

Greenpoint Williamsburg Tenant Assistance Services Concept Paper

1 - Purpose of the RFP

The New York City Department of Housing Preservation and Development (HPD) is seeking one or more appropriately qualified local community based organizations (CBO's) to provide Greenpoint Williamsburg Tenant Assistance Services.

These services are for residential tenants vulnerable to displacement and/or harassment that may occur as a result of the zoning changes in the Greenpoint Williamsburg areas, in the census tracts of Community Board 1 (CB 1), in the borough of Brooklyn. .

These services include:

- identify at risk and potentially at risk residential tenants currently residing in each census tract of the Greenpoint Williamsburg areas;
- provide education on legal rights and on the new Uniform Land Use Review Procedure (ULURP) Anti-Harassment provisions; ;
- provide information and counseling on available, affordable housing opportunities; and
- provide limited relevant legal consultation services ..

2 - Planned Method of Evaluating Proposals

All proposals accepted by the Agency will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by the Agency to be non-responsive will be rejected. The Agency's Evaluation Committee will evaluate and rate all remaining proposals based on the following evaluation criteria:

- Demonstrated quantity and quality of successful relevant experience
- Demonstrated level of organizational capability
- Quality of proposed approach

It should be further noted that HPD is planning to establish uniform unit prices that will be paid to all successful (selected) proposers to the RFP. To this end, the Price Proposal Sheet will contain unit prices to be paid and proposers will be required to propose the number of services (Level of Effort) to be provided for each line item over the course of the contract(s) period of performance.

3 – Proposed Term of the Contract(s)

July 1, 2007 thru June 30, 2009 (24 months).

4 - Procurement Timeline

It is currently anticipated that the RFP will be released at the beginning of December 2006. A Pre-Proposal conference will be scheduled approximately two weeks from the RFP's release date and proposals will be due for receipt approximately three weeks after the conference. HPD anticipates commencement of services will be July 1, 2007

5 - Total funding available/sources of funding

It is anticipated total payment for all contracts awarded from this RFP will not exceed two million dollars (\$2,000,000). Funds are to be provided through Expense Tax Levy.

6 - Anticipated number of contracts

The proposed contracts are anticipated to cover all 54 Census Tracts located within CB 1, Brooklyn. The RFP will stipulate that proposers can submit one proposal covering one or more Census Tracts. At this time, the Agency cannot project the number of contract awards to be made.

7 - Average funding level of contracts

The contracts will be funded over the course of two fiscal years (FY 08 & 09).

8 - Anticipated funding minimum/maximum/ranges per participant

Average funding levels and minimum/maximum ranges per participant cannot be determined at the present time since HPD can neither anticipate the number of providers who will submit proposals nor anticipate in what combination census tracts will be proposed.

9 - Funding match requirements (if any)

Not Applicable

10 - Proposed program model or program parameters

A - Contractor Qualifications:

It is anticipated that the RFP would require that proposers:

- Be a nonprofit Community Based Organization (CBO). A nonprofit organization is defined as one that has received a federal tax-exempt designation, under Section 501(c) (3) of the Internal Revenue Code, from the U.S. Internal Revenue Service. A CBO is defined as a private, nonprofit entity representative of a community or significant segment of a community that provides services to individuals within the community. Upon HPD's request, the proposer must provide a copy of the 501(c) (3) certification.
- Have at least two (2) years successful experience operating as a nonprofit organization prior to the submission of the proposal(s) and at least two (2) years successful experience working in the public sector with low and moderate-income clients.
- Would demonstrate its capability and capacity to communicate effectively in providing all services to residential tenants within the census tract(s) who are not proficient in English.
- Would demonstrate its capability to instruct all residents in each census tract of the Anti-Harassment provisions and the identified legal rights that are to be included in educational services.
- Would demonstrate it has established office space within CB1 Brooklyn.

