

## REQUEST FOR LETTERS OF INTEREST TENANT PROTECTIONS LEGAL SERVICES

**Proposals Due: Wednesday, December 5, 2018 at 4:00 PM**

**OVERVIEW:** The Portland Housing Bureau (PHB) invests in strategies to increase access to stable housing for individuals and families experiencing homelessness or housing instability through proven interventions. These include but are not limited to: landlord/ tenant education, fair housing education, fair housing enforcement, housing stabilization policy, renter legal services, renter advocacy, and healthy housing. PHB is charged with developing citywide housing policy, delivering programs that increase the supply of affordable housing and promote stable homeownership, and administering a broad range of federal and local resources. Through our policies, plans, and funding, PHB works to stabilize families in their current homes, provide new affordable housing opportunities, and foster equitable, integrated, and diverse communities.

In the approved Portland City Council budget resources were reserved for legal services and representation for landlord-tenant law and fair housing. Outreach for these services should include a plan to effectively reach communities of color and other historically underserved communities. Partnerships with culturally specific organizations is a preferred approach. The award may go to one provider or a partnership. PHB will limit the number of awardees to three, if not in a partnership. If you believe your agency meets the essential requirements, please apply.

**SOLICITATION LOCATION:** <https://www.portlandoregon.gov/phb/72622>

**INFORMATION SESSION:** a NON-MANDATORY information session or Bidders' Conference for this solicitation will be held on **Friday, November 30, 2018, in the PHB Steel Conference Room on the 5<sup>th</sup> floor at 421 SW 6<sup>th</sup> Ave, Portland, Oregon, from 9:00 to 10:00 AM.**

**EVALUATION CRITERIA:**

Service Delivery Plan	30 points
Collaboration	30 points
Organization Capacity and Experience	15 points
Outcomes and Evaluation	15 points
Project Budget	10 points
Maximum Score	100 points

**SOLICITATION COORDINATOR:**

Kim McCarty Senior Housing Program Coordinator  
Portland Housing Bureau  
421 SW 6<sup>th</sup> Ave, Suite 500, Portland, Oregon 97204  
(503) 823-2368 (phone)  
[kim.mccarty@portlandoregon.gov](mailto:kim.mccarty@portlandoregon.gov)  
<http://www.portlandoregon.gov/phb/>



*Participation of certified Minority, Women, and Emerging Small Businesses are encouraged.*  
For information on our Rental Services Office visit: <https://www.portlandoregon.gov/phb/72622>

## SCHEDULE

**Request for Letters of Interest Issued:** Tuesday, November 20, 2018

**Non-Mandatory Information Session:** **Friday, November 30, 2018**  
**9:00 to 10:00 AM**  
**PHB Steel Conference Room**  
**421 SW 6<sup>th</sup> Ave, Suite 500**

**Proposals Due:** **Wednesday December 5, 2018 at 4:00 PM**

**Anticipated Date Evaluation Panel Meets:** Thursday, December 6, 2018

**Anticipated Notice of Awards:** Friday, December 7, 2018

**Anticipated Date of Contract Execution:** Friday, December 28, 2018

**Date by which all funds must be spent:** June 30, 2019

*All proposals must be received by the date and time deadline to be considered. PHB reserves the right to change any dates to serve the goals of the Letter of Interest.*

## SUBMISSION REQUIREMENTS

If you are interested in this opportunity, submit a **2-page letter of interest** describing:

- Name of the organization and program contact information.
- Short summary of the proposed project, including: how project will outreach to prospective participants, what types of activities will be provided, how funds will be disbursed, staffing structure and how many participants will be served.
- Demonstrated agency/collaborative ability and capacity to carry out the project to reach to eligible populations and to document client eligibility, service provision, and outcomes.
- Plans for how agency/collaboration will continue and/or expand project in FY 19-20, contingent on available funding.

Solicitation Location: <https://www.portlandoregon.gov/phb/72622>

All applicants must be prepared to provide required documentation and budget required by the City of Portland within one week of the award notice. Subrecipient contract requirements are listed in Appendix A.

## **Re: Solicitation for 2018-19 Proposed Tenant Protection Legal Services Program**

To: Providers of landlord-tenant and fair housing legal services and culturally-specific and/or culturally-responsive services in Multnomah County.

### Introduction:

You are receiving this letter as a representative of an organization that has demonstrated to the City of Portland Housing Bureau (PHB) capacity and/or interest in providing tenant protection services to individuals and families at risk of homelessness in Portland and Multnomah County.

