REQUEST FOR PROPOSALS

For the

Housing Needs Assessment, Gaps Analysis, and Funding Allocation Plan

Released November 16, 2022

The **City of Warren, Ohio,** as fiscal agent for the Warren Trumbull HOME Consortium, is soliciting qualified firms to submit proposals for professional services needed to complete a Housing Needs and Gaps Analysis for Trumbull County Ohio and assisting the City in developing a Funds Allocation Plan.

The Consortium is a recipient of an American Rescue Plan (ARP) Grant from the U.S. Department of Housing and Urban Development (HUD) for the intended purpose of providing homelessness assistance and supportive services to qualifying populations within its jurisdiction. As part of the Funds Allocation Plan the Consortium must evaluate the size and demographic compositions of the qualifying populations.

SCOPE OF SERVICE

A. Assist the City in evaluating the size and demographic composition of Qualifying Populations within the Consortium's boundaries (All of Trumbull County but excluding the Cities of Niles, Cortland, McDonald, and Girard) and assessment of the needs of those populations.

The Housing Needs Assessment and Gap Analysis must:

- Describe the size and demographics of the qualifying populations.
- Describe the unmet housing needs and service needs of the qualifying populations.
- Identify any gaps within the current shelter and housing inventory.
- Identify any gaps in the service delivery system.
- Prioritize needs.

The Qualifying Populations as defined by HUD are as follows:

1) Homeless as defined in 24CFR 91.5

2) At risk of Homelessness as defined in 24CFR 91.5

3) Fleeing or attempting to flee Domestic Violence, Dating Violence, Sexual Assault, Stalking (as defined in 24 CFR 5.2003) or Human Trafficking as outlined in Trafficking Victims Protection Act of 2000 as amended (22 U.S.C 7102)

4) Other populations requiring services or housing assistance to prevent homelessness and/or those with the greatest risk of housing instability (24 CFR 91.5)

The consultant should use current data, including Point in Time counts, housing inventory, and other data available through the Continuum of Care organizations, as well as consultations with service providers to quantify the individuals and families in the qualifying populations and their needs for additional housing shelter or services.

B. Assist the City in the preparation of the Funds Allocation Plan which will:

1) Describe the methods to be used in soliciting requests for funding and/or selecting developers, service providers, subrecipients, and contractors.
2) Describe how fund will be distributed in accordance with priority needs identified in the Needs Assessment and Gap Analysis
3) Describe the consultation process and methods used to arrive at the priorities
4) Estimate the number of affordable housing units the consortium will produce or support with ARP allocation
5) Set goals for achieving priority needs

C. Assist the City in providing for and encouraging citizen participation in the plan.

Please submit a price for all work to be performed as described in the Scope of Service.

The City of Warren also requests a Statement of Qualifications accompany the proposal that addresses the following: Contact Information, Qualifications and Experience, Personnel, References, and any Certifications and/or Licenses.

Please must submit one (1) hard copy and one (1) electronic copy of the proposal to the City of Warren's Community Development Department no later than 3:00 pm, Friday, December 02, 2022.

City of Warren, Ohio
Community Development Department
258 E. Market St., Suite 305
Warren, Ohio 44481
mkeys@warren.org

Submit all questions in writing to Michael D. Keys at the above address.