

Request for Proposal (RFP) – Community Partnerships Initiative (CPI)

Questions & Answers - July 11, 2022

1. Page 2, Overview – Link to obtain RFP brings you to a site that says the document is no longer available.
 - **The BURA website has been updated and the documents can be found at: <https://www.buffalourbanrenewal.com/request-for-proposal-rfp/>.**
2. Page 2, Section 1.2 – What underwriting is involved?
 - **The underwriting involved for the programs consists of the agency interviewing clients, collecting various documents, and conducting a preliminary review of the required paperwork needed to ensure the applicant appears to meet the eligibility requirements for the submission of an application for assistance for any program offering.**
3. What is required for conducting outreach for public input?
 - **Your agency should engage the community and solicit feedback when drafting plans, programs and/or when applying for any type of funds. We encourage our partners to host an annual meeting and produce an annual report to keep the community informed and share the good work being accomplished in the neighborhoods.**
4. Page 5-6, Section 3.1 – Mentions 50/50 with AHC match – Will BURA be providing match? Is there any more information that can be provided about the AHC match that is mentioned on page 5 in relation to the Owner Occupant Rehab Loan Program?
 - **Under the 50/50 program, City funds are used to match private financing for renovations to bring the property into compliance with local standards and lead based paint hazard reduction requirements. Each CPI partners is expected to research other sources of funds, such as the New York State Affordable Housing Corporation (AHC) program, to possibly serve as a match when private financing cannot be identified or secured by the property owner. BURA will not provide the matching funds for this program.**
5. Are we required to hold workshops?
 - **CPI Partners are encouraged to host workshops/seminars, as part of their outreach plan, to promote the various program offerings available to the community.**
6. Will we need to train applicants on how to use HMIS (Homeless Management Information System)
 1. Will this be paid for by BURA?
 2. Is it expected to be utilized by staff on Sept 1 or is there some other timeframe?
 3. Will BURA be conducting the trainings?
 - **The City and BURA have discussed expanding the capabilities of the HMIS system to track several different forms of housing assistance. The HMIS is a complex data system that can be an important tool for communities to track beneficiary impacts, avoid duplications in service and manage information. No date for HMIS implementation for owner occupied programs has been set. Training would be offered by BURA and/or an identified trainer.**

7. Page 18, Living Wage – How do we know much the contract is for that we are applying for? Should this space be left blank?
 - **Yes, leave the space blank until a final contract amount is negotiated.**
8. What is the First Time Homebuyer Assistance Program (separate RFP)? How are the requirements of the CBO different in relation to the homebuyer programs within the CPI RFP versus the First Time Homebuyer Programs RFP?
 - **The program expands home-ownership opportunities by providing financial assistance to low and moderate income first-time homebuyers for closing costs relating to the purchase of their first home. A final determination regarding the award of the contract to one partner or having it remain part of the CPI workplan will be made once responses are received and reviewed.**
9. Can we receive a document that can be electronically edited, as the PDF provided does not allow editing to the document?
 - **Yes, a copy of the work document will be provided.**
10. Is the Landlord and Tenant Rehab Loan Program the CDBG-CV program that we are currently administering? (page 5)
 - **Yes.**
11. The Weatherization Program is coming back? Will this look like the prior iteration of the program? (page 5)
 - **The Weatherization Program will continue to be part of the Emergency program and no stand-alone program is planned at this time.**
12. Will there be more inventory for Homegrown? If not, what will this actually look like? (page 5)
 - **Although the current Homegrown program currently is suspended, the activity was included should additional inventory become available during the course of the contract period. Prior to the reopening of the program, the CPI Partners will be advised of any proposed changes and training opportunities will be available.**
13. Is there any additional information about what the new programs funded from CDBG-CV might look like? Or a timeline for them? (page 5)
 - **No additional information is available for any new programs to be funded from CDCG-CV. Any new programs considered for the CPI workplan will be finalized once funding sources and budgets are finalized.**
14. Section 3.1 references that selected CBO’s “will be notified and will meet with BURA staff to finalize their individual work plans, benchmarks, etc.” however it then states the items listed below are non-negotiable. Can you please clarify this? What then are we able to discuss about the work plan, if awarded? Or have we misunderstood? Specifically, we would be interested in further discussing the problem properties portion of the work plan given our experience with it in the past.

- **BURA will make the final determination of what program offerings and services will be provided to the residents. The CPI partners cannot opt out of providing a program to the residents of their assigned areas unless BURA supports the request.**
- **The CPI partners have always been encouraged to suggest changes/modifications to the CPI workplan and program design. In the past we have approved updates to the Emergency Roof program after a request was made by one of the partners. If any partners would like to suggest changes to the design of the PP program, reports, etc., we encourage them to submit their suggestions. Note: A \$1,500 monthly fee per service is attached to this activity. Major changes to the program design may effect the amount of fee paid to the CPI partner per month.**