

New York State Homes and Community
Renewal

Office of Resilient Homes and Communities
(RHC)

Request for Proposals
(RFP) for Outreach

Renters' Relocation
Support

Ida Renter's Resilient
Housing Incentive
Program



**Homes and
Community Renewal**

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PURPOSE

Resilient Homes and Communities (“RHC”), an office of the Housing Trust Fund Corporation (“HTFC”) and as part of New York State Homes and Community Renewal (“HCR”), invites eligible applicants to apply to provide education, outreach and applicant support for the Ida Renter’s Resilient Housing Incentive Program (“RRHI”). This RFP describes the purpose for which the available funds are to be used and the methodology for disbursing those funds.

Through this RFP, RHC makes up to three hundred thousand dollars (\$300,000) available to eligible nonprofit organizations to provide services in Dutchess, Nassau, Orange, Rockland, Suffolk, and Westchester Counties. Westchester County has been determined by RHC to be most impacted and distressed, and therefore eligible applicants serving Westchester County will be awarded eighty percent (80%) of available funds or two hundred and forty thousand dollars (\$240,000) through this RFP.

Applications must be submitted via email to GOSR_Housing_Project_Delivery_Office@stormrecovery.ny.gov no later than 3:00 PM (EST) on June 23, 2023. The initial contract shall be for two (4) years, with the potential for an extension depending on the need and at the discretion of RHC staff.

PROGRAM OVERVIEW

The Renter’s Resilient Housing Incentive (“RRHI”) Program addresses issues of hazardous, substandard single-family (1-4 unit) rental housing impacted by flooding in Hurricane Ida. RRHI takes a two-pronged approach: relocation of flood effected tenants of rental units to flood-safe units and rehabilitation assistance to those tenant’s landlords to repair flood damage and make improvements to mitigate future flood impacts.

RRHI awards to eligible tenants and landlords will be issued by RHC and its partners. Funds made available through this RFP are for eligible applicants, as set forth below for the education, outreach and applicant support to RRHI.

BACKGROUND

Hurricane Ida made landfall in New York on September 1, 2021 causing record-breaking rainfall and widespread flooding throughout New York City, Long Island, and Mid-Hudson region. Nearly 12,000 homes and apartments were impacted by flood damaged with sixty-five percent (65%) identifying as homeowners and thirty-five percent (35%) identifying as renters.

The U.S. Department of Housing and Urban Development (HUD) allocated that the State of New York will receive \$68,228,000 in funding to support long-term recovery efforts following Hurricane Ida (FEMA DR-4615) through the Office of Resilient Homes and Communities (RHC). Community Development Block Grant-Disaster Recovery (CDBG-DR) funding is designed to address needs that remain after all other assistance has been exhausted. This plan details how funds will be allocated to address remaining unmet need in the disaster-impacted areas of Dutchess, Nassau, Orange, Rockland, Suffolk, and Westchester Counties.

To meet disaster recovery needs, the controlling statutes making CDBG-DR funds available have imposed additional requirements and authorized HUD to modify the rules that apply to the annual CDBG program to enhance flexibility and allow for a quicker recovery. HUD has allocated \$68,228,000 in CDBG-DR funds to the State of New York in response to Hurricane Ida (FEMA DR-4615), through the publication of the Federal Register, Vol. 87, No.100, May 24, 2022, and Federal Register, Vol. 88, No. 11, January 18, 2023. This allocation was made available through the Disaster Relief Supplemental Appropriations Act, 2022 (Pub. L. 117-43) approved September

30, 2021 (the Appropriations Act) and the Continuing Appropriations Act, 2023 (Pub. L. 117– 180) approved September 30, 2022 (the ‘‘2023 Appropriations Act’’).

New York State Action Plan for Disaster Recovery (‘‘Action Plan’’) outlines New York’s plan for expending Community Development Block Grant-Disaster Recovery (CDBG-DR) funds allocated by the U.S. Department of Housing and Urban Development (HUD) to support long-term recovery efforts following Hurricane Ida (FEMA DR-4615).

RHC may provide additional opportunities to administrators based on adjustments to the New York State Action Plan.

ELIGIBLE APPLICANTS

Eligible applicants are non-profit organizations, registered to do business in New York State, and whose service area includes one or more counties served by IHRR (Dutchess, Nassau, Orange, Rockland, Suffolk, and Westchester Counties). Eligible applicants must be HUD certified Rental Housing Counselors.

Competitive applicants must evidence capacity to perform the eligible activities listed below. Applicants may evidence capacity through in-house capacity or contracts, or by agreement or partnership with other non-profit, for profit, or government entities. RHC may consider capacity based on experience, technical approach, and cost-reasonableness.

RHC reserves the right to award multiple applicants based on geographic competency, ability to manage a particular component of the below-referenced eligible activities, or other criteria that result in the best value to the HTFC.

ELIGIBLE ACTIVITIES

Applicants will be supporting the administration of the program by provided the below services.

