

**REQUEST FOR PROPOSALS**  
**For**  
**NEIGHBORHOOD ADVISORY COMMITTEE PROGRAM FUNDING**

The City of Philadelphia's Division of Housing and Community Development (DHCD) is soliciting Proposals for the Neighborhood Advisory Committee (NAC) Program funding for the City 2019 Fiscal Year for selected areas in the North Philadelphia. This is a second Request for Proposals (RFP) for the NAC program since no applicant was approved for this area from the earlier RFP. Applicants shall undertake specific activities in targeted geographic areas that must contain at least 51% low- and moderate-income people according to the U.S. Census for contract activities to start March 1, 2019.

NACs for two main service areas are sought. The first service area to be covered is comprised of 15 census tracts that include the neighborhoods of Nicetown, portions of Hunting Park, Somerville and West Oak Lane (census tracts 203-205, 265-267, 276-284). The second service area is comprised of three census tracts and includes the following commercial corridors: Lehigh Avenue from North 17<sup>th</sup> street through 29<sup>th</sup> street; North 22<sup>nd</sup> street from Lehigh Avenue to Hunting Park Avenue to North 18<sup>th</sup> street (census tracts 171, 172 and 173). Proposals which include the recommendation of other eligible census tracts in neighboring census tracts, if not already assigned to a NAC, shall be considered.

Under the NAC Program, Neighborhood – Based Non-Profit Corporations shall assist residents with information about City programs and other activities, and provide them the opportunity to provide input on housing, community, commercial and economic development programs, including related citizen participation, public information and neighborhood planning activities. Through this RFP, the City shall select resident-based organizations to increase their capacity to engage neighborhood residents in activities that support the people of the City of Philadelphia and its neighborhoods, including:

- Acting as a referral center for service area (SA) residents for City programs and other activities, especially relating to services for low income households, senior citizens, the disabled and youth. The NAC also shall disseminate information about the availability of affordable housing and programs assisting tenants and homeowners. Some of these programs include housing counseling, Basic Systems Repair Program, Weatherization Program, and energy and utility assistance programs.
- Ability to conduct outreach and education to residents at risk of mortgage or real estate delinquency or foreclosure.
- Ability to compile and maintain current information regarding neighborhood conditions particularly vacant structures, vacant lot, structures requiring demolition, and general block conditions. The NAC shall compile and maintain this information for the SA in a format approved by the City.
- Engaging the public to provide their input into planning City programs and services.

All of the above points need to be incorporated in your proposal as they are key aspects of the NAC program. In addition, resource leveraging is essential to ensure that scarce public dollars support as much activity as possible in response to the high levels of need in the City.

## PROPOSAL DEADLINE AND DELIVERY

A copy of this RFP may be downloaded from the DHCD website at [www.phila.gov/dhcd](http://www.phila.gov/dhcd).

Proposals must be delivered to the Division of Housing and Community Development (DHCD) by no later than – Friday, January 25, 2019, 5:00 pm. Proposals received after this time shall not be considered. There shall be no exceptions to this deadline for any reason.

Three (3) copies of the proposal, including one unbound copy, must be delivered to the following address:  
Division of Housing and Community Development (DHCD)  
1234 Market Street, 17th floor  
Philadelphia, PA 19107  
Attn: Elhadji Ndiaye

## BRIEFING SESSION

There will be no briefing for this opportunity. However, interested applicants are encouraged to contact Elhadji Ndiaye at [Elhadji.ndiaye@phila.gov](mailto:Elhadji.ndiaye@phila.gov) to express an interest in this opportunity by December 28, 2018. Questions may also be asked through this period. Questions and answers will be made public to any organization who expresses an interest.

## 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 align with the listed Census Tracts. NAC SAs may not overlap. The City retains the right to decrease/increase the NAC Program allocation 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 be served under this program, if funding allows.

## 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 residents to an array of publicly funded initiatives and other services which benefit residents. These initiatives may include code enforcement neighborhood clean-up, town watch and neighborhood security, recycling activities, work force development and economic opportunities. Where appropriate, the NAC Program shall be coordinated with representatives of the City-designated Main Street, Elm Street, ReStore and/or other locally designated strategic development areas.
- B. The NAC shall review and recommend to the City appropriate development controls and uses for parcels owned by the City or City-related entities and may assist in the marketing of publicly owned land and properties scheduled for development in the SA.

- C. The NAC shall assist in the disposition of vacant land which may be developed as side yards, community gardens, parking lots or other open space.
- D. The NAC shall assist the city in the planning and coordinating of neighborhood-based training workshops in support of City—funded and supported housing, community, commercial and economic development programs and activities.
- E. Cultivating youth mentoring and civic engagement
- F. Ensuring resident participation in City planning and development initiatives
- G. The NAC shall carry out activities to promote resident sustainability and self-sufficiency. Such activities shall include, but are not limited to, providing information about education programs and training opportunities, and promoting household sustainability and neighborhood safety for SA residents.

**ELIGIBLE APPLICANTS**

Applicants must be a Neighborhood Based Non-Profit 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 residents, business owners and other stakeholders of the community. 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 Criteria” 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 DHCD.

**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 a non-profit and eligible to respond to this RFP?
- Does the proposal include each of the following sections?

