



OPTIMUM MANAGEMENT RESOURCES

Resource Development Services

Making Your Vision A Reality

Ms. Mary Keating, Director
Ms. Joan Fox, Administrator
DuPage County Community Services
421 N. County Farm Road, 3rd Floor
Wheaton, IL 60187

Dear Mary and Joan,

I would like to propose a contract as Continuum of Care Consultant for the DuPage County Homeless Continuum of Care effective for 2024.

The total amount of the proposed renewal contract is \$34,860. The total hours of deliverables will increase from 400 to 415 and specifics are noted on the following pages. This will include additional support for the Neighborly platform related to the CoC and increased time with the CoC Planner. The hourly rate will increase 5% from \$80 to \$84. The Continuum Planner and I will collaborate on all aspects of the NOFO competition. I will work in coordination with the Continuum Planner to provide training and continuity of process. This proposal will provide the CoC lead agency with ongoing oversight and consultation on all components of the annual HUD CoC competition. The components include application questions module, attachments, project eligibility and review, technical assistance to applicants, strategic funding decisions and the project priority listing module. It will also include a feasibility analysis of any additional NOFOs related to the DuPage Homeless Continuum. The contract deliverables focus specifically on the tasks necessary to complete the HUD Continuum of Care competition process.

The Continuum of Care (CoC) competition process involves over \$6 million in funding and 16-18 projects. New projects are also applied for each year. The application is submitted into the HUD esnaps internet based grants management system. Updates and enhancements in NOFO requirements, project types and esnaps require ongoing training.

I will continue to provide technical assistance on funding strategies for the most effective use of HUD funds and on recommendations moving forward in order to secure maximum points on the annual Continuum Consolidated application.

Thank you for your consideration. Please feel free to contact me at 630-926-5238 to discuss the proposal or e-mail me with any questions or comments. I appreciate the opportunity to work with you toward the continued success of the DuPage Homeless Continuum.

Sincerely,

Signature on File

Peg White Lijewski
President
Optimum Management Resources, Inc.

2024 NOFO DELIVERABLES	HOURS
1. Prepare Annual Notice of Request for CoC new and renewal Project Applications each year with guidelines and deadlines.	10
2. Prepare schedule of CoC competition deadlines.	10
3. Prepare annual HUD project renewal list with amounts and project descriptions after awards are announced.	5
4. Review and analyze the Homeless Populations data on the master HMIS PIT report and in HDX prior to submission. Consult with HMIS and CoC Planner on data revisions/questions, notes and methodology sections.	25
5. Review and analyze the Housing Inventory data on the master HIC HMIS report with comparisons/explanations and new projects verification prior to entry in HDX	15
6. Prepare Housing Inventory reports by Housing type for website.	10
7. Prepare Populations Charts for posting on website.	10
8. Complete PIT Comparison Summary report for the CoC after final submissions in HDX.	10
9. Complete 2024 HUD Grants Inventory Worksheet, ensuring all projects are included with correct funding amounts and completing any change forms to HUD field office.	20
10. Complete the annual CoC registration process and confirmation of geography and funding amounts in Esnaps.	5
11. Complete registration summary in Esnaps for final approval.	5
12. Review the update of the Continuum Applicant Profile in esnaps.	5
13. Complete a thorough reading and review of the 2024 HUD CoC Notice of Fund Opportunity and all Detailed Instructions modules. Complete a draft of all CoC application questions in Word to work outside of esnaps.	20
14. Prepare Continuum NOFO Notice of Local Competition after it is announced; including Bonus project rules and re-allocation rules based on complete review of HUD CoC Program Section.	10
15. Consult with applicants on the types of projects which are eligible, project budgets, and match requirements.	10
16. Prepare an esnaps Project application template for both new and renewal projects for agency applicants based on Continuum NOFO requirements.	10
17. Provide consultation and training to the project applicants on electronic application procedures, accurate completion of project application; leveraging questions; and the application submission process.	20
18. Provide a review of each HUD project application template with written feedback to applicants on corrections or additions via email prior to electronic data entry.	25
19. Provide complete Project List with tiering amounts to Leadership committee meeting.	5
20. Assist in reviewing project applications and provide technical assistance on tiering at the Leadership Committee Tiering meeting for determining project tiering order for the Project Priorities.	5
21. After Leadership decisions, complete final Project Tiering List, Projects Accepted memo, and Projects Rejected-Reduced memo with rationale for approval by CoC Lead.	15
22. Compile all required aggregate information from project applications and other sources needed for the consolidated CoC application.	10
23. Review all project submissions into Esnaps for accuracy and send back for amendment any project that requires corrections. Continue to review submissions till 100% accurate.	10
24. Obtain all required attachment documents, create cover pages, and review them to ensure they meet requirements.	15

25. Coordinate all required public postings of documents with Continuum Planner. Compile documents for the required public postings with instructions for the posting including dates and wording on the website. Work in coordination with CoC lead agency staff to provide training and continuity of the CoC application process.	15
26. Ensure complete electronic entry of the HUD Project Priority Listings module in esnaps in accordance with all guidelines and requirements. Ensure that projects submitted are accurately listed in funding priority order. Work in coordination with CoC lead agency staff to provide training and continuity of this process.	10
27. Ensure completion of the HUD Continuum Consolidated application and documentation requirements in accordance with all guidelines and attachment requirements. Work in coordination with CoC lead agency staff to provide training and continuity of process.	40
28. Complete any necessary revisions or modifications to all project applications, CoC Consolidated application, and Project Priority Listing and coordinate final electronic submission with CoC Lead. Work in coordination with CoC lead agency staff to provide training and continuity of this process.	10
29. Consultation with HUD regarding interpretation of regulations as necessary. Submit questions to help desk as needed in order to ensure correct interpretation of instructions and regulations and to correct glitches in esnaps.	5
30. Complete CoC Annual NOFO Report with recommendations and performance results after completion of the CoC application.	10
31. Based on NOFO, provide consultation and feedback to Leadership committee on revisions to the next year CoC Ranking Criteria to be consistent with HUD priorities. Consult with Planner on revisions to Business Plans and Cost Forms for next year.	5
32. Provide HUD grantees with ongoing technical assistance throughout application process.	10
33. Ongoing consultation with Continuum Planner and the designated staff in the DuPage County Dept of Community Services.	20
34. Oversight and review of Neighborly platform for the CoC Business Plan applications.	5
<i>TOTAL</i>	415 HOURS
415 X \$84 = 34,860	

SCHEDULE OF FEES

The total project cost will not exceed \$34,860 without an approved revision to this contract. Payments will be billed as activities are completed. All requests for payment will be accompanied by a detailed list of the scope of work for that time period. Invoices shall be paid within 45 days of submission.