Applicants selected by RHC to administer the Renter’s Resilient Housing Incentive (the ‘‘Awardees’’) will be expected to work with RHC staff to create a work plan, which shall include the following activities (‘‘Scope of Work’’):

- 1. Outreach** – Renter/Landlord outreach and coordination will be required to provide the maximum amount of program assistance and to meet program goals. Awardees will:
 - a) Identify renters impacted by Hurricane Ida and living in flood effected conditions.
 - b) Supporting renters/landlords in completing an application in RHC’s system of record.
 - c) Maintain a phone line during business hours and make limited accommodations for after hours as requested.
 - d) Provide a physical meeting space for limited in-person application intake and case management.
 - e) Educate potential applicants on RRHI program features and requirements.
 - f) Provide application assistance which includes collecting and scanning applicant documentation.
 - g) Support the program in obtaining signatures.
 - h) Maintain daily activity logs for program staff and other outreach support documentation.
 - i) Create monthly reports on the progression and timeline of each application.

- 2. Translation and Interpretation** – Applicants selected must ensure program participants who call or contact the non-profit in person have access to a native-bilingual or professional-level proficiency Spanish

speaker/translator who is familiar with RRHI. Applicants must be prepared to facilitate the translation of outreach materials and in-person community meetings. Applicants must be able to facilitate access to a language line for languages other than Spanish.

3. **Rental Housing Counseling** – Applicants selected must be HUD certified in Rental Housing Counseling. Awardees will counsel program participants through the relocation and any financial or life changes that may result.

The awardee will not be required to issue payments, as the program will be administering funds directly to the renters/landlords.

ELIGIBLE COSTS

Applicants are required to provide a budget in their application.

Proposed budgets should include:

- Total award requested;
- Estimated number of households served, by county;
- Estimated costs include:
 - Staff time;
 - Program delivery costs;
 - Program designated phone line;
 - Advertisement for outreach.

PROPOSAL COSTS AND MATERIALS

RHC, HTFC and HCR will not be held liable for any cost incurred by the applicant for work performed in the preparation, production, or submission of a proposal in response to this RFP. All proposal materials and information submitted as part of the application shall become the property of HTFC. No materials, curricula, media, or other content will be returned to the applicant(s).

EVALUATION AND SELECTION CRITERIA

RFP Submissions will undergo an evaluation process conducted by a Review Committee (“Committee”). The Committee will evaluate RFP Submissions based on the qualifications of both the Applicant and its current personnel, which will include an individual’s experience at other firms during the relevant time period. The Committee will evaluate the RFP Submissions based upon the following criteria, not necessarily listed in the order of importance:

- Demonstrated experience, competence, expertise, and ability to provide the services described in the Eligible Activities section of this RFP;
- Historical performance on other HCR initiatives (if applicable);
- Cost effectiveness of the proposed budget;
- Diversity and commitment to equal employment opportunity, including MWBE and SDVOB programs;
- Overall organization, completeness, and quality of response, including cohesiveness and clarity of response;

- Interviews to clarify or expand on the RFP response (to be conducted at the discretion of HTFC).

HTFC may also perform a due diligence review of the items submitted in the Applicant’s Administrative Proposal that include, but are not limited to, corporate and individual employee references, findings of non-compliance or non-performance by HUD or another federal, state or local government agency, unresolved investigations or legal issues, audit findings, or other risk factors identified as part of a vendor responsibility.

Applicant proposals will be examined for completeness and eligibility. Incomplete proposals and those that do not meet eligibility requirements may be rejected as ineligible. Complete proposals and those that meet eligibility requirements will be reviewed and rated.

Applications should include a PDF attachment that responds to the following criteria. This PDF should not exceed four (4) pages in length. After initial scoring, supplemental information may be requested by RHC/HTFC Staff for tie-breaking purposes, if necessary.

Through an evaluation panel, RHC/HTFC will select the applicant(s) whose proposals receives the greatest number of points. The evaluation panel will establish a shortlist, either through a natural break in scores or a technically viable cut off technical score.

The maximum rating is 100 points.

Selection Criteria	Points Available
Capacity and Experience	25
Staffing Expertise	20
Approach and Methodology	25
Commitment to Compliance	10
Price	20
Total Points Available	100

1. Capacity and Experience (maximum of 25 points)

- a. Applicants with demonstrated success in community outreach will be scored favorably.
- b. Applicants who clearly and concisely demonstrate sufficient capacity for the efficient and timely implementation of RRHI will be score highly.

2. Staffing Expertise (maximum of 20 points)

- a. Applicant must provide a functional organizational chart of full-time staff proposed for the project.
- b. All staff proposed on the staffing plan and in the price, proposal will need to be assigned full time to this program

3. Approach and Methodology (maximum of 25 points)

- a. Applicants who presents a marketing plan and strategy for identifying participating renters/landlords will be scored highly.
- b. Applicants who demonstrate an existing inventory of potential renter/landlord participants.
- c. Applicants who leverage other resources, including but not limited to partnerships and/or collaborations with other local or governmental organizations will be scored highly.

