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Associate Commissioner  
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Assistant Commissioner

Office of Asset & Property  
Management  
Housing Opportunity & Program  
Services  
Division of APM Strategic  
Initiatives  
100 Gold Street  
New York, N.Y. 10038

**Date:** Thursday, October 1st, 2020

**To:** Prospective Respondents to the Request for Expression of Interest in Funding: HPD Housing Ambassador Services

**From:** Jenna Benferhat, Housing Ambassador Program Coordinator, APM Strategic Initiatives, NYC Housing Preservation and Development

**Subject:** Addendum #1 to the Request for Expression of Interest in Funding: HPD Housing Ambassador Services

## ADDENDUM #1

The Department of Housing Preservation and Development is issuing **Addendum #1** to the Request for Expression of Interest in Funding: HPD Housing Ambassador Services ("RFEI" hereafter).

### I. CHANGES TO THE RFEI

The following changes have been made to the RFEI:

i. **Section "VII. RFEI Timeline: Important Dates," RFEI, page 3**

Delete:

**Questions by email due date: Tuesday, October 6, 2020 at 2:00pm**

Interested organizations may submit questions about this funding via email until Tuesday, October 6, 2020 at 2:00pm to [Ambassadors@hpd.nyc.gov](mailto:Ambassadors@hpd.nyc.gov). HPD will provide a written summary of the questions and responses to all interested organizations in advance of the submission deadline.

Replace with:

**Questions by email due date: Tuesday, October 13th, 2020 at 2:00pm**

Interested organizations may submit questions about this funding via email until Tuesday, October 13th, 2020 at 2:00pm to [Ambassadors@hpd.nyc.gov](mailto:Ambassadors@hpd.nyc.gov). HPD will provide a written summary of the questions and responses to all interested organizations in advance of the submission deadline.

ii. **Section "VII. RFEI Timeline: Important Dates," subparagraph A, add:**

**Pre-submission conference on Zoom: Thursday, October 8<sup>th</sup>, 2020 from 10:00am-11:00am**

All organizations interested in this funding are invited to a pre-submission conference, in which HPD will answer questions related to the program. This conference will be conducted via Zoom on Thursday, October 8th, 2020 from 10:00am-11:00am. Following the conference, HPD will provide a written summary of the questions posed, responses provided, and other topics discussed.

Please use the following link to register for this conference and receive the passcode required to access the meeting: <https://zoom.us/meeting/register/tJwqd-mpjrJluHdwmSLi7d7wgtyCgra4SxIUUP>

**All other terms and conditions as contained in the RFEI remain unchanged.**

**II. QUESTIONS AND ANSWERS**

**i. RFEI Pre-submission conference call**

The following organizations participated in the RFEI pre-submission conference call conducted on September 24, 2020:

<ul style="list-style-type: none"> <li>• Asian Americans for Equality</li> <li>• University Neighborhood Housing Program</li> <li>• Women's Housing and Economic Development Corporation</li> <li>• Broadway Housing Communities</li> </ul>	<ul style="list-style-type: none"> <li>• Northern Manhattan Improvement Corporation</li> <li>• Divine Mercy Tender Loving Care</li> <li>• Chinese American Planning Council</li> <li>• New York Legal Assistance Group</li> </ul>	<ul style="list-style-type: none"> <li>• Encore Community Services</li> <li>• Judson Memorial Church</li> <li>• Bronx Community Health Network</li> </ul>
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The following questions were presented at the RFEI pre-submission conference call. The answers to those questions are provided below for clarification and information purposes only and do not change the terms and conditions as contained in the issued RFEI:

Question 1: Does HPD have a curriculum that Housing Ambassadors must use when providing services through this program?

Answer 1: HPD does not have a curriculum. However, see Section V “Program Requirements” on page 2 of the RFEI for the types of support Housing Ambassadors receive, including informational materials and training.

Question 2: What is the minimum and/or maximum number people recipients of funding must assist? Can organizations choose to only conduct one deliverable type?

Answer 2: This is determined during negotiations of Scopes of Services and Budget and is contingent upon the total award amount. Per page 1 of the RFEI, it is HPD's intention to award funds in amounts ranging from \$8,000 to \$20,000 for all program awards. In no event will a Program award exceed \$20,000 to any one respondent.

It is HPD's expectation that there will be an agreed upon number of deliverables for the period of performance, and awardees may provide all or some of the deliverables identified in "Attachment D: Sample Scopes of Services" of the RFEI. Once notified of their award, participants will be given a Scope of Services and Budget for their approval, determining how many of each type of deliverable that organization will provide during the period of performance. The Scope of Services and Budget also indicates the requirements for conducting each type of deliverable and for the amount awardees can be reimbursed upon the successful completion of deliverables.

