

## Scope of Work

### A. Community-Based Planning Process for McKinney Homeless Assistance Competition

- Work with the Continuum of Care Committee (COCC) to plan and coordinate the county-wide meeting including but not limited to planning the agenda, convening the meeting and providing written summaries of meeting content and outcomes;
- Coordinate with the County and its homeless service and housing providers to identify gaps in homeless services;
- Assist in developing and refining application concepts;
- Provide ongoing technical assistance to the COC, including but not limited to, participation in planning meetings and researching specific issues.
- Complete an update to the CoC Strategic Plan, incorporating the components of the Federal Plan to end homelessness.

### B. Technical Assistance to McKinney Applicants

- Work with the County in reviewing and editing draft applications to assure consistency and compliance with HUD application requirements and the Continuum of Care;
- Assist in the development and implementation of threshold review standards for all applicants;
- If necessary, convene a technical assistance workshop to address application aspects including but not limited to leveraging, budgeting, program concept design and performance measures;
- Review application concepts/designs and provide feedback to applicants regarding the strengths and weaknesses of the program concepts and assist in refining concepts into workable, cost-effective programs;
- Provide technical assistance to project applicants in the preparation of their project exhibit;
- Review applications to ensure compliance with all HUD requirements, including a detailed analysis of the budgets and eligible activities;
- Assist the County with the final review of applications, editing to ensure completeness and accuracy of application submissions, and consistency with the local Continuum of Care;
- If necessary, provide extensive technical assistance to applicants who have less experience in the HUD application process, grant writing, developing program concepts, budgets and leveraging resources;
- Assist all renewal applicants in identifying their project match requirements as well as specific sources of funds to be utilized for the match;
- Provide technical assistance to McKinney grantees on preparation of their technical submission and APR and assist with questions relating to program compliance.
- Provide technical assistance to McKinney grantees regarding HUD CoC regulations; including contact with HUD representatives for clarifying the regulations and program compliance.

### C. Continuum of Care

- Review and recommend edits to the entire Continuum of Care Exhibit 1 document for the Collaborative Applicant. Includes reviewing existing narrative, responding to all application sections, coordinating data needs and public announcements as required in the federal regulations; and
- Assist in completing and/or writing portions of the CoC Exhibit 1.
- Work with the County in reviewing and analyzing the data collected from HMIS and homeless services providers for the Housing Inventory Chart, Point-in Time Count and APR Performance sections of Exhibit 1, as applicable.
- Bonus Projects

### D. Grant Writing

- Assist in the writing and preparation of grant submissions and applications for the following funding opportunities in the development of PA-502 Continuum of Care resources and other affordable housing opportunities:
  1. CoC Application
  2. Mainstream Vouchers
  3. PHARE Grant
  4. Others as agreed upon by both parties.

**E. Emergency Solutions Grant Program**

- Provide technical assistance to the County, as requested, regarding the HUD ESG funding. Technical assistance may include, but not be limited to, assistance with program design, implementation strategies, and monitoring plans/compliance reviews.

**F. Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act**

- Provide technical assistance and education and guidance to the CoC/County regarding updates, program changes, program improvements, etc. as requested, regarding the Hearth Act. Technical assistance may include, but not be limited to, assistance with evaluating the County's overall COC system and preparing recommendations for restructuring to meet the new Hearth Act requirements. TA may also involve assistance with program design, implementation strategies and monitoring plans/compliance reviews. TA to be provided to the Governance Board.

**G. Delaware County Youth Homelessness Collaborative**

- Provide technical assistance, guidance, strategic planning to the CoC and the Transition Age Youth (TAY) collaborative. Provide guidance in the implementation of the TAY Strategic Plan to End Homelessness Goal.