4. Commitment to Compliance (maximum of 10 points)

- a. Applicants who demonstrate a commitment to complying with all applicable Federal, State, and local regulations, including M/WBE, SDOV and Section 3 income requirements will be scored highly.

5. Cost Reasonableness (maximum of 20 points)

- a. Applicants who submit an organized and cost-effective budget, as outlined in the Eligible Costs section of this RFP will be score highly.
- b. Applicants who demonstrates how they intend to staff performance of scope of services as required in this RFP which includes a Proposed Full Staffing will be scored highly.

RHC, HTFC and HCR reserves the right to:

- Award all, a portion of, or none of the program funds based upon funding availability, competitiveness of applications received, feasibility of achieving project goals and objectives and completing proposed activities;
- To change or disallow aspects of the applications and may make such changes conditions of its commitment to provide funding;
- To recommend funding in an amount less than requested;
- To not issue an award or grant agreement to any applicant if ineligible, or if it has been determined that the applicant is not in compliance with existing state contracts and has not taken satisfactory steps to remedy such non- compliance;
- Waive any requirement contained in this RFP;
- Revise this RFP from time to time;
- Extend the submission due date.

APPLICATION AND AWARD TIMELINE

HCR reserves the right to modify this schedule, at its discretion. Notification of changes in connection with this RFP will be posted and made available to all interested parties via <https://hcr.ny.gov/funding-opportunities> and <https://stormrecovery.ny.gov/doing-business-with-gosr/rfps>

Issuance of RFP	Monday, May 15, 2023
Deadline for Submission of Proposals	Friday, June 23, 2023 at 3:00 PM (EST)
Anticipated Preliminary Award Selection (Award(s) will be contingent on HCR Board approval, which may occur after this date)	Friday, July 16, 2023

AWARD RECOMMENDATIONS AND BOARD APPROVAL

Awards are recommended based on available funding, proposal quality and project feasibility as determined by the review and rating of an application. The evaluation and selection criteria are detailed in the RFP. Recommendations are advanced to the HTFC Board for consideration and the award must be approved by that Board prior to the execution of a grant agreement.

APPLICATION STATUS AND NOTIFICATION

Applicants will receive one of the notifications below in response to their application:

- **Incomplete:** Application presents potentially eligible project but provides insufficient information. Applicant will be provided an opportunity to submit additional documentation.
- **Non-Award Notification:** Application presents an incomplete, non-competitive, not viable project and will not receive an award under this RFP.
- **Preliminary Award Notification:** Application presents a complete, eligible, competitive, and feasible project. The project has been recommended to and approved by HTFC Board of Directors for funding.

PROGRAM GRANT AGREEMENTS

Awardees may be asked to revise parts of their proposal prior to entering into a program grant agreement. After any required revisions are submitted and approved, a final program grant agreement will be executed. The program grant agreement will require that Awardees expend all funds and meet all program goals within a two-year (2) term with the possibility for an extension, at the discretion of RHC/HTFC staff.

Applicant should not apply if the project will not begin within a reasonable time after receiving an executed grant agreement or will not be able to complete the project within the term. Funds remaining at the end of the term are subject to de-obligation and reallocation.

EQUAL EMPLOYMENT OPPORTUNITY/MINORITY AND WOMEN OWNED BUSINESS AND AFFIRMATIVE ACTION

Under Article 15A of the New York State Executive Law, all award recipients and their contractors are required to comply with the equal employment opportunity provisions of Section 312 of that Article. Also, all contractors and awardees are required to make affirmative efforts to ensure that New York State Certified Minority and Women-Owned Business Enterprises are afforded opportunities for meaningful participation in projects funded by HTFC pursuant to Section 313 of the Article.

All MWBE firms used to satisfy this requirement must be certified as such with the State's Empire State Development ("ESD"). All SDVOB firms used to satisfy this requirement must be certified as such with the State's Office of General Services.

Affirmative Action Policy Statement: It is the policy of the HCR to provide equal opportunity to all people without regard to race, color, sex, religion, age, national origin, disability, or sexual orientation.

COMPLIANCE WITH ALL FEDERAL AND NYS REQUIREMENTS

By submitting an RFP Submission, the Respondent acknowledges that, if awarded a contract, they will be solely responsible for ongoing compliance with any and all federal and State requirements related to the Scope of Work outlined or included in this RFP. The requirements included in this RFP are not necessarily comprehensive, and it is the successful Respondent's responsibility to remain knowledgeable of, and compliant with, any new or revised rules that are adopted during the life of the contract. Where there are contradictions between this RFP and Federal Law, Federal Law will prevail and control

QUESTIONS

Any questions regarding this RFP or the application process should be directed to:

GOSR_Housing_Project_Delivery_Office@stormrecovery.ny.gov