

REQUEST FOR PROPOSALS
for
Neighborhood Advisory Committee Program Funding

The City of Philadelphia's Office of Housing and Community Development (OHCD) is soliciting proposals for the Neighborhood Advisory Committee (NAC) Program funding for the City 2016 Fiscal Year. Applicants shall undertake specific activities in targeted geographic areas that must contain at least 51% low- and moderate-income people.

Under the NAC Program, Neighborhood-Based Nonprofit Corporations shall provide residents the opportunity to provide input on housing, community, commercial and economic development programs and related citizen participation, public information and neighborhood planning activities. Through this RFP, the City shall select resident-based organizations to engage neighborhood residents in activities that support the City's core objectives, including:

- Providing decent and affordable housing through new housing, preservation of existing housing and mortgage foreclosure prevention programs
- Enhancing neighborhood safety through town watches, youth mentoring and community outreach programs
- Promoting sustainability through recycling, cleaning, planting and alternative energy efforts
- Creating employment opportunities through job placement and training, retail revitalization, and educational assistance efforts
- Working in partnership with other local community-based organizations, the private sector and institutions and various branches of government to cultivate new opportunities to foster residential, community and economic development revitalization

All of the above points must be incorporated in the Proposal, to the extent they are applicable to the Applicant's neighborhood. In addition, resource leveraging is essential to ensure that limited dollars support as much activity as possible, in response to the overwhelming levels of need in the city.

PROPOSAL DEADLINE AND DELIVERY

The RFP is available on the OHCD website (www.phila.gov/ohcd) and can also be obtained from the OHCD reception desk, 1234 Market St., 17th Floor, Philadelphia, PA 19107.

Proposals must be delivered to the Office of Housing and Community Development (OHCD) by the revised deadline of no later than Monday, March 9, 2015, 4:00 pm. Proposals received after this time shall not be considered. There shall be no exceptions to this deadline for any reason.

Ten (10) copies of the proposal, including one unbound copy, must be delivered to the following address:

Office of Housing and Community Development (OHCD)
1234 Market Street, 17th floor
Philadelphia, PA 19107
Attn.: Belinda Mayo

BRIEFING SESSION

Applicants are encouraged to attend a briefing session on the RFP requirements on Wednesday, February 18, 2015, at 10:00 am. The briefing shall be held in the OHCD Boardroom, 1234 Market Street, 17th floor. Prospective applicants are encouraged to obtain and review a copy of this RFP in advance of this briefing.

FUNDING SOURCES

Project funding to be made available under this RFP shall be from Community Development Block Grant (CDBG) funds, which are provided by the U.S. Department of Housing and Urban Development (HUD). A map of eligible census tracts is attached herein as **Exhibit A** and a list of eligible Census Tracts is attached as **Exhibit B**. It is anticipated that funding shall be awarded based on the low- and moderate-income population in the eligible Service Areas (SA). SAs must be contiguous and coterminous with the listed Census Tracts. NAC SAs may not overlap. The City retains the right to change the NAC Program allowance, based on the availability of funds. It is the City's intent to have all low- and moderate-income eligible Census Tracts reflected under Exhibits A and B served under this RFP.

CONTRACT ACTIVITIES

NACs shall carry out a range of contract activities in the designated SAs, including, but not limited to, the following activities:

- A. The NAC shall contribute to the direct delivery of services funded by the City by referring eligible residents to an array of publicly funded initiatives. These initiatives may include code enforcement, neighborhood clean-up, town watch and neighborhood security, recycling activities, Basic Systems Repair Program, Weatherization Program and energy assistance programs. Where appropriate, the NAC Program shall be coordinated with representatives of the City-designated Main Street, Elm Street and/or other locally designated strategic development areas.
- B. The NAC shall compile and maintain current information regarding neighborhood conditions (particularly vacant structures), vacant lots, structures requiring demolition, deteriorated occupied housing and general block conditions. The NAC shall compile and maintain this information for the SA in a format approved by the City.
- C. The NAC shall recommend vacant land and buildings in support of development activities in compliance and coordination with the Philadelphia Land Bank Strategic Plan, goals, objectives and disposition policies.
- D. The NAC shall provide general information outlining the Philadelphia Mortgage Foreclosure Prevention Program as well as conduct outreach to residents facing or threatened with mortgage foreclosure.
- E. The NAC shall assist the City in the planning and coordination of neighborhood-based training workshops in support of City-funded and supported housing, community, commercial and economic development programs and activities.
- F. The NAC shall act as a referral center for SA residents for all City Departments and programs relating to special services for groups such as senior citizens, the disabled and income-eligible

youth. The NAC shall also disseminate information about the availability of accessible/ adaptable housing.

- G. The NAC shall carry out activities to promote sustainability and self-sufficiency. Such activities shall include, but are not limited to, making referrals to employment/training programs, providing information about education programs and training opportunities designed to help people out of poverty, and promoting sustainability, neighborhood safety and educational attainment programs for SA residents.

