NEW MEXICO
COMMUNITY TRUST

Request for Proposals

Housing Stability Program Director(s)

Deadline - Friday , November 5, 2021

Proposed Scope of Work:
Housing Stability Program Director(s)

Prepared by:
New Mexico Community Trust in partnership with the State of New Mexico Emergency Rental Assistance Program

Purpose:
The New Mexico Community Trust (NMCT) will partner with the State of New Mexico through the Department of Finance and Administration (DFA) to administer over $11M made available for nine housing stability activities as part of the Emergency Rental Assistance Program. These activities will complement the core ERAP program of rent and utility assistance by providing comprehensive services that will aid New Mexicans in maintaining housing.

NMCT has partnered with the New Mexico Coalition of Community Foundations (NMCCF), a statewide collaborative consisting of Albuquerque Community Foundation, Santa Fe Community Foundation, Community Foundation of Southern New Mexico, Taos Community Foundation, Los Alamos Community Foundation and the New Mexico Foundation, to bring together stakeholders from across the state to develop a strategic spending strategy for the funds in compliance with the guidance and limitations set by the U.S. Department of the Treasury (Treasury) .

In partnership with Albuquerque Community Foundation ("ACF"), NMCT provides financial, investment, donor and grant management services for communities across the state along with back office support for multiple community foundations serving the state.

NMCT seeks a team of contracted Program Director(s) to lead and administrate the Housing Stability Program based on the guidelines provided by the Treasury and DFA. Selected Program Director(s) will provide overall project management, facilitation and project administration. Additionally, selected individuals will serve as liaisons with selected subcontractors to deliver housing stability services.

Background:
In response to the COVID-19 pandemic, two rounds of funding have been provided by the U.S. Congress to support rental needs. The programs, known as Emergency Rental Assistance 1 and 2 (ERA) are being administered by the Treasury . New Mexico's combined allocation of ERA1 and ERA2 is $352M. In New Mexico, the majority of these funds ($326.5M) are being administered by DFA and are being used to provide rental and utility assistance to households financially impacted by COVID-19. The program has awarded nearly $60M in direct assistance to New Mexico renters as of October 26, 2021.

In addition to direct rent and utility support, Treasury has allowed a percentage of ERA funds to be used for nine housing stability services. These services are intended to help people maintain housing over both the short and long-term.

Program Director Qualifications:
The Program Directors should demonstrate experience in:

- operationalizing equity, diversity, inclusion and belonging and building those principles into the planning and facilitation process;
- facilitating an inclusive decision-making process that clarifies roles, expectations and processes while making all stakeholders feel welcomed and valued;
- project management expertise with the experience in strategy design and execution who can offer advice/guidance to address the challenges, obstacles and opportunities related to the design and implementation of this program;
- housing issues regionally and nationally;
- designing convenings that address and impact the immediate goals and deliverables of this program as well as contribute to ecosystem learning and long term policy and relationships building among stakeholders into the future;
- federal grant administration experience is a plus, and will be supported by NMCT & ACF.

Additionally, due to the time sensitive nature of this work, mandated by the federal government, the Program Director(s) will be able to work efficiently, collaboratively, and expeditiously with NMCT to meet deliverable deadlines as outlined by the timeline in this document.

Proposed Deliverables:

1. Coalition Building. The Program Director(s) will convene statewide coalitions of stakeholders and a potential advisory committee from the public, nonprofit and private sectors, including but not limited to nonprofit organizations, housing experts, landlords, and property management companies, the legal community, housing advocates, and policymakers.

2. Housing Stability Strategy. Through a collaborative approach, the Program Director(s) will oversee and coordinate activities and efforts of the statewide coalition, delivering a strategy for implementation of the available funds within the program limitations established by the Treasury, along with recommendations for longer-term & policy solutions. The strategy, presented as a written report, cost allocation plan, and 30-minute powerpoint presentation/Q & A session, will be coordinated with NMCT/ACF and presented to DFA for approval.

   Per Treasury, Housing Stability Activities may include:
   1. eviction prevention and eviction diversion programs;
   2. mediation between landlords and tenants;
   3. housing counseling;
   4. fair housing counseling;
   5. housing navigators/promotoras that help households access ERA programs or find housing;
   6. case management related to housing stability;
   7. housing-related services for survivors of domestic abuse or human trafficking;
   8. legal services or attorney's fees related to eviction proceedings and maintaining housing stability;
   9. specialized services for individuals with disabilities or seniors that support their ability to access or maintain housing.

   *****Due to limitations put in place by the Treasury for these funds, administration, construction, and/or rehabilitation of affordable housing units is not an eligible activity.

3. Strategy Implementation.
   a. The Program Director(s) will administer the program elements identified in Deliverable 2. This will include the selection and oversight of appropriate sub-grantees and service providers, all associated grant and fiscal administration, as well as necessary reporting requirements to DFA.
   b. Program Director(s) may be required to meet on a weekly basis with NMCT/ACF liaison and may be requested to represent NMCT/ACF on DFA calls/biweekly meetings

Requirements:
The Program Director(s) will work closely with NMCT staff to ensure compliance with DFA and the Treasury requirements in administration of the Housing Stability Program.

Timeline:
This is a twelve-month contract active upon signing through October 30, 2022, as outlined below.

Phase 1: Convening and Planning

- ***No Later than December 31, 2021*** - Stakeholder convening and input sessions begin
- ***No Later than January 31, 2022*** - Release of a ERA Housing Stability Implementation Plan to DFA including a Cost Allocation Plan

Phase 2: Mobilization of Available Funds

- ***No Later than September 30, 2022*** - Expenditure of all ERA1 funds
- ***No Later than October 30, 2022*** - Final reports submitted and presented to NMCT/ACF and DFA.

Program Director(s) consultant contract budget/fees :
The range for the Program Director(s) contract may not exceed $60,000, based on the final scope of the Phase 1 and 2 contract.

Those seeking to work in partnership with a Program co-director should submit two separate responses to this RFP. In the event that two Project Directors are selected, each contract will have a maximum budget of $60,000 each, based upon the final scope of work.

Important Notes:
The state-wide program ***will <u>not</u> offer services to residents in Doña Ana and non-CABQ portions of Bernalillo County*** as they administer their own programs. However, efforts will be made to coordinate with these entities for program efficiency and effectiveness.

NMCT will sub-contract with appropriate entities to deliver program components including service delivery, planning, grant administration, outreach, etc.

Proposal Requirements:
To be considered for the role of Housing Stability Program Director(s), prospective contractors are requested to submit the following information via email to Marisa Magallanez at marisa@nmctrust.org **by 5pm (MST) on Friday, November 5, 2021 with Subject Line filled as "RFP: Housing Stability Program Directors – [Your Name]".**

- Resume/CV
- Proposal addressing your experience and approach to the scope of work [2 pages maximum]
- Contact information for 2 professional references

Proposal Review:
Proposals will be reviewed by the staff and consultants at ACF and NMCT. Successful candidates will be notified between November 12 -19, 2021.