



OHIO

**Balance of State
Continuum of Care**

**Request for Proposals
Ohio Balance of State Continuum of Care
Strategic Plan**

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Purpose

The purpose of this Request for Proposals (RFP) is to obtain the professional services of a firm or individual, hereinafter referred to as the “Proposer”, to assist the Ohio Balance of State Continuum of Care (BoSCoC) and its partners within an 80-county geographic area to develop a strategic plan that will update our mission, vision, objectives, goals, and actions. The successful Proposer will partner with the BoSCoC to gather and analyze data on homelessness and housing instability, evaluate current system capacity data to identify gaps and unmet needs, and co-create an equitable strategy to ensure that the experience of homelessness is preventable and solvable.

Background

Continuum of Care

A Continuum of Care (CoC) is a geographically based group of representatives that carries out the planning responsibilities required by the U.S. Department of Housing and Urban Development’s (HUD) CoC Program. These representatives generally come from organizations that provide services to persons experiencing homelessness and entities that collaborate with homeless service providers to comprehensively strategize around addressing and ending homelessness within the CoC’s geographic area.

The Ohio Balance of State Continuum of Care

The Ohio Balance of State Continuum of Care represents the 80 largely suburban and rural counties in Ohio. Within these 80 counties there are approximately 400 homeless programs including emergency shelters, transitional housing, rapid re-housing programs, and permanent supportive housing. On any given day, these programs can serve over 7,700 persons experiencing homelessness.

The BoSCoC is competitively awarded around \$28 million annually to fund over 90 projects including Emergency Shelter, Transitional Housing, Rapid Rehousing, Permanent Supportive Housing, Supportive Services, Homeless Management Information System, and planning activities to support effective oversight and management of the homeless response system.

Ohio Balance of State Continuum of Care Homeless Planning Regions

The 80 counties within the Ohio BoSCoC are divided into 17 Homeless Planning Regions – see Figure 1. Homeless program representatives in these Homeless Planning Regions plan and coordinate local homeless systems and programs and are responsible for working with ODOD and COHHIO to ensure all HUD homeless program requirements are met.

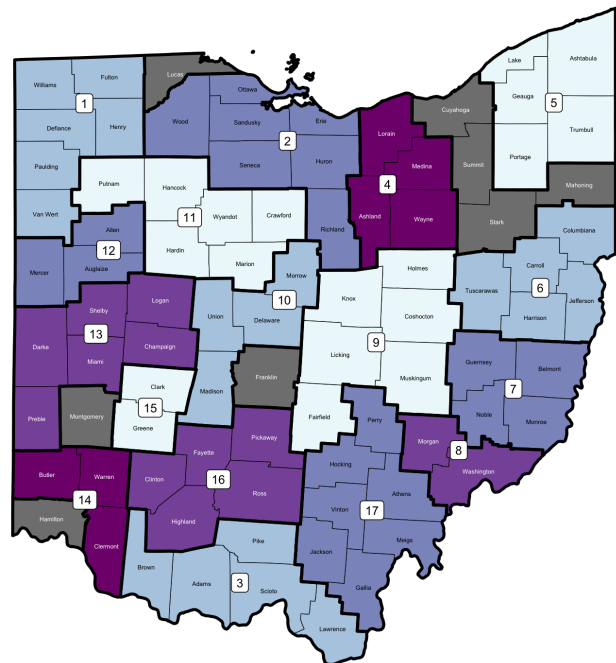


Figure 1. Ohio Balance of State Planning Regions, 2023

These Homeless Planning Regions are also responsible for meeting all requirements pertaining to state-level homeless program funding (funded through the Ohio Housing Trust Fund) administered by ODOD. These programs include the Emergency Solutions Grant Program (ESG), Homeless Crisis Response Program (HCRP), and the Supportive Housing Program (SHP). For these state programs, the Homeless Planning Regions and, in some cases, homeless services providers report directly to ODOD. More information about state-funded homeless programs can be found at http://www.development.ohio.gov/cs/cs_hshp.htm.