Question 3: Is HPD changing the requirement regarding large public educational events this year?

Answer 3: At the present time, HPD does not anticipate requiring organizations to provide at least one Large Public Educational Event in order to receive funding.

Question 4: How many organizations does HPD anticipate funding?

Answer 4: See Section III "Funding Available" on page 1 of the RFEI. At the present time, HPD anticipates it will fund 7 or more organizations through this RFEI.

Question 5: Will organizations be required to conduct services in the specific areas listed in the RFEI? If organizations are required to conduct outreach or education outside of the typical community they serve, what would the requirements be?

Answer 5: Regarding education or outreach outside an organization's typical community, see Section III "Funding Available," paragraph 3 on page 1 of the RFEI, as well as page 5 of the RFEI. See "Attachment D: Sample Scopes of Services" for the types of services that may be requested.

For clarification purposes, respondents should be aware that HPD may require awardees to provide outreach or services on a boroughwide basis including but not limited to in the CDs listed on page 5; however, respondents are not expected to commit to providing services in these neighborhoods up front. This will be determined as-necessary. In addition, awardees should be aware that services provided should be available to people citywide.

Question 6: We are a current Housing Ambassador that is not receiving funding through this program. If we choose not to apply or if we apply and are not selected, may we continue to partner with HPD through the Housing Ambassador Program on a volunteer basis?

Answer 6: Yes. The Housing Ambassador Program consists of both volunteer and funded organizations.

Question 7: What is the grant start date?

Answer 7: See Section II on page 1 of the RFEI, "Period of Performance."

Question 8: Can organizations participating in this program help applicants with appeals?

Answer 8: Yes. See Attachment D: Sample Scopes of Services, Deliverable IV on page 15.

Question 9: Does HPD have a portal that Housing Ambassadors can use to manage clients' applications?

Answer 9: No. There is no affordable housing application portal for only Housing Ambassadors.

ii. **Questions by email:**

The questions below were submitted by email between September 11<sup>th</sup>, 2020 and September 29<sup>th</sup>, 2020. The answers to those questions are provided below for clarification and information purposes only and do not change the terms and conditions as contained in the issued RFEI:

Question 1: Please forward information regarding RFEI that our organization can review and apply if applicable.

Answer 1: Interested parties may register and download the RFEI via the [HPD website \(https://www1.nyc.gov/site/hpd/services-and-information/vendor-contract-opportunities.page\)](https://www1.nyc.gov/site/hpd/services-and-information/vendor-contract-opportunities.page). The RFEI contains a detailed description of the program, eligibility criteria and application requirements.

Question 2: Please provide more information about the type of assistance housing ambassadors provide to our community. Are these just Housing Connect applications?

Answer 2: See "Attachment D: Sample Scopes of Services" of the RFEI, which provides examples of the types of deliverables that organizations funded through this program will provide.

The RFEI is available for registration and download via the HPD website: <https://www1.nyc.gov/site/hpd/services-and-information/vendor-contract-opportunities.page>

Question 3: On the proposed work-scope is HPD already taking into consideration whether events like workshops and housing forums will be virtual, or is it anticipating a full return to in-person events?

Answer 3: Please see "Attachment D: Sample Scopes of Services" of the RFEI. As indicated in the RFEI, HPD expects to allow deliverables to be conducted in-person or remotely.

Question 4: The schedule that asks applicants to list any Housing Ambassador trainings taken have dates that go only up until Jan 2020. How should we record any HPD virtual trainings taken re: Housing Connect 2.0?

Answer 4: Attendance at the virtual trainings on the new Housing Connect is not considered as part of this application.

Question 5: Would you be able to confirm that we would be excluded from this bidding process since we are not a not-for-profit?

Answer 5: Thank you for your interest in this program. Pursuant to Section 1, paragraph 2 of the RFEI, participation in the HPD is only seeking not for profit organizations through this RFEI.

For information about additional opportunities to do business with HPD, please visit the "Do Business With HPD" page: <https://www1.nyc.gov/site/hpd/services-and-information/contract-opportunities.page>

Question 6: I was unable to join the first pre-submission conference call. Will another conference call be held?

Answer 6: Yes. See Section 1 "Changes to the RFEI" on page 1 of this Addendum #1.

**Approved for issuance by Jay Bernstein, DACCO, HPD**

**END OF ADDENDUM #1**