

New York State Homes and Community
Renewal

Office of Resilient Homes and Communities
(RHC)

Request for Proposals
(RFP)

Ida Housing Recovery
and Reimbursement
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 administer the Ida Housing Recovery and Reimbursement (“IHRR”) program. 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 expects to make up to fourteen million dollars (\$14,000,000) available to up to four (4) non-profit housing developers to provide service 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%) or eleven million two hundred thousand dollars (\$11,200,000) of available funds through this RFP.

Eligible applicants are invited to submit applications for funding to cover grants to eligible homeowners and for the anticipated costs associated with program delivery. 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, 2022. The initial contract shall be for two (2) years, with the potential for an extension depending on the need and at the discretion of RHC staff.

PROGRAM OVERVIEW

The Ida Housing Recovery and Reimbursement (“IHRR”) Program anticipates assisting approximately 260 storm-impacted residences: 140 residences through reimbursement, based on evidence of costs incurred to rehabilitate home damaged by Hurricane Ida, and 120 to repair homes damaged by Hurricane Ida. The program additionally provides in-home measures to improve resilience to flood inundation and to mitigate the impacts of future floods on habitability, including elevating mechanicals, electrical and plumbing mitigation, flood vents and backflow valves.

Applicants should indicate which eligible county they will service if awarded through this RFP. Eligible counties are Westchester, Dutchess, Nassau, Orange, Rockland, and Suffolk County.

Applicants selected to administer IHPP (“the Awardees”) will be expected to provide all necessary program administration services including, but not limited to, outreach and disaster case management, home damage assessments, environmental site hazard inspections, environmental review in compliance with the National Environmental Protection Act (NEPA), homeowner and tenant relocations in compliance with the Federal Uniform Relocation Act (“URA”), and construction management, including assisting eligible homeowners with developing construction scopes, hiring architecture and design services, municipal and other government permitting, and full construction oversight to result in a turnkey rehabilitation.

Further details on scopes of work are listed in the eligible activities section below.

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 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).

ELIGIBLE APPLICANTS

Eligible applicants are non-profit housing developers, 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).

Competitive applicants will be able to bid out scope for construction services, provide construction oversight, and for ensure vendors have secured and met bonding, insurance, and compliance (MWBE/Section 3) requirements.

Competitive applicants must evidence capacity to perform the eligible activities listed below. Applicants may evidence capacity through in-house capacity or contracts, or 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 needs, 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

Awardees will be expected to work with RHC staff to create a work plan, which shall include the following activities (“Scope of Work”):

Case Management

Awardees will provide outreach efforts to help identify homeowners impacted by Hurricane Ida. Case Management will be required to familiarize themselves with program requirements and the system of record to

supporting homeowners in completing the application process. Awardees will be required to maintain a phone line and a case management space for limited in-person application.

Program application assistance will include collecting, reviewing, evaluating, and scanning homeowner documentation. Initial application reviews will include confirmation of eligibility, income, and duplication/verification of benefits. Upon determination of eligibility further homeowner assistance will be required based on program selection.

To facilitate reimbursement, case managers will be required to collect receipts in accordance with federal regulations, conduct review of submitted receipts, determine eligibility, submit payment requests for costs incurred to the homeowner, and track for payments. Coordination will also be required to generate applicant agreements and to obtain signatures before disbursements are made. Prior to disbursements, Case Management will coordinate with the program to conduct a closeout review. Case Management will ensure disbursement(s) are not made above the award cap.

To facilitated construction, case managers will be required to coordinate communication between homeowners and the construction team to assist with scheduling and to ensure rehabilitation progression. Construction may trigger the “Uniform Relocation Act”, for which coordination and assistance for owner occupants and tenants will also be required.

All processes must be written in a standard operating procedure and maintained on an annual basis, or upon significant change in the process.

Construction

Pre-development Activities

Awardees will provide services to complete construction to improve residences resilience to flood inundation and to mitigate the impacts of future flooding.

Awardees will oversee the pre-development process including inspections, design, budgeting, permitting, environmental assessment, appraisals, and other required due diligence to secure funding from HTFC or other needed sources.

Awardees will secure services of an inspection vendor to conduct an initial damage assessment, inspections, and draft costs estimates, as required, and deemed fit to meet program requirements.

