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Lead & Healthy Homes Program
Pre-Proposal Submission Virtual Workshop

Application Intake and Eligibility Screening RFP

July 8, 2020
10:00am

Agenda

- Welcome & Introductions
- Logistics
- City of Durham Affordable Housing Goals
- Lead-based Paint Hazard Reduction & Healthy Homes Grant
- Overview of Request for Proposal
- Request for Proposal Schedule
- Summary
- Questions and Answers



City of Durham Affordable Housing Goals



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City of Durham Affordable Housing Goals

1. Preserve and expand supply of affordable rental units and rental assistance, with a focus on households <50% Area Median Income (AMI).
2. Maintain affordability and protect very low-income households in neighborhoods experiencing significant housing cost increases.
3. Engage the larger Durham community to make affordable housing a citywide priority.



Lead-based Paint Hazard Reduction (LHR) and Healthy Homes Grant

- Awarded by the U.S. Department of Housing and Urban Development (HUD) in the amount of \$3,258,748, which consists of federal funds and City of Durham General Funds.
- **Purpose of the funding:**
 - Protect children 6 and under and their families from Lead-based paint hazards.
 - Rehabilitate homes to provide safe and healthy housing for low income residents.
 - Provide Lead Inspection, Risk Assessments and Remediation.



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Overview of Request for Proposal (RFP)



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Overview of RFP

- The successful applicant for **Application Intake and Eligibility Screening** services will administer client screening in partnership with the City of Durham and its contracted vendors.
- The contract will have a maximum (ceiling) value of **\$80,000**.
- As a result of this award, **116 households** must be deemed eligible for program participation.



Scope of Work

- Provide application intake and income determination following HUD Part 5.
- Schedule and conduct intake interviews with applicants, explain program requirements and procedures, document applicant income and assets.
- Verify application information as needed.
- Review Healthy Homes checklist with participants to identify home health concerns.
- Notify applicants of eligibility or non-eligibility.



Scope of Work (cont.)

- Forward a copy of each completed application and eligibility documentation to the Program Manager.
- Collaborate with Program Manager, Rehab Specialist and Contractors as needed.
- Maintain client confidentiality and ensure no client-specific information is disclosed to any party outside those officially involved in the performance of the tasks critical to this project.
- Develop or maintain a process to securely store, at all stages of the project, hardcopy and electronic project information and work products that contain confidential data until turned over to the City or at the end of the contract.



Primary Audience

- Low income homeowners of properties built before 1978.
- Households where children birth through ages 6 reside or spend a significant amount of time (15 hours or more per week).
- Owners of high-risk properties (properties where elevated lead levels have been detected or suspected).
- Homeowners whose gross household income does not exceed 80% of the Area Median Income (AMI) for the Durham Metropolitan Statistical Area (MSA), based on household size.



Primary Audience (cont.)

- Rental properties must meet all property requirements and renter's income must meet household income requirements.
- At least 50% of the units must be occupied by or made available to families with incomes at or below 50% of the area median income level. The remaining units shall be occupied or made available to families with incomes at or below 80% of the area median income level.
- In all cases the landlord shall give priority in renting units assisted under this section, for not less than 3 years following the completion of lead abatement activities, to families with a child under the age of six years.
- Buildings with five or more units may have 20% of the units occupied by families with incomes above 80% of area median income.



Proposed Contract Type

- The City expects to negotiate a firm fixed fee and enter into a contract for Application Intake and Eligibility Screening Services selected through this RFP.
- This contract is expected to have a duration of 30 months.
- The contract will have a maximum (ceiling) value of \$80,000. The contract may be renewed, based upon performance and need.



Equal Business Opportunity Program (EBOP)

- City of Durham ordinance providing contracting opportunities for economically disadvantaged businesses (Sec 18-51).
- The City of Durham Equity & Inclusion Department sets goals for the City, including all City RFPs. No contracting goals have been set for this RFP.
- HUD Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.



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Minimum Requirements

- Eligible applicants include nonprofit and for-profit development entities. “Non-profit” means having a 501c (3) tax exemption notice from the IRS.
- The successful applicant must have relevant experience with Application Intake and Eligibility Screening services.
- Applicants must demonstrate significant experience providing Application Intake and Eligibility Screening services to a diverse population, especially low-income households and households with young children.



Minimum Requirements (cont.)

- Applicants must have last two years audited financials, or financial statements prepared by a CPA.
- Applicants must submit a signed and notarized cover letter as a PDF via **email by the submission deadline**. The letter should state they have the authority to submit a response to the RFP and they accept all of the terms and conditions in the RFP.
- Applicants must submit proposal package as a PDF via **email by the submission deadline**.



RFP Process and Timeline



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Proposal Process

- RFP describes information to be included in the Proposal Application.
- Proposal Applications should be submitted in PDF Format via email to Terri Porter Holmes at: CommunityDevelopment@Durhamnc.gov.



Evaluation Criteria

1. Experience managing similar Application Intake and Eligibility Screening activities in the past three years.
2. Qualifications and experience of key personnel.
3. Experience managing federal, state, or local funding appropriately.
4. Experience working in Durham or in cities similar in size and urban context to Durham.



Evaluation Criteria (cont.)

5. Proposed plan for delivering requested services.
6. Participation of underutilized minority and women-owned business enterprises and compliance with HUD Section 3 requirements.
7. Cost proposal for completing each task.



RFP Timeline

Date	Action
June 29, 2020	RFP Issued
July 8, 2020 at 10:00 am	Pre-Proposal Application Workshop
July 8, 2020 - July 15, 2020	Written Questions and Response Period
July 22, 2020	Written Questions and Responses Posted
July 31, 2020 at 3:00 pm	Proposal Applications Due
August 3, 2020 – August 7, 2020	Evaluation of Proposals Period
August 12, 2020	Notification of Ineligible Proposals
August 14, 2020	Notification Issued of Selected and Non-Selected Firms
October 2020	Anticipated Execution of Contract

How Can Proposals be Submitted?

- Applicants must complete and submit proposals in PDF format via email to:

Terri Porter Holmes at CommunityDevelopment@Durhamnc.gov

- The RFP is located on the following City Website:
<https://durhamnc.gov/445/Community-Development>
- Proposals **must** be:
 1. Complete
 2. Responsive
 3. On Time



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When are Applications Due?

All Proposal Applications are **DUE** no later than

July 31, 2020 at 3:00 pm

Late Proposal Applications will **not** be considered **and** deemed ineligible.



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Got Questions?

RFP Scope of Work questions must be submitted in writing:

July 8, 2020 - July 15, 2020

via the following link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=gu99KTmUiEOoCDVIpOz0fdbuOEsiVh1KprrbQr9Ee0hURUdOWURQSFpFSzg5R1AyOUdKRTBNUjM0Mi4u>



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General Questions?

Contact:

Terri Porter Holmes

CommunityDevelopment@Durhamnc.gov

or

(919) 560-4570 ext. 22230



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