



COMMUNITY DEVELOPMENT

CITY OF DURHAM

Durham Emergency Rental Assistance Program Application Support RFP
Includes RFP Workshop Attendee List

March 8, 2021

Agenda

- Welcome & Introductions
- Logistics
- Emergency Rental Assistance Program (ERAP)
- Overview of Request for Proposals (RFP)
- RFP Schedule
- Questions and Answers
- **March 8 RFP Workshop Attendee List**



Emergency Rental Assistance Program



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Emergency Rental Assistance Program (ERAP)

- Federal funding provided as part of a coronavirus relief bill approved by Congress in December 2021
- Program is administered by the U.S. Department of the Treasury, which has made direct awards to cities and counties with population > 200,000
- City and County of Durham have collectively received \$9.6M award; additional funding is anticipated to be awarded through the State of NC



Use of ERAP Funds

Funds can be used to provide emergency rental assistance and/or assistance with utilities to renter households in which at least one or more persons meets the following criteria:

1. Qualifies for unemployment or has experienced a reduction in household income, incurred significant costs, or experienced a financial hardship due to COVID-19;
2. Demonstrates a risk of experiencing homelessness or housing instability; and
3. Has a household income at or below 80% of the area median income (AMI). Area median income is calculated by the U.S. Department of Housing and Urban Development.

Households with incomes <50% AMI and where at least one person has been unemployed for >90 days should be prioritized for assistance.



Durham-Orange 2020 AMI Levels by Household Size

Household Income as % of AMI	Household Size (# Persons)							
	1	2	3	4	5	6	7	8+
30% AMI	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$31,650	\$33,800	\$36,000
50% AMI	\$31,850	\$36,400	\$40,950	\$45,450	\$49,100	\$52,750	\$56,400	\$60,000
80% AMI	\$50,900	\$58,200	\$65,450	\$72,700	\$78,550	\$84,350	\$90,150	\$96,000
100% AMI (median)	\$63,700	\$72,800	\$81,900	\$90,900	\$98,200	\$105,500	\$112,800	\$120,000



Use of ERAP Funds

- Rent and utility assistance may be provided for a period of up to 12 months (and under certain circumstances up to 15 months) for arrears and future assistance.
- Undocumented residents are eligible for assistance
- In general, applicants will need to provide some form of documentation of income and rent.



Durham's Emergency Rental Assistance Program

- City and County are working together to offer a single program, which will be managed by Durham County Department of Social Services (DSS)
- Applications will be accepted through a web-based portal, accessible by phone and computer
- City and County will initially prioritize households with incomes below 50% AMI, particularly those that have not received rental assistance through prior pandemic-related emergency relief programs (NC HOPE, Durham CDBG-CV)
- Anticipated launch date is March 29, 2021



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Overview of Request for Proposals (RFP)



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RFP Scope of Work

City is seeking to engage nonprofit partners to assist individuals and families in completing applications for assistance. Anticipated activities include:

- Providing information to potential applicants about the program
- Assisting applicants in completing applications
- Assisting applicants to prepare and upload necessary backup documentation
- Tracking application progress through the web based platform and ensuring that any follow up questions are addressed

Durham County Dept. of Social Services will be responsible for reviewing and approving applications and issuing payments.



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Applicant Requirements

Threshold Requirements for Application

- Must be a nonprofit 501(c)(3) organization
- Must currently provide outreach and services to low income households in the City of Durham

Additional Requirements to be Completed by Contract Execution

- Certificate of authority from the N. C. Secretary of State
- DUNS number
- Registered to do business with the federal government (sam.gov)
- System to track and document expenses associated, including timesheets
- Capacity to manage a reimbursable contract



Proposed Awards and Contract Type

- 1-4 awards
- Maximum contract value \$45,000
- Anticipated contract period: March 25, 2021 – December 31, 2021
- As part of notice of award, City will provide a letter authorizing the organization to begin work pending preparation and execution of a City contract



MWBE Requirements

- Equal Business Opportunity Program (EBOP): City ordinance providing contracting opportunities for economically disadvantaged businesses (*Sec 18-51*)
- City's of Durham Equity and Inclusion Department sets goals for the City, including all City RFPs
- No contracting goals have been set for this RFP, but applicants **must** submit following forms found in EBOP Professional Services Forms package:
 - Participation Documentation
 - Employee Breakdown - can substitute current EEO-1 form (corporate basis)



RFP Process and Timeline



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Proposal Content (RFP Section D)

1. Cover letter – *required template*
2. Applicant information
3. Narrative – *maximum of 7 pages*
 - a. History of organization
 - b. Target population to be served
 - c. Services to be offered (and how)
 - d. Staff
4. Administrative and Financial Capacity



