

City of Auburn
Request for Proposals
For City of Auburn Cayuga County Homeless Task Force Chair
Issued: May 18, 2016

The City of Auburn office of Planning and Economic Development seeks proposals for an agency to act as chair to the City of Auburn/Cayuga County Homeless Task Force and liaison to the NY-505 CoC. Proposals are due by 4:00pm on **Monday, June 6, 2016**.

I. Background

The Auburn/Cayuga County Homeless Task Force began in 2002 and is comprised of agencies, community members, and homeless advocates centered on the mission of ending homelessness in Cayuga County. Traditionally the Lead Agency was Chair of the Homeless Task Force and responsible for Continuum of Care (CoC) NY-502 planning in the coordination of needs, activities, and funding for homeless services through the preparation of Auburn/Cayuga County Continuum of Care (CoC) applications. In 2016 the City of Auburn and Cayuga County CoC NY-502 merged with the City of Syracuse, Onondaga County and Oswego County CoC NY-505.

II. Roles and Responsibilities

The Homeless Task Force Consultant will be responsible for facilitating General Homeless Task Force Meetings, Executive Committee Meetings and act as a liaison to the NY-505 Leadership group.

III. General Scope of Work

The Sub recipient responsibilities will include:

1. Facilitate

- a) Facilitate six (6) General Homeless Task Force Meetings
- b) Monthly Executive Meetings
- c) Coordination and participation in Subcommittees including Point In Time, Monitoring Team, HMIS, Community Awareness
- d) Act as a Liaison to the NY-505 Leadership Group and attend Monthly Operations Committee Meetings

2. Organization

- a) Preparing agenda items for General Homeless Task Force Meetings, Executive Committee Meetings and other local Task Force Meetings.
- b) Responsible for meetings minutes
- c) Update Bylaws and organizational structure
- d) Maintain organized files
- e) Submit Program and Fiscal Monthly Reports to the City of Auburn Planning Department

3. Technical Support

- a) Provide support to the Continuum of Care Notice of Funding Availability (NOFA)
- b) Assist the City of Auburn in reviewing and revising sections of the City of Auburn's Community Development Block Grant Consolidated Plan, Annual Action Plan and the Consolidate Annual Performance Evaluation Report (CAPER) that is related to Homeless and housing vulnerable related issues
- c) Field and record calls regarding homelessness and Fair Housing Issues.

IV. Submission Requirements

Proposals must include:

1. The nonprofit agency's name, mailing address, contact name (director), email address, and telephone numbers.
2. A list of all of the persons (including the director and any employees) to be involved in carrying out the proposed work, describing each person's qualifications and proposed involvement in specific tasks. Attach a resume for each person.
3. The proposed contract amount and a proposed payment schedule. You are encouraged to show detailed work hours and pricing related to the scope of work. Maximum available amount is **\$8,500.00**.
4. A list and description of similar work completed in the last five years. Describe any proposals written and/or experience in initiatives involving multiple entities and collaborative approaches.
5. Contact information for references from at least two organizations for which work similar to that proposed has been done. Include the reference's name, organization, telephone number and email address. For each reference, please describe how the work compares to that proposed.
6. Please provide one electronic copy and one hard copy to Renee Jensen, Office of Planning and Economic Development, 24 South Street, Auburn, NY 13021. Email: rjensen@auburnny.gov no later than **Monday, June 6, 2016 at 4:00pm**.

For questions regarding this Request for Proposal please contact:



Renee Jensen, Community Development Planner
Office of Planning and Economic Development
24 South Street
Auburn, NY 13021
315-255-4115