This letter identifies the intent of PHB to issue a contract with one or more culturally-specific community-based service providers, or partnerships, for a total budget up to \$214,000 for FY 18-19 to operate direct landlord-tenant and fair housing legal services program with linked advocacy and education for culturally specific communities, communities of color and other under-served communities. Preference for proposals that reach communities with geographic or other barriers to access to services. Communities outside of East Portland and any jurisdiction within Multnomah County may also be included in the geography. In future years, if funding is available, the funding will be made available to the awardee for up to three years. The definition of a culturally-specific organization, for the purposes of this solicitation, is provided below.

PHB is charged with developing citywide housing policy, delivering programs that increase the supply of affordable housing and promote stable homeownership, and administering a broad range of federal and local resources. Through our policies, plans, and funding, PHB works to stabilize families in their current homes, provide new affordable housing opportunities, and foster equitable, integrated, and diverse communities.

If you believe your agency meets the essential requirements and can provide the required services within the proposed budget and timeline outlined below, submit a letter of interest to Kim McCarty at [Kim.McCarty@portlandoregon.gov](mailto:Kim.McCarty@portlandoregon.gov) by 4:00 p.m. Wednesday, December 5, 2018.

### Background:

In the approved Portland City Council budget, resources were reserved for direct landlord-tenant and fair housing legal services, landlord/tenant education and advocacy. Outreach for these services should include an effective plan to reach communities of color and other historically underserved communities. Partnerships with culturally specific organizations is a preferred approach. The award may go to one provider or a partnership. PHB will limit the number of awardees to three if not in a partnership.

### Equity:

With regard to race, ethnicity and other protected classes, Equity is central to this Letter of Interest. Proposers should consider how equity is addressed throughout their proposals and within their organizations. Among other things PHB is interested in:

- Diversity of organizations including their staff and board members.

- Organizational equity and diversity plans and policies and their implementation.
- Training within organizations around equity, diversity, inclusion, cultural competency, etc.
- Outreach to, including marketing to communities of color, immigrants/refugees and special needs populations.
- Diversity in professional services contracting to meet 20% participation goal.

Essential requirements:

One or more culturally-specific or culturally responsive service providers will provide, directly or through a subcontracted consortium of other regionally-based providers, a range of tenant protection services to people living in rental housing in Multnomah County with an emphasis on direct legal services to enforce Fair Housing or landlord tenant law. To be responsive the provider must be able to represent or partner with an organization that can represent families who may lack residency, citizenship and/or legal status.

The program may be limited in its scope and focus, but provider(s) should plan to expand partnerships within the following year (FY19--20) to serve a broader range of renters within Multnomah County. This may require expanded partnerships.

Required Activities:

The range of tenant protection services must include:

- identification of renter household(s) at risk of housing instability;
- provision of needed direct landlord/tenant or Fair Housing legal assistance for tenant protection activities;
- provision of additional renter advocacy services (including investigation, organizing, education, landlord mediation and landlord/tenant or Fair Housing legal assistance, either directly or through subcontracted services); and
- Identification of needed multilingual and/or multicultural tenant protection services.

Desired Outcomes:

Desired outcomes for the FY18-19 phase are to serve approximately 60 households. Eighty percent (80%) of assisted households should acquire or rental housing six months following assistance. Eligible costs include staffing and subcontracted services, including legal services. Providers will be required to contact the recipient at 6 months following completion of services to determine whether the recipient is still housed. Eligible expenses may include rental assistance or other direct client assistance, but providers are encouraged to leverage other eviction prevention rental and client assistance, if needed.

Eligible Applicants:

- Proposers: To be responsive proposer must have the following qualifications; non-profit organizations, multilingual and/or multicultural proficient and legally empowered to represent families who may lack residency, citizenship and/or legal status. Partnerships of organizations with these combined qualifications will also be eligible. Subrecipient must show that the attorneys are licensed in Oregon.*

- For purposes of this solicitation, “culturally-specific organization or programs” are defined as those with the following characteristics:
  - The majority of members and/or clients are from a community of color, such as African American, Asian/Pacific Islander, Native American, Latino, or African Immigrant.
  - The majority of members and/or clients are from Asian/Pacific Islander, Native American, Latino, African, or Slavic immigrant or refugee community.
  - The organizational or programmatic environment is linguistically and/or culturally focused and identified as such by members.
  - The organizational staff, board and leadership or program staff and leadership reflect the community that is served.
  - The organization or program has a track record of successful community engagement and involvement with the community being served.