B - HPD'S Program Model/Parameters in having its goals and objectives met through this

RFP would be to:

- **Identify at risk and potentially at risk residential tenants currently residing in each census tract of the Greenpoint Williamsburg areas (CB1) in Brooklyn that are at risk of displacement and/or harassment. The CBO would assess the vulnerability of all the residential tenants currently residing in the census tract(s) to displacement or harassment as a result of the recent rezoning in the Greenpoint Williamsburg area.**

(1) - Perform Surveys:

It is anticipated that RFP would require

- The CBO conduct an initial survey(s) to assess the vulnerability of all residential tenants to displacement and/or harassment in each census tract for which they are awarded a contract. The CBO would describe in its proposal the methodology for conducting and content to be contained in the initial survey report.
 - On a quarterly basis, seven times throughout the contract period of performance, the CBO would describe its approach to update the information contained in the originally issued survey report(s) for all tenants, within each census tract to reflect any new developments that necessitated a reassessment and identification of additional residential tenants vulnerable to displacement and/or harassment.
- **Educate at risk and potentially at risk tenants in each census tract of CB1 in the borough of Brooklyn of their legal rights and on the new Anti-Harassment provisions recently approved through Uniform Land Use Review Procedures (ULURP).Education.**

(1) – Education:

It is anticipated that the RFP would require proposers to describe and demonstrate their approach for:

- Preparation and distribution of educational materials containing information on applicable legal rights and the Anti-Harassment Provisions approved through ULURP for the upland areas.
 - Conducting classes/meetings for both residential buildings and individual tenants identified at risk to displacement and/or harassment.
 - Dissemination of information in English and in a language comprehensible to residential tenants not proficient in English.
- **Assist displaced or soon to be displaced residential tenants in each census tract of CB1 in the borough of Brooklyn in finding affordable housing by providing them with information on available, affordable housing opportunities and helping**

them in getting placement by counseling them in housing opportunity related matters.

(1) - Tenant Assistance:

It is anticipated that the RFP would require proposers to describe and demonstrate their approach for:

- Assisting/counseling displaced or soon to be displaced CB1 residential tenants to find affordable housing
 - Counseling tenants in housing opportunity related matters.
 - Maintaining a database of all tenants who were either identified as at risk tenants or those who came to the CBO seeking assistance due to displacement or pending displacement.
 - Developing, maintaining and updating a database of current, affordable housing opportunities for tenants seeking assistance.
 - Providing counseling and assistance in English and in a language comprehensible to residential tenants not proficient in English.
- **Provide legal consultation services to residential tenants to prevent their displacement and/or harassment in addition to educating them regarding their legal rights.**

(1) - Legal Assistance/Consultation Services

It is anticipated that the RFP would require proposers to describe and demonstrate their approach for

- Providing legal consultation services only after tenants have been educated regarding their legal rights and have exhausted all other alternative sources for low-cost or no-cost legal assistance.
- Referring tenants to alternative sources prior to providing any legal consultation services.
- Providing counseling and assistance in English and in a language comprehensible to residential tenants not proficient in English

11 - Site(s)

HPD intends to make a sufficient number of awards to provide adequate service coverage to each census tract within Community Board 1 (CB1) in the borough of Brooklyn. The Agency also reserves the right to award a census tract(s) to a proposer for which they did not propose. Proposers will be given the opportunity to indicate in their proposal submission whether or not they would be willing to serve a census tract which they did not initially propose.

12 - Service hours

The contractor's office(s) and any other space used on a temporary basis for provision of services would be easily accessible to the targeted public, handicapped accessible, and open to the public during regular business hours (Monday through Friday, 9:00 a.m. to 5:00 p.m.), exclusive of holidays.

13 - Participant population(s) to be served

The participant population(s) to be served include at risk and potentially at risk residential tenants in each census tract of Community Board 1 (CB1) in the borough of Brooklyn.

14 - Participant minimums and/or maximums

HPD anticipates that the proposals submitted, indicating the levels of efforts (services) to be provided, will establish the basis for participant minimums and serve as a basis for negotiations with those proposers determined to be in the competitive range relative to the level of services being offered.

15 - Vendor performance reporting requirements

THE RFP contemplates that the successful providers would prepare and provide HPD with quarterly reports for each service required. Prior to commencement of services, HPD will provide the exact format for each report. The RFP contemplates the following reporting requirements:

- **Assessment of Census Tract Tenants At Risk or Potentially At Risk to Displacement or Harassment**
- **Tenants Educated in Legal Rights and Anti-Harassment Provisions**
- **Assistance Provided to Tenants in Finding Affordable Housing Opportunities**
- **Legal Consultation Services Provided**

16 - Comments

Please provide written comments to HPD, at the following address, no later than December 1, 2006:

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