

# **NPP/RPP Homeownership Preservation Initiative**

**REQUEST FOR PROPOSALS**

**OUTREACH and EDUCATION PROJECT FUNDING**



**Homes and  
Community Renewal**

**Housing  
Trust Fund  
Corporation**

**OFFICE OF COMMUNITY RENEWAL**

**ANDREW M. CUOMO, GOVERNOR**

**RUTHANNE VISNAUSKAS, COMMISSIONER/CEO**

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## **Introduction**

The Housing Trust Fund Corporation (HTFC) invites eligible applicants to apply for Neighborhood Preservation Program and Rural Preservation Program (NPP/RPP) funding under the Homeownership Preservation Initiative (HPI) for Outreach and Education.

The HPI for Outreach and Education is administered by HTFC through its Office of Community Renewal (OCR). The goal of the HPI for Outreach and Education is to educate community residents and manufactured home park owners about existing state resources which can be used to improve quality of the infrastructure and housing conditions within manufactured home park communities.

HTFC expects to make up to approximately \$735,188 available to eligible applicants under this Request for Proposals (RFP). These funds are made available from an allocation of JP Morgan settlement funds from the 2015-16 enacted state budget. The amount requested per applicant shall not exceed \$183,797.

## **Eligible Applicants**

Eligible applicants shall be Neighborhood and Rural Preservation Companies that are in good standing, that are active in areas with high concentrations of manufactured home park communities, that demonstrate a commitment and interest in working to preserve this critical housing stock, and that demonstrate the capacity to:

- Recruit and manage a full-time Education and Outreach Associate who will be responsible for building relationships with owners and residents of manufactured home park communities;
- Manage up to 2 full time Corporation for National and Community Service (AmeriCorps) Volunteers in Service to America (VISTA) members who will work under the direction of the Education and Outreach Associate, contingent on grant approval by AmeriCorps (more information about the AmeriCorps VISTA program can be found in Exhibit B of this RFP);
- Support the above-mentioned staff in conducting education and outreach of New York State Homes and Community Renewal (HCR) housing resources, including affordable mortgage products and housing grant programs;
- Build and strengthen relationships with local, county and state officials to identify communities in need of assistance;

- Identify early warning systems for communities in need of a financial support to ensure resources are deployed before conditions have reached “emergency” status; and
- Provide qualitative information and feedback to HCR staff to guide program development.

### **Eligible Activities**

Selected Neighborhood and Rural Preservation Companies shall use the grant for the salary of a full-time Outreach and Education Associate, for two-years. Outreach and Education Associates will lead outreach efforts and recruit, hire, and supervise up to two AmeriCorps VISTA members, who will be hosted by the Neighborhood and Rural Preservation Company for a minimum of one year, with the possibility of a one-year extension, contingent on grant approval by AmeriCorps. As the host-site supervisor for its respective AmeriCorps VISTA members, the awardee shall process the travel reimbursements and housing stipends for the AmeriCorps VISTA members, of which funds will be provided through this grant.

Additionally, selected Neighborhood and Rural Preservation Companies may work with State program staff to create a work plan towards the following activities:

- Organize community meetings for manufactured home park community residents to talk about affordable housing resources, including State of New York Mortgage Agency (SONYMA) mortgages, Affordable Housing Corporation (AHC) grants, Community Development Block Grant (CDBG) funds, which may be used to improve the quality of the existing manufactured housing stock;
- Organize and host broader community meetings with residents who need access to affordable housing and who may be good candidates for first-time homeownership opportunities;
- Establish relationships with manufactured home park community owners who may be interested in taking advantage of HCR’s newly launched Acquisition/Rehabilitation loan program specifically designated for manufactured home park communities ([Program brochure](#) can be found on HCR’s website);
- Establish relationships and identify opportunities for collaboration with city, county and state officials who also intersect with this housing stock;
- Track and monitor the sales of manufactured home park communities
- Track and monitor manufactured home park communities that may be “at-risk” due to violations of code and environmental laws;

- Work with affordable housing stakeholders to identify opportunities for acquisition of manufactured home parks that are for sale or at-risk due to deteriorating conditions; and
- Educate residents of existing manufactured home park communities on “models of ownership” to determine what preservation strategy is appropriate (i.e. nonprofit ownership, limited equity cooperative, joint venture).

### **Ineligible Activities**

The grant cannot be used to cover the costs to prepare an application for funding under the NPP/RPP HPI for Outreach and Education or any other program.

### **Eligible Target Area**

The Eligible Target Areas are defined based on the distribution of manufactured home park communities in New York state. A list of manufactured home park communities may be found at <https://data.ny.gov/Economic-Development/Manufactured-Home-Park-Registrations/sxi2-m23m/data>.

Four Applicants will be awarded with funds made available through this RFP. One Applicant will be awarded in each of the four Eligible Target Areas: Hudson Valley area, North Country/Capitol area, Southern Tier/Central New York area, and Western New York area.

