

## REQUEST FOR PROPOSALS

### Introduction

The Noblesville Housing Authority (NHA) is seeking proposals from experienced nonprofit organizations to provide eviction prevention legal services to eligible rental households in Hamilton County for the PY2020 Community Development Block Grant Program Year.

### Background

The Noblesville Housing Authority, as the administrative agent on behalf of the Hamilton County Commissioners, recently hired City Consultants & Research, LLC to assist in the development of the Hamilton County PY2020 Annual Action Plan. During this process eviction prevention was identified as a priority need in Hamilton County in the wake of the COVID-19 pandemic. As a response to this growing need, the NHA is seeking proposals from experienced nonprofit organizations to enhance their existing eviction prevention legal services targeting Hamilton County CDBG-eligible populations. The NHA anticipates awarding a \$50,000.00 grant that must be expended by the end of PY2020 (September 30, 2021).

The Community Development Block Grant (CDBG) is a federal entitlement grant from the U.S. Department of Housing and Urban Development (HUD). The goal is to improve the physical, economic, and social conditions of our County. The Hamilton County receives an annual award from HUD and 15% of the total is set aside for the provision of Public Services. The NHA is responsible for the administration of these funds.

The Hamilton County CDBG program serves the four incorporated cities of Hamilton County (Carmel, Fishers, Noblesville, and Westfield) as well as the unincorporated areas of Hamilton County. There four incorporated towns in Hamilton County (Arcadia, Atlanta, Cicero and Sheridan). These towns have all voluntarily opted out of the Hamilton County entitlement program and participate in the small cities program administered by the state of Indiana.

### Project Proposal

As a response to a growing community need for eviction prevention legal services due to the COVID-19 pandemic, NHA seeks to fund a nonprofit partner to provide these services as an enhancement of existing services provided to Hamilton County CDBG income eligible residents.

Complete the PY2020 Funding Application

Please include the following with your application.

1. Provide a 1-3 page narrative including the following:
  - a. Briefly describe the existing project or program that you wish to enhance with CDBG funds, including services currently provided and a description of the population served.
  - b. Describe the geographic area that this project covers.

- c. Describe your proposed use of CDBG funding to add-in eviction prevention legal services to your existing program, including how many participants will be served.
- d. Describe the need for the proposed program enhancement (i.e. how many current clients might need this service within your existing program or how many new clients might you be able to serve with this program enhancement?).

### **Performance Measures**

Performance measurement will be based on the total number of Hamilton County CDBG-eligible persons served.

### **Target Population**

The program for which the Agency seeks funding must serve CDBG-eligible clients, which means that clients must be categorically eligible (see below) or have income that is extremely low (below 30% AMI), very low (below 50% AMI), or low (below 80% AMI) as defined by HUD – for your information, refer to the income chart included in the application.

### **Documentation Requirements**

Income levels must be documented. The Grantee will be required to document household income, either through their own intake process or on a “CDBG Beneficiary Form” a copy of which will be provided by the NHA.

HUD requires all Applicants to collect and report the following client demographics:

- Income
- Residency
- Race/ethnicity

### **Reporting and Monitoring Requirements**

- Applicants must provide monthly programmatic reporting, which includes data on race/ethnicity and income, and updates on their performance measures.
- Applicants must have an annual audit of finances or account review and must provide a copy of this audit/account review to the NHA. Applicants that are NOT required by federal laws to conduct an independent audit/account review must provide a board-approved organizational budget.
- Applicants must agree to cooperate with a programmatic and fiscal monitoring of the CDBG funded activity by NHA staff or designee.

### **Period of Performance**

The Hamilton County CDBG 2020 Program Year begins October 1, 2020 and ends September 30, 2021. Final costs must be invoiced no later than October 15, 2021 to receive full reimbursement.

### **Timeline**

- RFP Published September 2, 2020
- Deadline for Submissions 4:30 p.m. ET September 17, 2020
- Submission Review End of September 2020
- Funding Recommendation September 28, 2020
- Award Letter Distribution First Week of October 2020
- Contract Begins October, 2020

### **Instructions for Submitting Proposal**

The following must be submitted in order to be considered for funding under this RFP:

1. Signed Application including,
  - a. Written responses to narrative questions
  - b. Completed project budget

Completed responses must be submitted to Chris Allen via email at [callen@gonha.org](mailto:callen@gonha.org) by 4:30 PM on September 17, 2020.

### **Evaluation and Selection**

Proposals will be reviewed by NHA Staff. Recommendations for funding will then be forwarded to the Hamilton County Commissioners for final approval. Proposals will be evaluated on the following criteria:

#### Scoring Criteria

<b>Application Category</b>	<b>Possible Points</b>
Objectives and Methodology	<b>35</b>
Outcomes	<b>30</b>
Organizational Experience	<b>50</b>
Budget	<b>15</b>
Past Performance	<b>10</b>
<b>Total</b>	<b>140</b>

### **Questions**

Contact Chris Allen by email at [callen@gonha.org](mailto:callen@gonha.org) with any questions about this RFP by September 10, 2020. Questions and responses will be emailed to all respondents by 4:30 PM September 14, 2020.