



**COMMUNITY DEVELOPMENT**

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CITY OF DURHAM

Pre-Proposal Submission Virtual Workshop

**Minor Repair Program and Application Intake for  
Substantial and HOME Consortium Rehabilitation Programs**

September 21, 2020

2:00 PM

# Agenda

- Welcome & Introductions
- City of Durham Affordable Housing Goals
- Overview of Request for Proposal
- RFP Process and Timeline
- Questions



# 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.



# Overview of Request for Proposal (RFP)



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# Overview of RFP

- The Community Development Department (CDD) is soliciting proposals from organizations interested in 1) providing **Minor Repair** services for low-income elderly and disabled homeowners in Durham, including application intake and determining income eligibility, and 2) providing **application intake** and determining income eligibility for the City and County of Durham **Substantial Rehabilitation Program** on an as needed basis.
- This will be a two-year contract.
- Applicants must be able to perform both tasks.



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# Scope of Work

## Task 1: Minor Repair

- Market minor repair program
- Provide application intake
- Determine income eligibility following HUD Part 5 rules
- Provide minor repair services for low-income elderly and disabled homeowners

## Task 2: Intake for Substantial Rehabilitation:

- Identify houses/homeowners in need of substantial rehabilitation
- Provide application intake and income determination following HUD Part 5 rules
- Complete preliminary assessment of home



# Primary Audience

- Owner(s) must be age 62 or older or disabled with documented benefits (SSI or SSDI).
- Eligible homeowners must have a gross household income that does not exceed 50% of the Area Median Income (AMI) for the Durham Metropolitan Statistical Area (MSA), based on household size.
- Homeowner's Liquid assets may not exceed \$20,000.
- Owner(s) must currently occupy the home as their principal residence, and have occupied the residence for the previous 1 year. Owner cannot own another residential property.





# Primary Audience (cont.)

- Owner(s) who do not reside in their home at the time of application because of an emergency must be able to move back into their home within thirty (30) calendar days, or upon completion of the minor repair work that has been performed.
- If there is a mortgage or mortgage(s) that exists on the home, all mortgage payments must be current with no late fees at time of application.
- Property Taxes must be current at time of application, or a payment arrangement with the Durham County Tax Administration Office must already be in place.
- A homeowner cannot be in bankruptcy and participate in this program. If the homeowner has been in bankruptcy, the terms of the bankruptcy must have been met, and the applicant must provide a letter of satisfaction from the bankruptcy court



# Proposed Contract Type

**Task 1 - Minor Repair:** The City anticipates making two-year awards totaling approximately **\$700,000**, or **\$350,000 per year**. The source of funds is expected to be the Dedicated Housing Fund. The City anticipates making 1-2 awards for this funding. **A minimum of 60 homeowners** must be served with this funding. City funding will be in the form of a grant.

**Task 2- Intake for Substantial Rehabilitation:** Applicants should indicate in their application the amount of funding requested to carry out application intake for the City and County Substantial Rehabilitation Program. The City anticipates making a two-year award for this activity. The City anticipates receiving **10 homeowner qualified applications** for projects within the City limits per year, and up to **3 qualified applications** per year from homeowners living in unincorporated Durham County. The source of funds for application intake services is expected to be the Dedicated Housing Fund. City funding will be in the form of a grant.



# 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.
- All applicants must submit the following forms found in the EBOP Professional Services Forms package included in the RFP:
  - Participation Documentation
  - Employee Breakdown



# Minimum Requirements

- Eligible applicants include nonprofit and for-profit development entities. “Non-profit” means having a 501c (3) tax exemption notice from the IRS.
- Applicants must have experience with the delivery of minor repair services to low-income households, as specified in this RFP,
- Applicants must have experience with application intake for home repair and/or rehabilitation, including determination of income eligibility following HUD Part 5 requirements.
- Applicants must have last two years audited financials, or financial statements prepared by a CPA as specified in this RFP.
- Applicants must submit a signed and notarized cover letter. 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. This includes the description of services and the provisions of the contract to be signed.



# Evaluation Criteria

- Experience managing similar repair and rehabilitation activities in the past 3 years
- Qualifications and experience of key personnel
- Experience with application intake and screening for repair and rehabilitation programs, including determination of income eligibility using HUD Part 5
- Experience managing federal, state, or local funding appropriately
- Experience working in Durham or in cities similar in size and urban context to Durham
- Proposed plan for delivering requested services
- Ability to leverage City funds with other repair funds to expand the number of homes served and/or scope of repairs undertaken
- Participation of underutilized minority and women-owned business enterprises and compliance with HUD Section 3 requirements



# 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 ZoomGrants via the following link:  
<https://zoomgrants.com/gprop.asp?donorid=2251&limited=2633>



# RFP Timeline

Date	Action
September 9, 2020	RFP Issued
September 21, 2020 at 2:00 PM	Pre-Proposal Application Workshop
September 21 - September 28, 2020	Written Questions and Response Period
Week of October 5, 2020	Written Questions and Responses Posted
October 21, 2020 at 3:00 pm	Proposal Applications Due
Week of October 26, 2020	Evaluation of Proposals Period
Week of November 9, 2020	Notification of Ineligible Proposals
Week of November 9, 2020	Notification Issued of Selected and Non-Selected Firms
January 2021	Anticipated Execution of Contract



# How Can Proposals be Submitted?

- Applicants must complete and submit proposals in in ZoomGrants via the following link:

<https://zoomgrants.com/gprop.asp?donorid=2251&limited=2633>

- Proposals **must** be:
  1. Complete
  2. Responsive
  3. On Time



# When are Applications Due?

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

**October 21, 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:

**September 21, 2020 – September 28, 2020**

**via the following link:**

<https://forms.office.com/Pages/ResponsePage.aspx?id=gu99KTmUiEOoCDVIpOz0fdbuOEsiVh1KprrbQr9Ee0hUNVIPMklENzA1TIYxWVZOSUpDU09PMTNEMy4u>



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# General Questions?

Contact:

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or

(919) 560-4570 ext. 22230



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