Proposal Content - *continued*

5. Budget – *required template*
6. Required attachments
 - a. 501(c)(3) letter
 - b. List of current board members
 - c. Audited financials or financial statements
 - d. Current fiscal year budget
 - e. EBOP forms
7. Optional attachment
 - a. Timesheet template



Evaluation Criteria

1. Experience of the organization providing services to low income Durham residents, including demonstrated capacity to reach ‘higher barrier’ populations, such as residents with limited English proficiency, undocumented residents, and residents with limited access to technology and the internet
2. Scope of services to be provided, and qualifications of staff providing services
3. Capacity to comply with administrative and financial requirements of the City grant



RFP Timeline

Date and Time	Action
March 2, 2021	RFP Issued
March 8, 2021 at 1:00 pm	RFP Workshop
March 16, 2021 by 4:00 pm	Proposals Due
By March 24, 2021	Notification of Award
March 25, 2021	Start Date of City Contract

How Can Proposals be Submitted?

- Applicants must complete and submit proposals in PDF format via email to: CommunityDevelopment@Durhamnc.gov
- The RFP is located on the following City Websites: <https://durhamnc.gov/445/Community-Development> and <https://durhamnc.gov/CivicAlerts.aspx?AID=2748>
- Proposals **must** be:
 - ✓ Complete
 - ✓ Responsive
 - ✓ On Time



Reminder

All Proposals are **DUE** no later than

March 16, 2021 at 4:00 PM

Late proposals will **not** be accepted.



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Got Questions?



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March 8 RFP Workshop Attendee List

NAME	ORGANIZATION	E-MAIL
Marcia Rogers	Durham Community Land Trustees Inc.	marcia@dclt.org
F T	D.O.V.E. Inc	F@doveincnc.org
Rachel Eberhard	Apiary Community Consulting	rachel@apiarycc.com
Myron Smith	Safe-D Net	smithm@safednet.org
joyce ballack	Inmar	joyce.ballack@inmar.com
Mary Ellen Poe	Church World Service	mepoe@cwsglobal.org
Marie Sappenfield	First Presbyterian Church, Durham	dlsmd@aol.com
James Stroud	Centre for Homeownership and Economic Development	jstroud@choedc.org
Jane Williams	First Presbyterian Church	janepsych1@mac.com
Shirley Brooks	Families and Communities Rising	Sbrooks@fcrinc.org
Alexis Clark	Legal Aid of NC	alexisc@legalaidnc.org
Jason Williams	W.A.R.4Life, We Are Ready for Life	jrwilliams@war4life.com
Dionne Holliday	Virtuous Woman	dionneholliday03@yahoo.com
Poovannan Rathinam	Inmar Inc	poovannan.rathinam@inmar.com
Meagan Clawar	Refugee community partnership	Meagan@rcpteam.org
Harvey Hinton	Healing with CAARE	hhinton@caare-inc.org
William Ingram	RICH MINISTRIES, Inc.	ingramwilliam68@icloud.com
Lenora Smith	PEACH	Lenora@peachdurham.org
Carynne Button	Community Empowerment Fund	carynnemc@gmail.com
Sally Wilson	Project Access of Durham County	swilson@projectaccessdurham.org
Luis Velarde	El Futuro, Inc.	lvelarde@elfuturo-nc.org
Brenda Carter	Families and Communities Rising	Bcarter@fcrinc.org



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March 8 RFP Workshop Attendee List - *continued*

NAME	ORGANIZATION	E-MAIL
Mark Johnson	Inmar Intelligence	mark.johnson@inmar.com
Sandra Lassiter	Stick and Stay Prevention, Inc.	stickstay58@yahoo.com
Peter Gilbert	Legal Aid of NC	peterg@legalaidnc.org
Scheree Gilchrist	Legal Aid of NC	schereeg@legalaidnc.org
Shanda Davis	Dreams To Reality	Mydreamteam92@yahoo.com
Ira Stollak	Curamericas Global	ira.stollak@curamericas.org
Duane Headley	Interactive Management Consulting, LLC	duane.e.headley@gmail.com
ari rosenberg	The Community Empowerment Fund	arir@communityempowermentfund.org
Srini Varadarajan	Inmar	srini.varadarajan@inmar.com
Bela Kussin	Maureen Joy Charter School	bkussin@joycharter.org
Bala Chittalooru	Inmar	Bala.Chittalooru@inmar.com
Jason Redmond	Dreams To Reality Inc	dreamstoreality192@gmail.com
Carolyn Hinton	Healing with CAARE Inc & Safe-D Net	chinton@caare-inc.org
Keith McClelland	Inmar	keith.mcclelland@inmar.com
Porsche Satterfield	Rental emergency	Loveableporsche@gmail.com
Charlotte Adams	Jonathan's Outreach Network Services Inc.	cjhelpinghands@yahoo.com



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