Applicants must clearly identify their ability to cover the **entire** Eligible Target Area for which they are applying. HTFC reserves the right to revise the Eligible Target Areas. A map of the anticipated Eligible Target Areas is available in **Exhibit A** of this RFP.

### **Eligible Costs**

Funds made available through this RFP can only be used to pay for administrative costs. Applicants are not required to provide a program budget in their Application. Program budgets will be as follows:

<b>Budget Item</b>	<b>Budget Item Details</b>	<b>Max per Awardee</b>
Salary of Outreach & Education Associate	Includes fringe benefits and travel expenses for two years.	\$142,668.00
VISTA members travel reimbursements	Includes 2 VISTA members at Host-Site and an allocation for a lead VISTA member off-site.	\$7,000.00
VISTA members Housing Stipends	Includes 2 VISTA members at Host-Site and an allocation for a lead VISTA member off-site.	\$13,500.00
VISTA members reserve for emergencies	Includes 2 VISTA members at Host-Site and an allocation for a lead VISTA member off-site.	\$2,250.00
Admin	10% of grant	\$18,379.00
<b>Total</b>		<b>\$183,797.00</b>

Disbursement schedules will be determined by HTFC prior to the execution of a program Grant Agreement.

**Proposal Costs**

HTFC will not be held liable for any cost incurred by the applicant for work performed in the preparation, production, or submission of a proposal. All proposal materials and information submitted as part of the application becomes the sole property of HTFC.

**Evaluation and Selection Criteria**

The attached Application Proposal must be submitted via email to [NOFA\\_Applications@nysocr.org](mailto:NOFA_Applications@nysocr.org) no later than **3:00 PM (EST)** on **Friday December 14, 2018**.

Proposals will be examined for completeness and eligibility. Incomplete proposals and those that do not meet eligibility requirements will be rejected as ineligible. Complete proposals and those that meet eligibility requirements will be reviewed and rated. The maximum rating is 100 points.

<b>Max. Points:</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>Definition</b>
<b>Points Range:</b>	1-2	1-4	1-6	Little or Minimal information
	3-4	5-8	7-12	Addresses the basic premise of the criterion
	5-6	9-12	13-18	Meets the criteria
	7-8	13-16	19-24	Exceeds the criteria
	9-10	17-20	25-30	Significantly exceeds the criteria

1. Organizational Background and Experience (maximum 10 points): Measures the overall functionality of the organization and its relevance to the work that would be performed under the Grant, if awarded. Organizations with previous experience conducting community outreach related to housing preservation will receive high scores.
  
2. Ability to Staff and Administer Grant (maximum 30 points): Measures the ability for the organization to dedicate staff and resources towards the administration of the Grant, if awarded. Proposals that demonstrate an ability to recruit and hire staff and VISTA members and allocate current staff time towards administering the Grant, if awarded, will receive high scores.
  
3. Demonstrated Ability to Cover the Eligible Target Area (maximum 40 points): Proposals that demonstrate a strong willingness and ability to cover the entirety of one Eligible Target Area will receive high scores.
  
4. Organizational Capacity & Readiness to Proceed (maximum 20 points): Measures the extent to which the Applicant has organized the proposal and assembled enough resources to complete the project and achieve the goals and objectives of the program in a manner that is timely, effective and on-budget. Proposals that document adequate organizational structures and procedures to implement the proposed project without delay will receive high scores.

All completed applications will be reviewed and scored by a minimum of three staff members at HCR. Tied scores will be broken by an additional evaluator.

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.

Awards may be subject to HTFC Board review or approval.

### **Application Status and Notification**

Applicants will receive notification of the status of the proposal as follows:

- Ineligible: Applications are ineligible for funding under this program and funding source;
- 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 of HPI Outreach and Education funds;
- Award Notification: Application presents a complete, eligible, competitive and feasible project. The project has been recommended to and approved by the HTFC Board of Directors for funding.

### **Program Grant Agreements**

Applicants selected for funding may be asked to revise parts of their proposal prior to issuance of a program grant agreement. After any required revisions are submitted and approved, an agreement will be issued. Recipients of HPI Outreach and Education funding enter into a two-year grant agreement in which all funds must be expended, and all proposed accomplishments met.



An applicant should not apply if the project will not begin within 30 days or a reasonable time after receiving an executed grant agreement or will not be able to complete the project within the two-year term. Funds remaining at the end of the two-year period 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.

Affirmative Action Policy Statement: It is the policy of the HTFC to provide equal opportunity to all people without regard to race, color, sex, religion, age, national origin, disability, or sexual orientation.

