



NOTICE

RFP # 5.20

Date Issued: June 1, 2020

Request for Proposal (RFP) for Reimbursement of Pre-Development Expenses for Emergency, Transitional, and/or Supportive Housing

Purpose of the Proposal

The City of Newburgh, New York, requests the submission of proposals from qualified non-profit organizations seeking reimbursement of pre-development expenses directly related to the creation of emergency, transitional and/or supportive housing. Proposals will be received by Todd Venning, City Comptroller located at City Hall, 83 Broadway, fourth floor, Newburgh, New York 12550 by no later than 4 p.m. on June 30, 2020.

Background:

With funding from The New York State Attorney General's Office, through the Cities RISE grant program, the City of Newburgh seeks to reimburse qualified non-profit organizations for pre-development expenses to organizations that provide emergency (a/k/a rapid re-housing), transitional, and/or supportive housing options for members of the City of Newburgh community. The City prioritizes reimbursing organizations that service the poorest and most vulnerable residents who are disproportionately impacted by a lack of affordable, quality housing. A qualified organization must have access to various support services, including but not limited to trauma therapy, employment and training opportunities, parenting education, independent living skills training, substance use disorder treatment, mental health care, and child care. These are all critical components of any project related to this plan.

While providing a comprehensive set of support services is not required, applicants will be required to list the services that it currently provides. Services should be appropriate to either an emergency, transitional, or supportive housing model, or some combination thereof. A policy of harm-reduction is expected. Services should be voluntary. Drug/alcohol testing is not acceptable. Priority will be given to organizations with a record of assisting people who have experienced homelessness, finding housing for them as quickly as possible, and providing services as needed. Additional priority will be given to providers with a plan that accommodates persons or families displaced due to sub-standard housing conditions.

The City will reimburse applicants for certain pre-development costs – including, but not limited to site acquisition, design, permitting or municipal approvals - associated with the new construction of a building or the adaptive reuse of an existing property to create housing or related services.

Funds may not be used for administrative costs in connection with providing housing or support services.

Project Timeline:

Funds must be committed by August 31, 2020. Any funds not committed by August 31, 2020 will be withdrawn. Applicants shall submit supportive or emergency housing project plan and timeline with any proposal.

Project Budget:

\$1,500 of pre-development costs per unit of emergency, transitional, or supportive housing planned. Each applicant may apply for funding for up to 30 units of housing throughout the City of Newburgh.

Cost Reimbursement:

All grants are awarded on a cost reimbursement basis; grant disbursements occur after expenses have been incurred. All Grantees are required to submit an activity report documenting their work to date with the disbursement request. Additionally, Grantees will be required to submit documentation supporting the expenses being invoiced.

Selection Criteria:

All proposals will be evaluated and funded based on the following:

- The quality of the proposal and the applicant's readiness to proceed with development plan.
- Proposals must include any other approved funding sources necessary to complete the project.
- Priority will be given to applicants with a history of successfully completing similar projects.
- Applications will be reviewed for how effectively they meet the needs of the target population.
- Selection preference will be given to applicants that demonstrate a proven ability to leverage its existing resources in ways to deliver housing services at a reasonable cost.

Minimum Qualifications:

This funding opportunity is only open to non-profit organizations that provide housing services to individuals and/or families that have experienced and are at risk of homelessness. Eligible applicants must have a contract with Orange County Continuum of Care to operate supportive and/or emergency housing in the City of Newburgh.

Proposal Requirements:

Qualified and interested non-profit housing providers and housing developers shall submit their proposals by mail or in person to the City of Newburgh no later than June 30, 2020. Responses which do not meet this deadline will not be considered.

Proposals should be sent to Todd Venning, City Comptroller, City Hall, 83 Broadway, Newburgh, New York 12550 on Tuesday June 30, 2020 with "Subject Line" filled as "RFP: Pre-development for Emergency and Supportive Housing – [Your/Organization Name]".

- Cover letter Please provide details about how the grant funds will help further overall project, and describe to what extent the project fills gaps in the Continuum of Care. Explain how the proposed program funded under this RFP will be coordinated with the existing programs in the CoC or local planning process, and how duplication of effort will be avoided with this project. Demonstrate that the applicant has the support of the local CoC.
- Resume/CV or Organizational Qualifications, including but not limited to: experience in administering rental assistance and/or supportive services, and identifying the populations they are able to serve.
- Project plan, pre-development funding budget and timetable for completion.

Award of the contract may be subject to approval by Newburgh City Council. The City of Newburgh may terminate the RFP process at any time for any reason. The City of Newburgh also reserves the right to reject any and/or all proposals.

The issuance of the RFP does not obligate the City of Newburgh to select a proposal and/or enter into any agreement. Any submission does not constitute business terms under any eventual agreement.

This RFP does not in any way commit the City of Newburgh to reimburse respondents for any costs associated with the preparation and submission of this proposal.

For any questions about the RFP, contact Erin Cousins at Ecousins@cityofnewburgh-ny.gov