Awardees will secure the services of appropriate design professional(s). Each property must have plans and an identified scope, which complies with design standards approved by local building officials, meets environmental requirements, and conforms to RHC policy. Design vendors may be required to propose scopes of work, obtain surveys, certificates, provide plans and specs, and file permits as required by the municipality.

Awardees will secure a construction vendor to complete identified and program approved scope, which includes providing rehabilitation and mitigation services for homes damaged by Hurricane Ida.

All vendors must have and maintain the appropriate licenses, certifications, insurances and registrations required by the State of New York, or municipality where the project is conducted. All vendors must pass the requisite background checks.

Construction Oversight

Awardees will oversee all aspects of the construction process from contractor bidding and selection, compliance with MWBE utilization standards, general construction oversight and coordination between property owners and contractors, preparation of payment requests and other essential activities to ensure efficient construction for each home.

Awardees will provide monthly reports on the progression and timeline of each project, detailing any impacts to the critical path, also ensuring projects do not exceed the allowable award cap and remain within the allowable scope.

Environmental

Where applicable environmental inspections, testing, surveys, and clearances will be required. Upon initial inspection the development of the Tier II checklist outlining all environmental standards will be required.

Environmental testing can be inclusive of testing for lead, asbestos, radon, and mold. Floodplain and wetland management may require maps, datasheets, delineations, and/or photographs. Awardees may be required to perform historic and archaeological surveys. Upon testing for positive site hazards the awardee will coordinate on remediation and testing for clearance.

Awardees must ensure that work is completed by applicable staff and necessary licenses, permits, certifications, and insurance are on file.

Construction Closeout

Awardees and their partners must collect all documents and meet all requirements to closeout construction activities. This includes but is not limited to:

- Permit Closeout
- As-Built Plans
- Evidence to ensure the project meets environmental requirements
- Copies of all warranties and guarantees of work
- Confirmation of satisfaction property owner
- Other documents as requested by the program to ensure a CDBG-DR-compliant closeout, including recording a restrictive covenant on properties.

ELIGIBLE COSTS

Applicants are required to provide a program budget in their application. Proposed budgets should include:

1. Total Award requested
2. Administrative costs (not to exceed 5% of budget)
3. Program activity costs (not to exceed 13% of budget) including:
 - a. case management
 - b. program management
 - c. pre-construction costs
4. Estimated Permitting Costs

5. Estimated costs to rehabilitate areas within the home impacted by flood damage
6. Estimated costs of elevating mechanical, electrical and plumbing facilities, as applicable
7. Estimated cost for major home reconstruction or elevation

Award requests should not exceed \$400,000 for a major home elevation or reconstruction.
Awards should not exceed \$50,000 for minor repairs or mitigation of flood damage.

Funds will be paid as Awardees achieve milestones in the program delivery. Fund will be disbursed on a cost incurred or reimbursement basis. Disbursement schedules will be determined by RHC staff prior to the execution of a program Grant Agreement.

PROPOSAL COSTS AND MATERIALS

RHC, HTFC nor 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.

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 the Agencies).

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 eight (8) 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 Proposal 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 who demonstrate experience in executing the Scope of Work, outlined in this RFP will be scored highly.
- b. Applicants who clearly identify the ability to provide sufficient capacity for the efficient and timely implementation of the program 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. Applicant will be scored based on the qualifications and education requirements of Key Personnel, length of employment and history of proposed individuals with the proposing firm

3. Approach and Methodology (maximum of 25 points)

- a. Applicants who present a marketing and outreach strategy for identifying participating homeowners will be scored highly.
- b. Applicants who have an existing inventory of potential homeowner participants may be score favorably.
- c. Applicants who leverage additional resources, including but not limited to partnerships and/or collaborations with other experienced companies or organizations for any or all aspects of program management

4. Commitment to Compliance (maximum of 10 points)

- a. Applicant who demonstrates a commitment to complying with all applicable Federal, State, and local regulations, including M/WBE, SDBOV and Section 3 income requirements will receive the most points.

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 submit administrative and program delivery budgets that represent hourly rates for each labor category.
- c. Applicant demonstrates how they intend to staff performance of scope of services as required in this RFP which includes a Proposed Full Staffing Plan that covers the entire two-years of the program

All completed applications will be reviewed and scored.

RHC and HTFC 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 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 AGREEMENT

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 HTFC staff and agreed upon in writing by the parties.

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 applicant 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 applicant'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