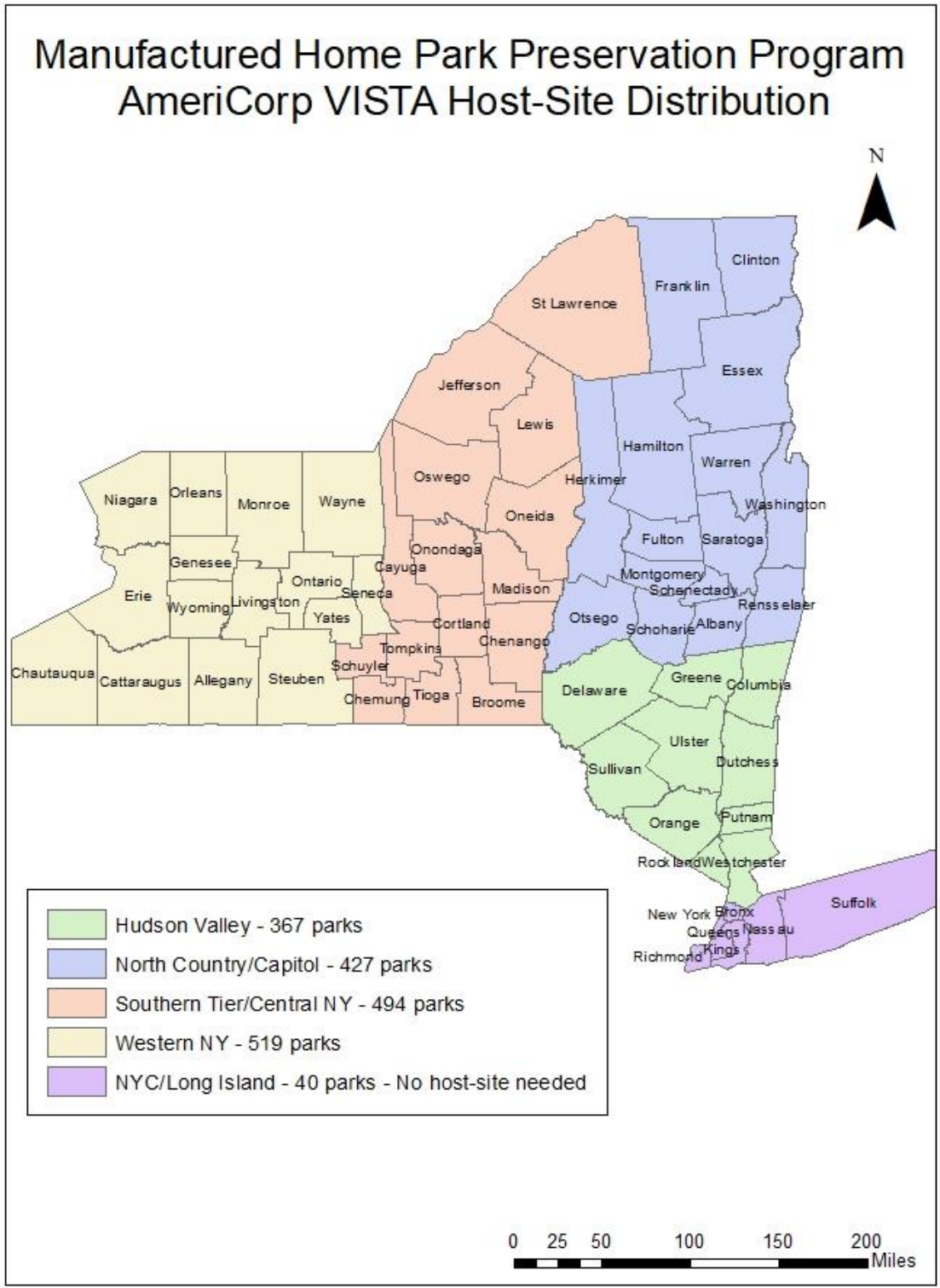
### **Questions**

An information session webinar hosted by HCR and AmeriCorps staff will be held on **Thursday November 15, 2018** from **12:00 - 1:00PM (EST)**. To register for the webinar email [NOFA\\_Applications@nyshcr.org](mailto:NOFA_Applications@nyshcr.org).

Any questions regarding this RFP or the application process should be directed to:

Rachel Wieder  
Director of Special Initiatives  
Homeownership and Community Development  
641 Lexington Avenue  
New York, NY 10022  
[NOFA\\_Applications@nyshcr.org](mailto:NOFA_Applications@nyshcr.org)

**Exhibit A: Map of Required Eligible Target Areas**



## **Exhibit B: AmeriCorps VISTA**

Mission of AmeriCorps VISTA: AmeriCorps VISTA (Volunteers in Service to America) members bring passion and perseverance where the need is greatest: to organizations that help eradicate poverty. AmeriCorps VISTA members serve as a catalyst for change, living and working alongside community members to meet our nation's most pressing challenges and advance local solutions.

Basic Benefits: While in service, AmeriCorps VISTA members receive a modest living allowance from the Corporation for National and Community Service. Members also have the option to receive either an Eli Segal AmeriCorps Education Award or an end-of-service cash stipend after successfully completing a term of service. Members may elect for a healthcare allowance to offset their medical expenses. Qualifying members can arrange for a portion of their child care benefits to be paid for by AmeriCorps.

Terms of Service: AmeriCorps VISTA members must be at least 18 years of age and must be either a U.S. citizen, national, or legal permanent resident alien of the United States. Each member makes a year-long, fulltime commitment to serve at a specific project.