SCOPE OF WORK
Homelessness Liaison / Coordinated Assessment Consultant

211 San Bernardino County
A COLLABORATIVE PROJECT OF THE UNITED WAYS SERVING SAN BERNARDINO COUNTY

Project Title: Coordinated Intake & Assessment
Position Type: Contract/Consultant Basis
Project Period: February 2015 – October 2015 (with a possibility of being extended up to 12 months)
Grant Funded Project Budget: $40,000 ($3149 additional for mileage, printing, water & snacks for meetings)

Project Background - On August 30, 2012, the United States Department of Housing and Urban Development (HUD) implemented the CoC (Continuum of Care) Interim Rule, which calls for Centralized Intake / Coordinated Assessment systems to be implemented by all Continuum of Care (CoC) programs and Emergency Shelter Grant (ESG) grantees by 2014.

The purpose of this system is to conduct an initial, comprehensive assessment of the housing and services needs for all people entering the local homeless assistance system, designed in response to local needs and conditions and including a locally designed, common assessment tool. CoCs are required under the interim regulation to develop a specific policy on how the coordinated assessment system will address the needs of people fleeing or attempting to flee domestic violence.

In addition, CoCs will be required to develop and follow written standards for how they plan to administer assistance through coordinated assessment. CoCs must develop standards for providing assistance including:

• Evaluating eligibility for assistance;
• Prioritizing who receives transitional housing;
• Prioritizing who receives rapid re-housing;
• Determining what percentage or amount of rent people receiving rapid re-housing must pay;
• Prioritizing people for permanent supportive housing; and
• If designated as an HPC (high-performing community), prioritizing who receives homelessness prevention assistance.

The San Bernardino County CoC already has an HMIS System, a 2-1-1 System, and a well-coordinated Domestic Violence Shelter System. Basically, the rest of the CoC is disconnected and uncoordinated. Limited HUD planning dollars, approved for United Way 211 by the County Board of Supervisors, have been obtained for this project, making this position possible.

Overview of Coordinated Intake & Assessment Project – The successful candidate with work closely with 211 Management staff and the Office of Homeless Services (and consultants) to spearhead the planning process of creating a Coordinated Assessment & Centralized Intake platform for the San Bernardino County CoC, based on the existing 211 and HMIS systems. Travel will be necessary to meet with and engage housing and other homelessness service providers, and other leaders and stakeholders, hold meetings, define and map critical path and essential path elements toward creating an effective system that meets HUD requirements and has the ‘buy-in’ of CoC partners and other key stakeholders. Work space and office equipment are provided at the 211 Call Center location in Rancho Cucamonga.

Homelessness Liaison / Coordinated Assessment Consultant Scope of Work – Groundwork leading to the successful implementation of a pilot Coordinated Intake & Assessment virtual portal:
1) Work closely with, and under the direction of the 211 Director
2) Research/identify best practices for Coordinated Intake & Assessment, analyzed for localization
3) Develop message points and implement communication plan to include NGO providers in critical design elements
4) Hold meetings with homeless providers to achieve equitable consensus for an effective coordinated assessment system that includes written standards for how to administer assistance and a locally designed common assessment tool
5) Develop MOUs to clearly define relationship between pilot partners
6) Interact with HPN (Homeless Provider Network) and other critical stakeholder organizations
7) Prepare messaging to inform and engage City and County personnel, elected officials and other stakeholders
8) Create stakeholder collateral for distribution
9) Arrange meetings/speaking engagements, and equip ICH and HPN members with materials, message points and background
10) Facilitate creation of quality assurance evaluation and improvement processes
Who Should Apply
Seasoned consultants or professionals with experience in building effective homelessness response infrastructure

Skills & Abilities
- Strong knowledge of homelessness and coordinated assessment processes
- Strong marketing/messaging skills
- Ability to persuade and facilitate collaboration to achieve consensus
- Well-developed organizational and time management skills
- Strong written and verbal communication skills
- Must be self-sufficient, able to work independently within a supervised framework

Application Deadline
Friday, January 30, 2014

How to Apply
Please send resume and cover letter to:
Gary Madden, Director
Inland Empire United Way
gmadden@ieuw.org