

PUBLIC HOUSING **COMMUNITY FUND**

Request for Proposal

Consultant (Contractor)

Sustainability Grant Support: Building Capacity for a Greener NYCHA

Type: Request for Proposal (RFP)

Contract Title: NYCHA Grant Support Consultant (Contractor)

Primary Work Location: Remote/Hybrid in-person at Long Island City, New York

Eligible Applicants: Individuals, For-Profit, Non-Profit Organizations & Academic Institutions

Compensation: \$190,000 (Year 1); \$196,400 (Year 2, if contract is extended) (Total contract over two years not to exceed \$386,400)

Contract Term: One (1) year with an option to extend the contract for a total of two (2) years.

This is a grant funded, contracted position.

Number of Contracts: One (1)

Expected Start Date: February 2024

Questions Due: Wednesday, January 10, 2024 at 6:00 p.m. EST

Answers Published on communityfund.nyc: No later than January 15, 2024 at 5:00 p.m. EST

RFP Response Deadline: Sunday, January 21, 2024 at 11:59 p.m. EST

Organizational Overview

The Fund for Public Housing, Inc., d/b/a Public Housing Community Fund, was founded as a nonprofit (501c3) organization in 2016, to support the New York City Housing Authority (NYCHA) and its residents. The Fund 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 New York City Housing Authority (NYCHA), the largest public housing authority in North America, was created in 1935 to provide decent, affordable housing for low- and moderate-income New Yorkers. NYCHA is home to roughly 1 in 16 New Yorkers across over 177,000 apartments within 335 housing developments. NYCHA serves over 339,000 residents through the conventional public housing program (Section 9), over 29,000 residents at developments that have been converted to PACT/RAD, and over 92,000 families through federal rent subsidies (the Section 8 Leased Housing Program). In addition, NYCHA connects residents to opportunities in financial empowerment, business development, career advancement, and educational programs. With a housing stock that spans all five boroughs, NYCHA is a city within a city.

About New York City Housing Authority (NYCHA), NYCHA's Sustainability, Architecture & Engineering Services, and Health Initiatives Departments

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NYCHA's Sustainability Department guides the Authority in ensuring the commitments from the [Sustainability Agenda](#) are being accomplished, NYCHA's roadmap for creating healthier, safer, and more comfortable homes for residents while ensuring that NYCHA survives and thrives to serve generations to come. This department has a 20-year track record of successful energy-efficiency initiatives, with more than \$360 million in energy-efficiency construction projects ongoing today including NYCHA's HUD Energy Performance Contracting program (EPC) which is the largest such program in the country. Additionally, the Sustainability Department focuses on waste management, solar, e-micromobility, electrification, stormwater management, and resiliency projects.

In addition to the Sustainability Department, this project will benefit the Architecture and Engineering Services (AES) and Health Initiative departments, where their work intersects with sustainability opportunities. AES is responsible for implementing NYCHA's [Connected Communities](#) program, which advances the agency's participatory design practices, site planning and policy, and implementation of public-private partnerships. The program's award-winning [Connected Communities Guidebook](#) and [Open Space Masterplan](#) provide a comprehensive urban design approach and facilitate fundraising and partnership projects towards modernizing NYCHA's open spaces. The program works with City agencies as well as private and non-profit partners to execute these projects that lead to resilient communities and elevate resident quality of life. Health Initiatives Department builds health through partnerships and engagement that connect residents to preventive health resources, help create healthier indoor environments, and cultivate resident leadership in health. The Department's portfolio of work includes Smoke-Free NYCHA, Farms at NYCHA, community health worker initiatives, newborn hazard prevention, and strategic public health collaboration with the NYC Health Department.

Project Background

The Public Housing Community Fund, in partnership with the New York City Housing Authority (NYCHA), is seeking proposals for a project aimed at bolstering NYCHA's capabilities in grant management, specifically targeting sustainability initiatives. This project will fund the engagement of professional grant writers and managers over a two-year period to support three key units at NYCHA: the Sustainability Unit, Architecture and Engineering Services Unit, and the Health Initiatives Department.

Key Responsibilities of the Consultant (Contractor)

Over a 12-month period with an opportunity to extend the contract to 24-months total, working with the NYCHA's Sustainability Department and the Public Housing Community Fund, the Contractor will be responsible for providing direct grant identification, writing and management support. The individual and/or team will be required to report in person at NYCHA's Sustainability Department located in Long Island City, Queens, New York, on a part-time basis and can work remotely, while attending in-person and virtual meetings with NYCHA's Sustainability Department and the Public Housing Community Fund. The selected Consultant (Contractor) will identify, develop, and submit grant applications, primarily managed by NYCHA's Sustainability Department. The Contractor will provide an individual or team of skilled grant writers and managers to collaborate with NYCHA Sustainability and other units

within NYCHA, and the Public Housing Community Fund. This includes but is not limited to the following scope items:

1. Streamlining Grant Opportunity Identification and Vetting:
 - Develop processes for identifying, vetting, and pursuing grant opportunities. This will require becoming familiar with NYCHA's sustainability work to an extent that allows the Contractor to think creatively about how to align NYCHA sustainability priorities with appropriate funding opportunities.
 - Coordinate with NYCHA, city agencies and NGO's to ensure comprehensive identification of grant opportunities.
 - Lead engagement with partner NYCHA departments, other city agencies, and partner organizations around potential grant-funded partnerships.
 - Track relevant grant opportunities through all stages, from potential opportunity through notice of award.

