



COMMUNITY DEVELOPMENT

CITY OF DURHAM

RFP for Non-Congregate Shelter, Rapid Rehousing
and Landlord Engagement

April 27, 2022

Agenda

1. Welcome & Introductions
2. Overview of Request for Proposals
3. RFP Timeline and Proposal Process
4. Questions and Answers (in chat at end)



Overview of RFP



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RFP Purpose

- Extend non-congregate shelter in response to the continuing COVID-19 pandemic
- Provide funding for rapid rehousing and landlord engagement to help persons experiencing homeless transition to permanent housing



Activity Areas and Funding

Activity	Available Funding
Supportive services for Durham County-funded Non-Congregate Shelter. Applicants for City funds must also be applying to Durham County for shelter funds.	\$700,000
Non-congregate shelter and related supportive services for persons escaping IPV	\$200,000*
Non-congregate White Flag Emergency Shelter	\$200,000
Landlord Engagement	\$150,000/yr for up to 3 years
Rapid Rehousing	\$350,000

Note: The City reserves the right to reallocate unallocated funds in one activity area to address unmet needs in other activity areas.

**correction to funds stated in RFP*



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Administrative Costs

- Up to 10% of awards may be used for administrative costs
Example: Agency requests \$150,000 for landlord engagement and \$100,000 for emergency shelter for a total award of \$250,000. In its proposed budget, the agency includes program expenses in the amount of \$225,000 and administrative expenses in the amount of \$25,000, for a total of \$250,000.
- Documentation for administrative costs will be required, as described in the Community Development Department's *City-Funded Services Contracts Cost Allocation and Documentation Policy*



Minimum Threshold Requirements

- Must be a nonprofit in operation for at least one year, a government entity, or a partnership of non-profits and/or government entities
- Audited financials for the two years prior to the fiscal year that most recently ended - if an applicant is not required to prepare audits, must submit financial statements prepared by a CPA for the same time periods
- Financial capacity to manage a reimbursement-based contract
- Signed and notarized cover letter
- Conflict of Interest Policy for organizational leadership and (if applicable) the board of directors
- Applicant is in good standing with the City of Durham
- Submit the Contractor Diversity Questionnaire and the Equal Business Opportunity Participation Documentation



Additional Requirements

Policies and Procedures

- Emergency shelter and rapid rehousing projects will follow ESG guidelines (24 CFR 576)
- Landlord Engagement projects will follow the terms outlined in this RFP and in applicant's response to this RFP as codified by contract with City

Contract Period

- Contracts are expected to have a period of performance of July 1, 2022 through June 30, 2023.
- Landlord engagement contracts are expected to contain a provision allowing for the contract to be renewed for up to two (2) additional years.
- All other contracts will be non-renewable.



Additional Requirements

Return to Congregate Shelter

- Contracts for non-congregate shelter and related supportive services will allow for suspension of non-congregate shelters should the City and County determine that it is appropriate to return to congregate shelter
- Contractors would have 90 days from the point that the City and County announce a return to congregate shelter (or to the end of the contract period if that is less than 90 days away) to wind down non-congregate operations



MWBE Requirements

- Equal Business Opportunity Program (EBOP): City ordinance providing contracting opportunities for economically disadvantaged businesses (*Sec 18-51*)
- Applicants **must** submit EBOP Participation Documentation & Contractor Diversity Questionnaire



Evaluation Criteria

Evaluation Criteria can be found under the 'Evaluation' Tab in ZoomGrants.



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RFP Timeline and Proposal Process



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RFP Timeline

RFP Released	April 25, 2022
Application Workshop	April 27, 2022 at 9:00 am
Question & Answer Period	April 25 – April 28, 2022
Responses to Questions Posted	May 2, 2022
Applications Due	May 9, 2022 by 11:59 pm
Applications Scored	May 19, 2022
Contract Start Date	July 1, 2022

Proposal Process

- RFP describes information to be included in the proposal/application
- Applications should be submitted via ZoomGrants software application.



How Can Proposals be Submitted?

- Applicants must complete and submit proposals via ZoomGrants:

[https://www.zoomgrants.com/gprop.asp?donorid=2251&limited=2632.](https://www.zoomgrants.com/gprop.asp?donorid=2251&limited=2632)

- Link to the RFP is located on the following City website:

<https://www.durhamnc.gov/bids.aspx?bidID=1407>

- Proposals must be

1. Complete
2. Responsive
3. On Time



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When are Applications Due?

All Proposal Applications are **DUE** no later than

May 9, 2022 at 11:59 pm

Late Proposals Applications will **not** be considered **and**
will be deemed ineligible.



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Got Questions?

Questions must be submitted by Email to:

colin.davis@durhamnc.gov and
lloyd.Schmeidler@durhamnc.gov

Question and Answer Period
April 25, 2022 – April 28, 2022



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