



## **Request for Proposal**

### **NYCHA Family Self Sufficiency Case Management and Outreach Consultant**

**Contracted Position:** NYCHA Family Self Sufficiency Case Management and Outreach Consultant

**Compensation:** Up to \$88,000

**Contract Term:** Up to eight (8) months

**Eligible Respondents:** Non-profit and for-profit organizations

**Number of Contracts:** 1

#### **Organization Description**

The Fund for Public Housing was founded as a nonprofit (501c3) organization in 2016, to support the New York City Housing Authority (NYCHA) and its residents. The Fund for Public Housing creates and leverages resources and relationships to enhance the opportunities and quality of life for NYCHA residents, while uplifting the importance of public housing to our city. The Fund aims is to engage people and partners to build a stronger, more equitable New York City by investing in public housing communities. We invest in programs focused on leadership development, financial empowerment, community health, and workforce training for residents of the NYCHA community.

The NYCHA Family Self Sufficiency Case Management and Outreach Consultant will contribute to this mission by providing case management support to existing FSS participants citywide and conduct targeted outreach to participants and potential participants in Western Queens.

#### **Position Background**

The New York City Housing Authority (NYCHA) provides and enables access to safe, stable, affordable housing for low- and moderate-income New Yorkers. NYCHA is committed to connecting residents and communities to critical services.

NYCHA's Office of Resident Economic Empowerment & Sustainability (REES) supports NYCHA public housing (PH) residents and NYCHA Section 8 voucher holders in increasing their income and assets through programs, policies and collaborations in four key areas: (1) employment and advancement, (2) adult education & training, (3) financial literacy and asset building, and (4) business development.

REES administers the Family Self-Sufficiency (FSS) program, a U.S. Department of Housing and Urban Development initiative promoting economic self- sufficiency that NYCHA offers to Housing Choice (Section 8) voucher holders. The program enables participants to pursue education, employment and financial goals and deposits any rent increases into an interest- bearing escrow account on their behalf.

The Fund for Public Housing, in partnership with REES, seeks to contract with a nonprofit organization or for-profit consulting firm to provide citywide outreach and case management to the existing pool of FSS Section 8 enrollees who are not earning escrow. This will include targeted engagement of individuals in Western Queens with the goal of increasing participation in the FSS program, assisting participants in meeting their program goals, including obtaining and / or improving employment and assisting participants in earning escrow.

The Contractor will report to the Senior FSS Coordinator at NYCHA REES.

### **Contractor Responsibilities**

Over eight (8) months, working with the REES' Senior FSS Coordinator, the Contractor will:

- Develop a service and outreach plan, in partnership with REES, to engage FSS participants.
- Conduct targeted outreach and follow-up communication to FSS participants who are not currently earning escrow, particularly those who are more than halfway through their FSS program term. The Contractor will conduct phone, email, and in-person outreach as needed.
- Provide case management to connect participants to services and programs that will assist them in building assets, achieve program goals and earn escrow. The Consultant will make referrals to economic opportunity programs, job training, and education services; and initiate connections to wraparound supports, including financial counseling, banking services, and other social services.
- Develop an outreach and referral strategy to engage participants and potential participants in Western Queens. The Consultant will work with the REES FSS Coordinators to enroll interested Section 8 residents into the program.
- Work closely with REES' Zone Coordination team, including the Zone Coordinator in Western Queens, to build relationships with REES' economic opportunity partners. The Consultant will leverage REES' existing network of 80+ partners to make appropriate referrals for participants.
- Document case management activities and prepare monthly reports that track participant referrals, outcomes, and milestones.
- Contribute to implementing and developing best practices in FSS case management.
- Prepare an interim (four-month) and a final report detailing the activities carried out through this project.
- The contracted entity will provide supervision to the case managers working on this initiative and will provide regular updates to the Senior FSS Coordinator and REES. The Contractor will provide these updates through regularly scheduled meetings and written reports.
- Complete other tasks as required.

### **Minimum Qualification Requirements**

- Applicant has at least five years of experience providing case management services to public housing or affordable housing residents, low-income New Yorkers, and/or other relevant populations.
- Applicant has at least five years of experience conducting outreach and engagement activities with the above populations.
- Applicant has at least five years of experience supervising case management and/or outreach staff.

### **Preferred Education, Experience, and Skills**

- Knowledge of NYCHA's mission, organization, strategic plan, goals, and values not required, but is a plus.
- Some familiarity with Western Queens.
- Familiarity with FSS and/or other self-sufficiency programs is a plus.
- Familiarity with and experience working in NYCHA communities is preferred.

### **Time Period/Compensation**

- This is an 8-month contract
- Compensation - \$11,000/month for a total contract not to exceed \$88,000
- One contract will be awarded

## **How to Apply**

**Deadline extended** to Monday, April 24, 2023 at 5:00 p.m. EST.

Email the below materials to [info@fundforpublichousing.org](mailto:info@fundforpublichousing.org) by **5:00 p.m. EST on Monday, April 24, 2023**.

- Interested organizations should submit a brief proposal that describes their relevant experience as outlined in the Minimum Qualification Requirements above. Applicants should likewise discuss their strengths, commitment, and organizational capacity to complete the Contractor responsibilities, including an overview of how this program will be staffed. This document should be no longer than 5 pages, single spaced, size 12 font.
- Attach the resumes of key staff who will be working on this project.

The Fund for Public Housing, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.