

City of Buffalo – Request for Qualifications (RFQ)  
COVID Eviction Prevention and Case Management Program

***Background:*** *The City of Buffalo has received funding from the Department of Housing and Urban Development, as part of the CARES Act CDBG-CV appropriation, and is seeking experienced 501C3 eligible nonprofit organizations to provide financial assistance and housing stability case management services to those who may be at risk of homelessness as result of COVID-19.*

*The funds, totaling, 1.6 million dollars are earmarked for eligible activities covering the period March 27, 2020 and ending September 2022. Deliverables under this opportunity must be designed to prepare, prevent, respond and recover From the Coronavirus pandemic by assisting clients who are at risk of homelessness when the NY State eviction moratorium is lifted.*

*Successful applicants must agree to enter all data in the Homeless Management Information System (HMIS). Access and training on HMIS will be provided to new subrecipients. The City of Buffalo uses the term “Subrecipient” to refer to agencies selected for funding under this CDBG-CV RFQ. Agencies not currently utilizing HMIS should include the cost of licensing (\$500) in their budget request.*

*Respondent’s submittals must target clients who are at 50% of the area median income (AMI), had or currently have income disruptions due to the COVID-19 pandemic, and are 21 days away from an eviction.*

***Eviction Prevention***

A significant number of families and individual at 50% AMI may be at significant risk of homelessness when the New York State Moriatorium on evictions is lifted. At that time, landlords will be required to provide 30 day notice of eviction to those who were not able to pay rent during the economic shutdown. Some who may have paid rent and not utilities, (excluding cell phones) may also be at risk.

Intake for Eviction and Foreclosure Prevention clients will be centralized at 2-1-1, with all clients assessed and prioritized for assistance, using the Central Intake Assessment form. Clients will be rated for vulnerability and placed on a by-name list, from which assistance will be targeted. Clients must provide proof of eviction/foreclosure notice and have income at or below 50% of the median income. Documentation requirements are strict. Individuals must prove that their financial situation was created due to the COVID-19 pandemic.

## CDBG-CV Eviction Prevention Request for Qualifications

Documentation requirements of Homelessness Prevention include proof of at risk of homelessness within 21 days (eviction/foreclosure notice), and provide proof of lease/mortgage, loss of income and date of loss, or medical emergency related to COVID, and proof of same. Proof of income and assets will be required as well. Prevention financial assistance is limited at this time to up to six (6) months of arrears during the time of this emergency, beginning March 27, 2020. Individuals who had arrears prior to the March date may apply for assistance under regular Prevention activities funded under ESG)

All clients will receive a minimum of three (3) months and up to six (6) months of Case Management, designed to assure future housing success, as well as assistance navigating other struggles, which threaten the success of individuals and families once the financial and other assistance has ended.

### **Responding to the RFQ:**

For all responses to this RFQ, please provide the following information listing the activity (ies) you plan to provide to demonstrate your familiarity with providing equitable services to the target population, your expertise on the intervention and your ability to successfully deliver this program:

1. A brief written description of your agency's approach to the project and connection to your current efforts with this or similar populations.
2. The expertise of the team you have or will assemble to carry out the work, and an anticipated start date.
3. A list of comparable projects you or your team members have been involved in the delivery of similar services
4. Agree to enter data into HMIS and abide by the Written Standards of the Continuum of Care (CoC) and Emergency Shelter Grant (ESG)
5. Number of clients you expect to serve and Case Manager to client ratio
6. Your anticipated start date

### **Request for Qualifications Format**

Please respond to the following and submit one electronic and one paper copy of your response no later than September 14, 2020. All submissions will be sent to:

Sue Lumadue  
1701 City Hall  
Buffalo NY 14202  
slumadue@city-buffalo.com

**Late submissions will not be accepted.**

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Program Description -2 pages

Name your program and describe your approach: In no more than two pages, describe the type of service(s) you plan to provide including your approach to meeting the needs of clients and assure eligibility under HUD guidelines. Who will you work with in this project? How quickly will you begin?

Describe your Team – 1 page

Who is your team? Briefly describe the general qualifications and, the multi-disciplinary nature of the team assembled for this project, specific evidence of relevant experience serving low income, homeless, re-entry, similar behavioral health, vulnerable, at risk or persons or similar clients. Please list key personnel who will be involved. If hiring or project, please indicate title and qualifications.

Previous Experience – 1 page table

Create a table and identify project experience. Use the table to summarize similar projects of this nature you have previously undertaken or played a key role in. Please provide the following information in your table:

Project name  
Current status  
Funding source  
Project budget, unspent amount  
Numbers served

Proposed Budget sheet – 1 page (There are no match requirements for the CARES ACTS ESG-CV funds.) Respondents should indicate any other funding they have or expect to receive to support this effort in the “Other “column on the Budget sheet. Please use the appropriate project ID Code to identify the components of each activity. (Shelter Services, Shelter operations, RRH services, RRH Financial assistance, etc.)

**EVALUATION OF SUBMITTALS:**

Those responding to this RFQ must demonstrate the following:

- Experience in delivering similar services to the eligible populations.
- Strong documentation and data entry skills
- Strong outreach and collaboration skills
- Trauma informed care approach
- Low barrier entry into program
- Excellent written and oral communication.
- Experience in Grant Management and reporting
- Reasonableness of proposed plan
- Sound financial controls and position

## CDBG-CV Eviction Prevention Request for Qualifications

In concert with the Continuum of Care Project Selection Committee (CoC-PSC), the City of Buffalo will evaluate all submittals to determine which Subrecipients have the experience and qualifications that are most suited for this project and which projects are best suited to meet the needs. The City of Buffalo and CoC-PSC may request personal interviews with the highest-ranked respondents or may request one or more prospective Subrecipients to provide additional detail. If selected, we may require additional documentation relating to agency ability to manage the finances of this grant, including most recent Audit, Financial statements and 990, and agency financial/internal controls policy.