In sum, the Ohio BoSCoC Homeless Planning Regions help homeless services providers and communities meet the requirements of both their federal grant (HUD's CoC Program) and state grants (ODOD's ESG, HAGP, HCRP, and SHP).

Role of ODOD and COHHIO

The Ohio Department of Development, Office of Community Development (ODOD), has been designated by the Ohio BoSCoC Board to serve as the CoC's Collaborative Applicant and the grantee for the CoC Planning grant. Additionally, ODOD staff serve as co-chair of the Ohio BoSCoC Steering Committee and have a standing seat on all other BoSCoC committees/workgroups.

COHHIO provides primary staff support for all activities pertaining to the Ohio BoSCoC including facilitating CoC committee meetings, collecting and submitting PIT/HIC data to HUD, preparing the annual BoSCoC CoC application, and implementing all processes related to program performance management and improvement. COHHIO's Continuum of Care Director and Coordinators are the primary contacts for all Ohio BoSCoC work. As the Homeless Management Information System (HMIS) Lead and System Administrator, COHHIO staff also support all aspects of the CoC's HMIS implementation.

ODOD is also the state agency responsible for administering federal Emergency Solutions Grant funds and state homeless program funds. In this role, ODOD works to align state and federal program requirements and to ensure coordinated community planning across funding streams.

Previous Strategic Plan(s)

The Ohio BoSCoC Strategic Plan to End Homelessness was developed in 2013 and updated in 2016 to set a path to ending all homelessness in the Ohio BoSCoC in 20 years. While some modest progress has been made to reduce the experience of homelessness, for example among veterans, there are many parts of this plan that have not yet been achieved. The plan is available online:

<http://cohhio.org/wp-content/uploads/2016/09/Ohio-BOSCOC-Strategic-Plan-Updated-10.16-FINAL.pdf>

Selected regions within the Ohio BoSCoC were awarded Youth Homelessness Demonstration Program (YHDP) funding in Rounds, 1, 3, and 7. As part of those awards, the communities within the award sites developed Coordinated Community Plans that include objectives, goals, and action plans to prevent and end youth and young adult homelessness. These plans are also available on the COHHIO website:

Round 7 (2024) <https://cohhio.org/wp-content/uploads/2024/11/Youth-Lead-The-Way-CCP-Ohio-Balance-of-State-Round-7.pdf>

Round 3 (2020) <https://cohhio.org/wp-content/uploads/2020/05/Region-6-YHDP-CCP.pdf>

Round 1 (2018) <https://cohhio.org/wp-content/uploads/2018/04/FINAL-SEOH-YHDP-CCP-optimized.pdf>

RFP Timeline

12/16/24	RFP Release Date and Online Posting
12/16/24 to due date	RFP Questions Submission
1/31/25	Proposal Packages Due
2/1/25 to 2/14/25	Interviews, if needed
2/28/25 (or sooner)	Selection Announced
4/1/25 (no later than)	Contract Execution and Project Start

Scope of Work

The Ohio BoSCoC seeks a qualified consultant or team to conduct the following scope of work.

System-Level Review

- Create a system-level inventory of current programs and resources, both within and outside of the homeless response system in the BoSCoC, that can prevent and end homelessness, inclusive of program offerings and staffing models
- Review all BoSCoC governance policies and program standards
- Identify key organization (the BoSCoC as well as individual provider organizations) and community competencies – to prevent and end homelessness
- Review BoSCoC staffing roles and responsibilities
- Research relevant state and federal initiatives and strategies to prevent and end homelessness to situate the current state of the BoSCoC in the broader landscape of policy and practice

Data Analysis

- Use multiple data sources to describe the state of homelessness (how many people are at risk/experiencing homelessness, special populations) in the Ohio BoSCoC
- Use data to identify gaps in services and unmet needs
- Identify gaps and needs for various subpopulations

Strategic Planning Event(s)

