignment with guidance in NOFO, HUD's Detailed Instructions, and local policies and funding priorities
- Participating in Project Eligibility & Project Quality Threshold Review alongside ECHO Staff
- Participating in Project Ranking and creation of Priority Listing recommendations for Leadership Council, alongside ECHO Staff
- Support the completion of the Collaborative Application by ECHO staff. This includes:
 - Working alongside ECHO staff to review the Collaborative Application for competitiveness and completion, ensuring all questions are answered fully in alignment with HUD's Detailed Instructions and all guidance laid out in the NOFO itself
 - Collecting all necessary screenshots and ensuring screenshots meet HUD requirements as laid out in the NOFO and Detailed Instructions
 - Ensuring all screenshots and attachments are correctly named and organized in preparation for *e-snaps* upload
- Attend all relevant HUD CoC NOFO webinars and Office Hours to ensure adherence to HUD most recent regulations, guidance and notices.
- Provide expertise on NOFO process, especially the Collaborative Application and the Project Ranking, to ensure maximum competitiveness of Tier 2 projects receiving funding and TX-503 increasing its total award amount
- Provide technical assistance for HRS Leadership Council and ECHO staff to ensure that the NOFO application meets all HUD requirements and is competitive in the 2024 NOFO cycle.

Qualifications

Required Qualifications

- Familiarity with the Continuum of Care program, including an understanding of the roles and responsibilities of a CoC Program Collaborative Applicant and HMIS Lead Agency, of the HUD NOFO process, and of the Interim Rule.
- Experience and expertise with facilitating the CoC Program NOFO Collaborative Application and Local Competition.

Submissions Outline

- General Information
- Consultant Qualifications and Roles
- At least one (1) writing sample and one (1) sample spreadsheet that includes some basic formulas. These can also be samples created specifically as an example for this submission (e.g., a template scoring sheet for reviewers to use when scoring applications in the Local Competition) – for reference, you may look at the resources created and used by ECHO Staff in the FY23 Local Competition on the ECHO website.
- Three (3) References

General Applicant Information

- Inquiries and Submissions Point of Contact- Kate Moore, VP of Homelessness Response System Strategy at katemoore@austinecho.org
- Submissions Due: Friday, July 12th, 2024
- Proposal Selection: TBD