ELIGIBLE APPLICANTS

Applicants must be a Neighborhood-Based Nonprofit Corporation (NBNPC) in accordance with the federal tax code (501(c)(3)). The NBNPC shall be organized so that its primary purpose is the improvement of the physical, economic or social environment of a specific geographic area, with particular attention to the needs of persons of low- and moderate-income in that area. The NBNPC shall maintain a governing body's membership that is representative of the low- and moderate-income residents of the SA and owners or senior officers of private establishments and other institutions located in and serving its SA. See **Exhibit C** for additional clarification of the NAC organizational conditions.

PROPOSAL EVALUATION CRITERIA AND PROCESS

Proposals shall be evaluated in a two-stage process. Each proposal shall be reviewed first for completeness and eligibility under the RFP (see "Threshold Review" below). **Proposals that are incomplete or that do not meet the minimum threshold requirements listed below shall not be considered for funding.** Applicants should review the threshold criteria carefully. It is recommended that applicants use the checklist below to verify that their proposals are complete before submitting them to OHCD.

Stage One: Threshold Review

If the answer to any of the following questions is "no," the proposal shall be rejected automatically and shall not receive further consideration:

- Is the applicant eligible to respond to this RFP?
- Does the proposal include each of the following sections?
(**Exhibit F**)

Checklist

Neighborhood Context

Identify the needs, challenges and issues that currently confront the SA	ATTACHMENT	1
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Steps to address and resolve the needs, challenges and issues	ATTACHMENT	2
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Project Summary

Narrative on how the agency proposes to carry out the scope of work requested in RFP	ATTACHMENT	3
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Service Area – List the Census Tracts	ATTACHMENT	4
Population to be served	ATTACHMENT	5
Budget - Cost/Price Competitiveness of Proposal	ATTACHMENT	6
Agency Information		
Narrative on the agency background: date of incorporation, purpose of agency, length of time agency has been in operation	ATTACHMENT	7
Narrative on the prior experience in Community Development	ATTACHMENT	8
Narrative on the track record of carrying out similar projects in the community	ATTACHMENT	9
Identify personnel with relevant experience and qualifications	ATTACHMENT	10
Financial - agency operating budget to indicate financial stability of agency (Most recent audit, 990, SOGF, etc)	ATTACHMENT	11
Standard Required Documents		
Articles of Incorporation	ATTACHMENT	12
Bylaws	ATTACHMENT	13
501(c)(3) determination	ATTACHMENT	14
List of board members	ATTACHMENT	15
Organizational Chart	ATTACHMENT	16
Certification of Compliance	ATTACHMENT	17

Stage Two: Ranking Review

A review committee composed of representatives from the City shall review proposals for funding consideration. Proposals shall be reviewed and evaluated based on the following criteria:

Neighborhood Context

1. The Neighborhood-Based Nonprofit Corporation shall identify the needs, challenges and issues that currently confront the SA. Special attention should be given to factors that emphasize housing production to rebuild the deteriorated housing stock; housing preservation, to arrest the process of abandonment and vacancy; homeownership, to enable low- and moderate-income renter households to experience the benefits of homeownership and to encourage private investment in Philadelphia neighborhoods; and resource leveraging to ensure that

scarce housing dollars support as much activity as possible, in response to the overwhelming levels of need in the city. This is a narrative attachment.

2. The Neighborhood-Based Nonprofit Corporation shall delineate the steps it shall take to address and resolve the needs, challenges and issues identified above. This is a narrative attachment.

Project Summary

3. Narrative on how the agency proposes to carry out the scope of work requested in RFP. Attach a narrative description on how the organization shall carry out the following activities:
 - A. Provide neighborhood residents with the opportunity to participate in an advisory role in accessing, planning and implementing activities in the SA.
 - B. Refer residents to publicly-funded initiatives. These initiatives may include code enforcement, neighborhood clean-up, town watch and neighborhood security, recycling activities, Basic Systems Repair Program, Weatherization Program and energy assistance programs. Where appropriate, the NAC Program shall be coordinated with representatives of the City designated Main Street, Elm Street and/or other locally designated strategic development areas.
 - C. Compile and maintain current information regarding neighborhood conditions (e.g. vacant lots, structures requiring demolition, deteriorated occupied housing, etc.)
 - D. Recommend vacant land and buildings which support development activities in compliance with the Philadelphia Land Bank Strategic Plan, goals, objectives and disposition policies.
 - E. Provide general information outlining the Philadelphia Residential Mortgage Foreclosure Prevention Program, as well as conduct outreach to residents facing or threatened with mortgage foreclosure.
 - F. Assist the City in the planning and coordination of neighborhood-based training workshops in support of City-funded and supported housing, housing-related programs and activities.
 - G. Refer residents to City programs relating to special services for groups such as senior citizens, the disabled and income-eligible youth.
 - H. Promote sustainability and self-sufficiency. Refer residents to employment/training programs, providing information about education programs and training opportunities designed to help people out of poverty, and promoting literacy programs.

