**Scope of Work/Proposal**

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From: Rebecca Pfeiffer Phone: 980.353.5874 Email: [Rebecca@fortisconsultingnc.com](mailto:Rebecca@fortisconsultingnc.com)

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To: Martha Sanders Phone: 417-667-7171 Email: [marthas@themosshouse.org](mailto:marthas@themosshouse.org)

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| **Project Description** | **Hours** | **Rate** |
| Work in collaboration with Missouri Balance of State Continuum of Care (MO 606) on the following activities:   * Develop detailed and annual calendars for CoC Lead/Collaborative Applicant and CoC responsibilities in conjunction with CoC Board/leadership. * Funding Applications and CoC Requirements * Review of 2024 Continuum of Care Consolidated Application and Priority Listing. * Align current and prospective strategies with funding applications requirements and best practices. * Review and/or assist with development of policies for local competition period (Reallocation, Review and Ranking Process, e.g.). * Provide Technical Assistance/examples for CoC competition New/Renewal scorecards. * Review/evaluate competition report, current system/strategies to improve data quality, outcomes, and project performance. * CoC Lead/Collaborate Applicant Responsibilities * Develop in coordination CoC Board/leadership a CoC project monitoring tool. * Develop in coordination CoC Board/leadership a Housing First monitoring process and Assessment tool. * Assist with the development of a project/program risk assessment tool. * Coordinated Entry (CE) * Assist with evaluation of current assessment/process including tool, access points, and prioritization. * Participate in ongoing Technical Assistance meetings and/or as needed with MO 606 staff. * Participate in additional meetings with MO 606 staff as needed. | Not to exceed 150 | $150/hour |

General Conditions

Hourly costs are per hour/per consultant. Fortis Consulting, LLC shall maintain insurance, System for Award Management (SAM) registration, and compliance with state and federal laws. Consultant will accurately maintain and preserve such records and statistics, and make, on a timely basis, such reports as staff may from time to time require.

Travel and Expenses

Travel costs and any related expenses will be the responsibility of the Consultant.