**Checklist**

**Neighborhood Context**

Narrative on the needs, challenges and issues that confront the SA	<b>ATTACHMENT</b>	<b>1</b>
Narrative on steps to address and resolve the needs, challenges and issues	<b>ATTACHMENT</b>	<b>2</b>

## **Project Summary**

Narrative on how the agency proposes to carry out the scope of work Requested in RFP	<b>ATTACHMENT</b>	<b>3</b>
Services Area – List the Census Tracts	<b>ATTACHMENT</b>	<b>4</b>
Narrative and data on population to be served	<b>ATTACHMENT</b>	<b>5</b>
Budget – Cost Competitiveness of Proposal and Completed Solicitation for Participation (of M/W/DSBE)	<b>ATTACHMENT</b>	<b>6</b>

## **Agency Information**

Narrative on the agency background: date of incorporation, purpose of agency, Length of time agency has been in operation	<b>ATTACHMENT</b>	<b>7</b>
Narrative on the prior experience in Community Development	<b>ATTACHMENT</b>	<b>8</b>
Narrative on the track record of carrying out similar projects in the community	<b>ATTACHMENT</b>	<b>9</b>
Identify personnel with relevant experience and qualification	<b>ATTACHMENT</b>	<b>10</b>
Financial – agency documents to indicate financial stability <b>One copy</b> of most recent audit and/or IRS form 990 and Schedule of Governmental Funding	<b>ATTACHMENT</b>	<b>11</b>

## **Standard Required Documents**

Articles of Incorporation	<b>ATTACHMENT</b>	<b>12</b>
Bylaws	<b>ATTACHMENT</b>	<b>13</b>
501 (c) (3) determination	<b>ATTACHMENT</b>	<b>14</b>
List of Board Members	<b>ATTACHMENT</b>	<b>15</b>
Organizational Chart	<b>ATTACHMENT</b>	<b>16</b>
Diversity Report for Nonprofits Tax and Regulatory Status/Clearance Completed Disclosures of Information	<b>ATTACHMENT</b>	<b>17</b>

## Stage Two: Ranking Review

The City shall review proposals for funding consideration. Proposals shall be reviewed and evaluated based on the following criteria:

### **Neighborhood Context**

1. The applicant 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 trends and needs, and renter household trends and needs. Important commercial corridors should be identified and discussed. This is a narrative attachment.
2. The applicant shall delineate the steps take to address and resolve community 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. Including,
  - A. Provide neighborhood residents with the opportunity to participate in an advisory role in accessing, planning and implementing activities in the SA.
  - B. Ability to interact with residents and refer residents to publicly funded or other initiatives which may assist them. These initiatives may include code enforcement, neighborhood clean-up, town watch and neighborhood security, recycling activities, Basic System Repair Program, Weatherization Program, and energy assistance programs, commercial corridor technical assistance. Where appropriate, the NAC shall work with representatives of the City which manage these programs.
  - C. Compile and maintain current information regarding neighborhood conditions (e.g., vacant lots, structures requiring demolition, deteriorated occupied housing).
  - D. Provide information to residents on the programs to assist them with preventing tax/mortgage foreclosure.
  - E. Recommend to the City appropriate development controls and uses for parcels owned by the City or City-related entities and assist in the marketing of publicly owned land and properties scheduled for development in the SA.
  - F. Assist in the disposition of vacant land that may be developed as side yards, community gardens, parking lots or other open spaces.

- G. 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.
- H. Refer residents to City programs relating to special services for groups such as senior citizens, the disabled and youth.
- I. 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 align with the listed Census Tract.

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 you propose to spend this funding for the period March 1, 2019 through September 30, 2019, and what other non-City funds shall be used as leverage to carry out this proposal. A sample budget format is attached. Organizations that document other sources of funds shall be rated more favorable. **(Exhibit D)**

7. **Agency Information**

Narrative on the agency background, purpose of agency, current programs, length of time agency has been in operation. In addition, the agency shall include the dated minutes from the last two Board of Director’s 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 programs that the organization has undertaken in the past twelve months, the number of residents assisted through those programs, and other information that demonstrates the agency is capable of completing the NAC program activities.

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

10. Identify personnel with relevant experience and qualifications.

Attach a brief statement, vitae or resume for the individual(s) who shall carry out this program to illustrate staffing qualifications.

11. Financial – agency documents to indicate financial stability of agency.

Attach a copy of the organization’s most recent audit, IRS form 990, and current Schedule of Federal Funding. Candidate may submit only one copy of these documents.

## 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 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 the funding request
17. Other Attachments: Diversity Report for Nonprofits, Tax and Regulatory Status/Clearance, Completed Disclosures of Information

## OTHER REQUIREMENTS

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 <https://www.hudexchange.info/resource/3689/24-cfr-part-570-cdbg/>.

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**.

In addition, to the basic eligibility requirements stated in the preceding sections, the following are also required of all applicants.

### 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.

## PROCUREMENT

Under the authority of Executive Order No. 03-12, the City of Philadelphia has established an antidiscrimination policy (“Policy”) relating to the participation of Minority (MBE), Woman (WBE) and Disabled (DSBE) Owned Business Enterprises in City contracts. Executive Order 03-12 is administered by the City’s Office of Economic Opportunity (“OEO”).

The purpose of this Policy is to provide equal opportunity for all businesses and to assure that City funds are not used, directly or indirectly, to promote, reinforce or perpetuate discriminatory practices. The City is committed to fostering an environment in which all businesses are free to participate in business opportunities without the impediments of discrimination and participate in all City contracts on an equitable basis. In accordance with the contracting requirements of the City, the City’s antidiscrimination policy is applicable to this RFP.

Under this RFP, the goal is to ensure that contractors approved under this program make a Best and Good Faith effort to include MBE, WBE, or DSBE vendors when securing goods and services. A list of certified minority and women consultants and vendors can be found on the Office of Economic Opportunity’s web site at [hht://oeo.phila.gov](http://oeo.phila.gov). Applicants should complete the Solicitation for Participation and Commitment Form to indicate any M/W/DSBE vendors to be used under this proposal.

### **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 applicants 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.