

Request for Proposal

OHIO COMMUNITY ACTION HOME RELIEF PROGRAM EVALUATION

*Deadline for applications Friday, **June 25, 2021, no later than 5:00 p.m.**

I. Background:

The Ohio Association of Community Action Agencies (OACAA) represents Ohio's forty-seven (47) locally governed Community Action Agencies (CAAs), covering all of Ohio's eighty-eight counties. CAAs are governed by boards made up of low-income people, local political leaders, and representatives of the private sector. They provide a comprehensive menu of cost-effective, one-stop services to help Ohioans on the path to self-sufficiency.

Since March 2020, the COVID-19 pandemic has affected the lives of everyone on the planet. It has impacted us, our friends and families and our communities. Due to the need to stay home, the disease has also impacted the economy. Much of the burden has fallen on the backs of families living in poverty, who struggled to make ends meet even before last year. As businesses were forced to close their doors and people lost their job or income, there was eventually fallout in the housing market. Specifically, the number of people at risk for eviction or foreclosure increased dramatically.

To address housing instability, the United States Congress passed a series of laws that provided funding for mortgage and rental assistance, administered by state governments. In Ohio, the following home relief programs are administered by the Ohio Development Services Agency (DSA): Coronavirus Relief Fund Emergency Services Program (CRFESP 1.0), Community Development Block Grant - Coronavirus (CDBG-CV 2.0) program, and the Consolidated Appropriations Act Home Relief Grant (CAA-HRG 3.0). It is possible that additional home relief funds might come in the future. Each program is funded by a different federal agency and is governed by different rules and regulations. All programs are designed to provide temporary financial assistance to homeowners and renters while the economy is recovering.

II. Purpose:

OACAA is seeking to engage an independent evaluator to assess the impact of Community Action's unprecedented investment in keeping people in their homes. This will include a final evaluation report, case studies and best practices.

III. Objectives:

1. High quality, publishable document demonstrating the impact of home relief services performed by Ohio's Community Action network
2. Determine evaluation framework which includes guidance on what type of data to collect as well as how often it should be collected and any tools that could be used to capture information.
3. Work will begin in July 2021. A full project timeline will be developed with OACAA after the consultant is selected.
4. The Evaluator will be expected to work with Community Action Agencies either through email/phone, video conferencing (e.g. Zoom) or by visiting sites. OACAA will assist in gaining access to the organizations and key personnel.

IV. Scope and Conditions

To be selected as the consultant, applicants should provide the following:

1. *Statement of Suitability* – The Statement of Suitability must include a detailed outline of the applicant's ability to perform the work showing past projects, consultancies, research, publications and other relevant information, including references. In particular, the applicants should describe their experience with program data evaluation.
2. *Work Approach* – The Work Approach needs to detail the way in which the applicant would approach the project. Given the geographic distribution of the program and other key stakeholders, the successful candidate will be required to communicate through email, telephone and in person.
3. *Team Curriculum Vitae* – The response must include Curriculum Vitae for the team showing each individual's suitability for the proposed work.
4. *OACAA Contract Compliance* – Applicants should warrant that they are willing to operate under a non-disclosure agreement.
5. *Budget and Milestones* - The proposal should include a work schedule including key milestone dates and a statement of proposed fees. The budget cannot exceed \$75,000.

V. Deadline / Requirements:

Due by June 25, 2021, interested applicants should submit proposals by email to phil@oaca.org to the attention of Phil Cole, Executive Director.