City of Winston-Salem

Request for Proposals to Operate a Rental, Utility and Mortgage Assistance Program for Individuals and Families During the COVID-19 Pandemic

Community Development Department
City of Winston-Salem
100 East First Street, Suite 423, PO Box 2511
Winston-Salem, NC 27102
(336) 734-1310

November 12, 2020
Revised: December 1, 2020
REQUEST FOR PROPOSALS (RFP)
Rental, Utility and Mortgage Assistance Program

The City of Winston-Salem is accepting proposals from organizations with the capacity to operate a Rental, Utility and Mortgage Assistance (RUMA) Program. The goal of the program will be to prevent loss of housing due to a household’s inability to pay rent, utilities or mortgage payments. This is a reissuance of an RFP. Applications already submitted to the City of Winston-Salem do not have to be resubmitted.

**Deadline for submissions: 12:00 p.m. (noon), Friday December 18th 2020**

**Background and Basic Requirements:**

Coronavirus has had a significant impact on families’ ability to work and have income to pay for rent or mortgage payments, basic utilities, and access many other essential items and services. The RUMA Program will assist households who face a high risk of loss of their housing due to inability to make rent, utility or mortgage payments.

One or more agencies will be selected for funding by a panel selected by the City. Criteria used for selection of proposals will include the soundness of the proposed approach, organizational experience and capacity, and cost effectiveness. Agencies selected must have capacity to perform required tasks including intake, eligibility determination, assessments of need for assistance, counseling and case management, payment processing, record-keeping and reporting.

**Participant Eligibility:**

The RUMA Program will provide rent and utility assistance for households that:

- Have been affected by the economic impact of the coronavirus pandemic
- Have a household income that is 80% of the area median income or lower
- Are named in a lease, mortgage or utility account
- Have occupied the subject property in Winston-Salem as their primary residence for at least three months, and
- Are behind on their rent, mortgage or utilities when they apply.

At least one month’s rent, mortgage or utilities must be overdue at the time of application. Assistance for rent, utility or mortgage payments may include past due, current and future payments for a total of up to six consecutive months, based on an assessment of need by the agency. Consideration for ongoing assistance will be contingent on a signed commitment to a 90-day stabilization plan and continued participation in a schedule of case management meetings agreed upon by the participant and agency.

Rent, utility and mortgage assistance will be paid to the landlord, utility company or mortgage lender on behalf of the applicant. Households may apply for utility assistance in addition to rent or mortgage assistance. Utility payments will be limited to essential utilities, such as electricity, water, sewer/wastewater, natural gas, propane and internet services.
Agencies selected for funding must implement procedures to evaluate each household’s needs in comparison to the household’s resources and prevent any duplication of benefits involving the funds available under this RFP. Duplication of benefits occurs when Federal financial assistance is provided to a household which also receives financial assistance for the same costs from another source, and the total amount received exceeds the total need for those costs. Any agency administering assistance under this RFP must have policies and procedures that require any households receiving the assistance to repay it if it is determined to be duplicative.

**FUNDING PROVISIONS**

Approximately $1.2 million in funding is projected to be made available beginning approximately January 1, 2021. This is a competitive application process for limited funding. Applicants that meet the minimum criteria are not guaranteed an award. Also, successful applications may be funded for less than the amount requested. No contracts can be executed until the selection process has been completed, regulatory requirements have been met and funds have been released by HUD.

**ELIGIBILITY TO APPLY FOR FUNDING**

To be eligible for funding, agencies must meet the following minimum requirements:

1. The agency must have current nonprofit 501(c)(3) tax exempt status and eligibility to receive tax deductible contributions, as confirmed by the Internal Revenue Service.
2. The agency must have “Current-Active” status to conduct business in the State of North Carolina at least one year prior to the date of publication of this Request for Proposals, as confirmed by the N.C. Secretary of State (https://www.sosnc.gov/search/index/corp).
3. The agency has submitted third-party financial review or audited financial statements prepared by a qualified accountant or accounting service covering the organization’s most recent fiscal year. Audit findings may make the applicant ineligible to receive assistance from the City.
4. The agency must not be debarred or suspended by any federal agency.
5. The application must be complete and responsive. All questions must be answered completely. The application submission must include all of the following items:
   a) Code of Conduct/Conflict of Interest Policy
   b) Latest IRS 990 as submitted to the Internal Revenue Service
   c) Organization By-Laws
   d) Articles of Incorporation
   e) Organization policies including personnel, formal non-discrimination, procurement, accounting
   f) IRS 501(c)3 Designation Letter
   g) Audited financial statements or a third-party review
   h) NC Secretary of State – current and active status (https://www.sosnc.gov/search/index/corp)
   i) List of Board Members

**SCORING**  Proposals that meet the minimum requirements will be scored on a 100-point scale:

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<th>Rating Factors</th>
<th>Basis of Rating</th>
<th>Points</th>
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<td>Project Overview</td>
<td>The proposal presents a sound approach for delivery of the services and will engage the intended beneficiaries; the proposal establishes</td>
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the need and benefits; as appropriate, collaboration among agencies will contribute to program success.

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<th>Strategy and Performance</th>
<th>The proposed program is consistent with the City’s Strategic Plan which is found at <a href="https://www.cityofws.org/216/Strategic-Planning">https://www.cityofws.org/216/Strategic-Planning</a>. The agency has a record of prior successful performance in the type of activity proposed.</th>
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<td>Organizational Capacity</td>
<td>The program is consistent with the mission of the organization. The history, experience, and function of the organization will contribute to the program’s success. Organizational structure and human resources are appropriate to support the program. The organization has the ability to start and finish the program in a timely manner.</td>
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<td>Cost Effectiveness</td>
<td>The proposed cost elements and budget are reasonable. The program has potential to be sustained in future years. Any potential barriers to program success are identified and are addressed by strategies to overcome them. The average cost of assistance is reasonable in relation to the goals of the program.</td>
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<td>Additional Information</td>
<td>The overall proposal is reasonable and all required materials were submitted; the history of any prior funding from the City is indicated.</td>
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<td>Total</td>
<td>100</td>
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**SUBMISSION PROCEDURE**

To submit a proposal, agencies must complete the application through the following website: https://portal.neighborlysoftware.com/winston-salem/participant. Instructions for accessing the Neighborly Software portal and registering an account are provided in the “Getting Started Guide” which accompanies this RFP. This RFP and the Getting Started Guide can both be found at https://www.cityofws.org/2453/Homelessness.

Once in Neighborly Software, applications are to be submitted under the “Community Agency Funding” section. When initiating an application in Neighborly Software, please use the following naming convention for the case: “Agency Name-RUMA-CDBG CV3”. For example, if a nonprofit organization named “Helping Benefits” is applying for funding, the case name would be “Helping Benefits RUMA CDBG CV3”. This naming process will help to identify applications for funding, as CDBG CV3 identifies the funding source being used for this funding opportunity.

Applications must be authorized by the Board of Directors of the organization submitting the proposal. Although not required to be submitted, the organization should retain the minutes of the board meeting authorizing the submission of the application. An electronic signature on the application indicates the agency’s representative has authority to submit the application.

**CONTACT INFORMATION**

Questions may be directed to Mellin L. Parker, Senior Project Supervisor, at (336) 734-1310 or mellinp@cityofws.org or Shereka Floyd, CoC Program Manager, at (336) 734-1305 or sherekaf@cityofws.org.