Project Guidelines:

- Project Type: Proposers should submit proposals that demonstrate the ability to provide the full range of eligible activities to reach and serve participants from culturally-diverse communities, either through a single agency/service provider or through a collaborative partnership of multiple partnering agencies/service providers with an identified lead agency.
- Location: Funds will serve renter households at risk of homelessness or housing instability and living in the City of Portland with emphasis on reaching participants from culturally-diverse communities in East Portland.
- Funds: Initial funds must be fully expended by June 30, 2019. Subsequent funding, if available, will be awarded through a separate FY 2019-20 contract beginning July 1, 2019.
- Data Collection and Evaluation: As a condition of contract award, proposers must:
  - enter required client-level demographic, service provision and outcome data into our community’s Homeless Management Information System (HMIS). (organizations currently not using HMIS, will be given training and technical assistance as needed to develop the organization’s ability to enter data into the system);
  - develop (subject to Portland Housing Bureau approval) and implement policies and procedures for assessing and documenting client eligibility and outcomes; and
  - meet all City of Portland contracting requirements as outlined in the attached sample subrecipient contract, Exhibit B.

Eligible populations to be served include:

- Low income renter households, at risk of homelessness, and residing in Multnomah County, with emphasis on reaching participants from culturally-diverse communities in East Portland.
- Households with an identified need for tenant protection services to prevent homelessness, or housing instability independent of any household need for financial assistance (e.g. rent assistance)

### Sample of Potential Funding Allocation

PHB envisions a potential distribution of the funds up to \$214,000. Eligible costs include program staff, direct assistance, and program start-up costs, such as purchase or rental of office equipment and supplies, as well as reasonable agency administrative costs.

### To Apply

If you are interested in this opportunity, submit a 1-page letter of interest describing:

- Name of the organization and program contact information.
- Short summary of the proposed project, including: how project will outreach to prospective participants, what types of activities will be provided, how funds will be disbursed, staffing structure and how many participants will be served.
- Demonstrated agency/collaborative ability and capacity to carry out the project to reach to eligible populations and to document client eligibility, service provision, and outcomes.
- Plans for how agency/collaborative will continue and/or expand project in FY 19-20, contingent on available funding.

**Along with the letter, submit a proposed budget for staff and any subcontracted tenant protection activities. Send letter and budget electronically to Kim McCarty at [Kim.McCarty@portlandoregon.gov](mailto:Kim.McCarty@portlandoregon.gov) by 4:00pm on Wednesday, December 5, 2018.**

### Evaluation

PHB will assess the letters of interest (LOI) and may involve representatives from the community and individuals who participate the Rental Services Commission and Fair Housing Advocacy Committee. Individuals representing organizations or partnerships that are responding to this solicitation will not be allowed to participate in the selection. PHB will evaluate LOIs received by the due date based on the proposer's responsiveness to the guidelines and intent of fund use described in this letter. PHB reserves the right to waive minor imperfections or discrepancies in proposals and may invite top ranked proposer(s) to interview in person or by conference call. PHB will rank the submissions and recommend the award amounts to the Portland Housing Bureau Director who will make final award decisions.

Each selected proposal must provide the following within one week of request:

- A completed Contractor Proposal Cover sheet (see attached).
- Current liability insurance certificate and a copy of the additional insured endorsement.
- Current Workers Compensation Certificate. City of Portland should be the certificate holder.
- Auto Liability Insurance or memo stating auto will not be used.
- Any person, vendor, contractor, or entity of any type must be registered with the City of Portland as an EEO Employer to be eligible to be awarded any Contract. See the City website for more information, <https://www.portlandoregon.gov/bfrs/article/420206>
- Business license number or exemption (i.e. non-profits), City website to apply: <http://www.portlandoregon.gov/revenue/29320>
- A completed Budget Proposal worksheet (see attached). Include additional attachments as necessary.
- Completed FFATA form, if applicable (see attached).
- Completed Indirect Cost Allocation form, if applicable (see attached).
- Indirect Rate Agreement if applicable.
- Copy of 501(c)(3) Federal Income Tax Exemption letter, as well as most recent tax return or audited financial statement.
- Equity Assessment and Plan (exceptions for contract service amounts under \$25,000. Exceptions for contracts of less than 12 months and contract\
- Organizational W-9