2. Grant Writing:
 - Collaborate with NYCHA staff and the Community Fund to develop compelling application concepts.
 - Produce application narratives, budgets, schedules, and other application components as needed in collaboration with NYCHA teams and any entities acting as applicant partners.
 - Seek input and review from relevant subject matter experts within NYCHA or at partner agencies and organizations.

3. Grant Management:
 - Strengthen NYCHA's grant management capacity by developing systems and processes that help NYCHA teams comply with grant requirements. This includes grant reporting, grant-specific procurement rules, and continuous alignment with goals, budgets, and milestones committed to in grant applications.
 - Support project teams in producing required reports and other deliverables.

Goals and Expected Outcomes:

The selected Contractor will support NYCHA's Sustainability Department with grant identification, grant writing, grant management and cross-unit collaboration, including with other city agencies (as required) and NGO's. The Contractor will:

1. Increase the success rate in securing federal grants for NYCHA's sustainability projects, measurable in dollars awarded and/or number of grants secured.
2. Diversify the grants pursued, transitioning current staff to focus on program/project management.
3. Secure funding for capital improvements, green job pathways, and community health and resilience in NYCHA communities.
4. Enhance coordination and collaboration between NYCHA, New York City agencies, the Public Housing Community Fund and other NGO's.
5. Develop systems to increase efficiency and capacity at NYCHA to apply for and manage grants once awarded.

The Contractor will be required to provide a set of deliverables/reports related to the scope of work to NYCHA and the Public Housing Community Fund.

Applicant Eligibility

The Fund is open to proposals from qualified entities including for-profit companies, non-profit organizations, academic institutions, and highly qualified individual consultants.

Minimum Qualification Requirements

Below are the minimum requirements for this work:

- Applicant (or lead team member) has at least five years of experience in grant writing and grant management.
- Ability to assign a key staff member/s to report in-person on a part-time basis to NYCHA's Sustainability Department located in Long Island City, Queens, New York.

Preferred Qualifications

- Prior experience working with NYCHA or another housing authority.
- A record of successfully securing funding through grant writing activities.
- An understanding of NYCHA's needs as it relates to sustainability and community health.
- Demonstrated understanding of federal grant writing and management of federal grants.
- Demonstration of creative, strategic thinking around new program development and ways to leverage scarce resources.

Contract Term and Compensation

The selected Consultant (Contractor) will be awarded a one (1) year contract not to exceed \$190,000 with an option for the Public Housing Community Fund to extend the contract to two (2) years total with an additional not to exceed award of \$196,400.

- One contract will be awarded
- One (1) year with an option to extend the contract for a total of two (2) years
- Contract will be deliverable based with milestones
- Compensation not to exceed \$190,000 (Year 1); and not to exceed an additional \$196,400 in year two (if contract is extended) (Total contract over two years not to exceed \$386,400)
- Contract payment is expected monthly to the selected Contractor
- The Contract is expected to be awarded by February 2024

Questions and Answers

All questions regarding this Request for Proposal should be submitted to info@communityfund.nyc with the subject line: **NYCHA Grant Support Consultant – Questions**. Questions must be received by Wednesday, January 10, 2024 at 6:00 p.m. EST. All questions will be answered directly and published with answers publicly on the Fund's website at communityfund.nyc **no later than January 15, 2024 at 5:00 p.m. EST**. The Fund will not answer any questions regarding this Request for Proposal by phone or any other method than described above and all questions will be made public along with answers on the Fund's website.

Proposal Requirements

1. Cover Letter (maximum 1 page)
Cover letter should explain why the Proposer is interested in this work and the strengths and level of commitment the Proposer brings to the project.
2. Qualifications & Experience (maximum 2 pages)
Proposers should describe relevant experience and qualifications to perform the work described in this RFP, specifically responding to the qualifications outlined as Minimum and Preferred Qualifications above. Include a brief history of the organization and demonstrate the organizational capacity to meet the objectives of this project and relevant experience in grant writing and grant management.
3. Proposed Approach (maximum 2 pages)
Proposers should outline an approach to executing the proposed project in a one-year and two-year timeline, and budget allocated. Include a high-level schedule, staff plans, use of grant writing and management systems, and demonstrate understanding of the goals and expected outcomes outlined above. Proposers that have access to additional grant funding or other resources may indicate any additional resources they bring to the project.
4. Resumes of Key Staff (maximum 5 pages)
Resumes for key staff who will be working on this project should be included, with indication of any positions for which contractor will need to hire to complete the project.

All components of the proposal must be formatted with one-inch margins, single spaced, in a standard 12-point font.

Proposal should be submitted as a single PDF document.

Responses are due by Sunday, January 21, 2024 at 11:59 p.m. EST by email to info@communityfund.nyc with the subject line: NYCHA Grant Support Consultant Proposal.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Strength and relevance of Proposer's qualifications and experience, including a history of successful grant writing and management especially with federal grants,
2. Creativity and thoroughness of Proposer's approach to completing the project,
3. Capacity to start the project in a timely manner with the ability to support the program over a one- and two-year period,
4. Demonstration of commitment to delivering a high-quality, implementable plan.

The Fund for Public Housing, Inc., d/b/a Public Housing Community Fund, 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.