- Determine a process to identify and convene stakeholders to participate in one or more planning sessions to review and refine the mission and vision of the BoSCoC, and then create objectives, goals, actions, and accountability measures that will fulfill that mission and vision
 - Due to the size of the BoS, some virtual work is expected, however for intentional engagement, at least one 6-8 hour planning session should take place in person.
 - This process must include the leadership of people with lived experience and people who are representative of those served in the Ohio BoSCoC, to ensure necessary skills and identities are present and leveraged in the strategic planning process

Plan Development

- Create a draft version of the plan for review by the BoSCoC staff, Board, and key stakeholders and host at least one public meeting to receive wider community feedback

- Plan should be inclusive, where appropriate, of previous YHDP Coordinated Community Plans
- Plan must include a roadmap, timeframe, and key roles and responsibilities (staff, Board, stakeholder) for achieving outcomes
- Incorporate edits from the core plan review team to create a final strategic plan document and presentation
- Present final plan in a public meeting

Project Management

- Hold regular check in calls with BoSCoC Director and core planning team
- Maintain a shared document management system/process in an accessible format

Other

- Propose any innovative or promising best practices that can inform and support a BoSCoC strategic plan to prevent and end homelessness

Timeline for Work

- The Ohio BoSCoC would like contract work to begin by April 1, 2025 and would like the work to conclude by December 2025. This proposed timeline may be negotiable.

Qualifications for Proposers

1. The Proposer must comply with applicable local, state and federal laws and regulations and meet applicable professional standards. Proof of insurance may be required at time of contracting.
2. The Proposer must be an equal opportunity employer and provide assurance that no person will be denied services on the basis of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.
3. The Proposer must have successfully completed similar work for at least one comparable organization within the last five years.
4. The Ohio BoSCoC Board or its representatives reserve the right to contact a Proposer for clarification of the proposal submitted and to reject any or all submitted proposals.

Submission Format and Due Date

1. A detailed work plan that describes how the Proposer will work with the BoSCoC to accomplish the scope of work. Work plan should include a description of process to be used, deliverables, and timeframes for each element in the scope of services. The timeline should indicate the length of time suggested for each activity and its beginning and ending point within the contract period. This work plan should also clearly articulate a process for applying a racial equity lens to the work and how the Proposer will ensure authentic collaboration with people with lived experience throughout the project.
2. The credentials, experience, and background of the Proposer. Preference may be given to proposals that include Proposer team members who have experienced homelessness and/or who have demonstrated experience working collaboratively with people with lived experience.
3. Detailed budget related to the deliverables in the work plan for the contract period.
 - a. The maximum proposed budget should not exceed \$75,000

4. Detailed descriptions of similar work, including information relating to the outcomes or success of the work. References from past employers or contractors should be included if possible. This work should provide
 - a. Evidence of experience conducting effective stakeholder engagement, particularly over a diverse geography.
 - b. Evidence of experience with data collection, analysis, and reporting, including experience with Homeless Management Information System (HMIS) or databases similar to HMIS.
 - c. Evidence of experience working with people with lived experience of homelessness or similar populations.
5. Other resources or capacities that the Proposer has to enhance the provision of this service.

Proposal packages must be submitted in a PDF by 1/31/25 to CoC Director ericamulryan@cohhio.org

Questions

Proposers may submit questions about the RFP to ericamulryan@cohhio.org at any point before the due date. Responses will be provided directly to the proposer via email and will also be posted to the CoC's website at <https://cohhio.org/boscoc/gov-pol/>.

Selection Process

Following submission of proposals, a selection team comprised of COHHIO staff and other relevant stakeholders will review the proposals using the selection rubric below, and, if needed, schedule interviews with Proposers. The selection team will recommend the best Proposer to the Ohio BoSCoC for consideration. Negotiations for contracting with the selected Proposer will be completed and the contract will be placed into effect at that time.

Selection Criteria Rubric

Item (points available)
Provided detailed work plan that addresses RFP (5)
Applicable credentials and experience (5)
Demonstrated completion of similar work (7)
Experience in data collection and analysis, including HMIS (4)
Experience working with PLE (3)
Detailed budget (3)
Preference items (points available)
Proposer/team has lived experience of homelessness (1)
Provided more than two reference projects and contacts (1)
Demonstrated understanding of racial equity lens (1)