4. Service Area

Attach the general geographic boundaries of the proposed SA and list the Census Tracts included in SA. The SA must be contiguous and coterminous with the listed Census Tract. SA's must **not** overlap other NAC SA's.

5. Population to be served

Attach the total population of the proposed SA and the number that is low- and moderate-income.

6. Budget - Cost/Price Competitiveness of Proposal

Attach a detailed budget on how the NBNPC proposes to spend this funding and what other non-City funds that it shall use as leverage to carry out this funding proposal. A sample budget format is attached. Given the current federal funding reductions it is critical that the non-City funds are documented in the budget detail and evidenced with commitment letters. Organizations that document non-City resource leveraging shall be rated more favorably. **(Exhibit E)**

Agency Information

7. Narrative on the agency background: date of incorporation, purpose of agency, length of time agency has been in operation.

Attach a brief narrative on the history of the organization. In addition, the agency shall include the dated minutes from the last two Board of Directors' meetings, any neighborhood plan completed within the last five years and two recent news letters sent out to the community.

8. Narrative on the prior experience in Community Development.

Attach a narrative on the specific activities that the organization has undertaken in the past twelve months that demonstrates that it is capable of completing the activities delineated in Attachment 1, above.

9. Narrative on the track record of carrying out similar projects in the community.

Attach a brief history of the organization's community development projects. This shall include a listing of all contracts with the City or a City-related entity for the past five years.

10. Identify personnel with relevant experience and qualifications.

Attach a brief statement, vitae or resume for the individual(s) who shall carry out this funding request which shall indicate how they are qualified to carry out this work.

11. Financial - agency operating budget to indicate financial stability of agency .

Attach a copy of the organization's most recent audit, 990, SOGF, etc.

Standard Required Documents

12. Articles of Incorporation

Attach a copy of the current Articles of Incorporation.

13. Bylaws

Attach a copy of the current Bylaws.

14. 501(c)(3) determination

Attach a copy of the 501(c) (3) determination from the federal government.

15. List of board members

Attach a copy of the Board of Directors, which must include the name of the Board member, their position on the Board, their home or business address and their telephone number.

16. Organizational Chart

Attach a copy of the Organizational Chart to demonstrate how you shall implement this funding request.

17. Diversity of Staff and Board

Attach a copy of Appendix B-2 and Certification of Compliance.

OTHER REQUIREMENTS AND INFORMATION

OHCD will award contracts under this RFP with an option to renew the contracts for up to three successive one-year renewal terms.

Applicants are encouraged to review the relevant federal regulations to ensure compliance with all program requirements. Regulations for the CDBG program can be found at 24 CFR part 570, as amended. Copies of these regulations are available on the Internet at <http://www.gpoaccess.gov/cfr/retrieve.html>.

The provision of technical assistance to nonprofits to increase their capacity to carry out neighborhood revitalization activities under 24 CFR 570.201(p)

Technical assistance. Provide technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities. (The recipient must determine, prior to the provision of the assistance, that the activity for which it is attempting to build capacity would be eligible for assistance under this subpart C, and that the national objective claimed by the grantee for this assistance can reasonably be expected to be met once the entity has received the technical assistance and undertakes the activity.)

All applicants agree to comply with all State, Federal and Local laws, executive orders, regulations or other mandates. Each successful organization shall need to complete a Program Management Systems Review and shall execute **Exhibit D** with the RFP submission, as **Attachment 17**.

All of the above points need to be incorporated in the proposal, as they are applicable to the SA. In addition, resource leveraging is essential to ensure that scarce dollars support as much activity as possible, in response to the overwhelming levels of need in the city.

Fair Housing and Economic Opportunity

All federal, state, and local fair housing requirements apply. Housing beneficiaries may not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, familial status, or disability. Project sponsors must adopt procedures to ensure that persons in these protected classes who qualify for assistance know of the availability of the federally funded program.

Recipients of funding under this RFP shall exhibit best efforts to include minority, women and disabled-owned businesses when procuring goods or services that may be required in the implementation of this project. A list of certified minority and women consultants and vendors can be found on the Office of Economic Opportunity's web site at <http://oeo.phila.gov/>

Also the successful candidate should know that they must submit an **Equal Opportunity Plan** to the Compliance Unit before a contract is awarded.

Appendix B-2 form which asks about diversity of staff and board. It shall be required by OHCD annually.

RESERVATION OF RIGHTS

The City reserves and may exercise, at its sole discretion, the following rights and options with respect to the selection process outlined in this RFP:

- to request that some or all applicants provide additional material, clarification, confirmation, or modification of any information in their submission
- to supplement, amend, substitute, or otherwise modify this RFP at any time prior to the selection of providers, and to cancel this RFP without issuing another RFP
- to request that some or all of the providers modify their proposals based on the review of all proposals
- to terminate any negotiations at any time
- to expressly waive any defect or technicality in any proposal
- to solicit new proposals

REV 03/06/15