

Date: August 11th, 2026

To: Prospective Respondents to the Request for Expression of Interest in Funding: HPD Housing Ambassador Services

From: Claudette Montgomery, Housing Ambassador Program Deputy Director, Division of Housing Opportunity, NYC Housing Preservation and Development

Subject: Addendum #1 to the Request for Expression of Interest in Funding: HPD Housing Ambassador Services

ADDENDUM #1

The Department of Housing Preservation and Development is issuing **Addendum #1** to the Request for Expression of Interest in Funding: HPD Housing Ambassador Services (“RFEI” hereafter).

I. CHANGES TO THE RFEI

The following changes have been made to the RFEI:

i. **Section “III. RFEI Timeline: Important Dates,” RFEI, page 1**

Delete:

Questions by email due date: Monday, August 3rd, 2026 at 5:00 pm

Interested organizations may submit questions about this funding via email until Monday, August 3rd, 2026 at 5:00 pm to housingambrfei@hpd.nyc.gov. HPD will provide a written summary of the questions and responses to all interested organizations in advance of the submission deadline.

Replace with:

Questions by email due date: Tuesday, August 4th, 2026 at 5:00pm



Interested organizations may submit questions about this funding via email until Tuesday, August 4th, 2026 at 5:00 pm to housingambbrfei@hpd.nyc.gov. HPD will provide a written summary of the questions and responses to all interested organizations in advance of the submission deadline.

ii. **Section “III. RFEI Timeline: Important Dates,” RFEI, page 1**

Delete:

Expression of Interest due date: Friday, August 14th, 2026, at 2:00 pm

In preparation for FY2027, HPD anticipates \$160,000-\$200,000 will be available for awards to Housing Ambassadors through the Ready to Rent program, typically funded by City Council. Responses to this Request for Expressions of Interest are due Friday, August 14th, 2026 at 2:00 pm, via email to the Housing Ambassador Program at ambassadors@hpd.nyc.gov

Replace with:

Expression of Interest due date: Friday, August 21st, 2026, at 2:00 pm

In preparation for FY2027, HPD anticipates \$160,000-\$200,000 will be available for awards to Housing Ambassadors through the Ready to Rent program, typically funded by City Council. Responses to this Request for Expressions of Interest are due Friday, August 21st, 2026 at 2:00 pm, via email to the Housing Ambassador Program at housingambbrfei@hpd.nyc.gov

iii. **“Attachment C: Application, Section I Housing Ambassador Program Training Experience,” RFEI, page 7**

Delete:

Sub-question iii: If yes, please provide any details you have; dates (can be approximate), number of attendees, names.

iv. **“Attachment C: Application VIII: Contract Compliance Capacity: Experience and Approach” RFEI, page 11**



Revised

The Rating scale in Section VIII is revised as follows:

Current Rating	Revised Rating
Good	Excellent/Good
Fair	Satisfactory
Poor	Poor/ Unsatisfactory

All other terms and conditions as contained in the RFEI remain unchanged.

II. QUESTIONS AND ANSWERS

i. RFEI Pre-submission conference call

The following organizations participated in the RFEI pre-submission conference call conducted on Thursday, July 30th, 2026:

- | | | |
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| • 116th Street Block Association, Inc | • Brooklyn Neighborhood Improvement Association, Inc. | • St Nicks Alliance |
| • Grow Brooklyn, Inc. | • Neighborhood Housing Services of New York City, Inc | • Neighborhood Association for Inter-Cultural Affairs, Inc. (NAICA) |
| • Safe Horizon | • All for Community | • Margert Community Corporation |
| • We The People 4 The People By The People, Inc. | • Churches United for Fair Housing | • Entertainment Community Fund |
| • Ocean Bay Community Development Corporation | • Worldwide Veterans and Family Services Inc | • Bridge Street Development Corporation |
| • Madison Capital Enterprise | • Neighborhood Housing Services of Brooklyn CDC, Inc. | • Southside United HDFC |



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|--|--|---|
| • Chinese-American Planning Council | • United for Brownsville | • Global Citizens Community Center |
| • Cypress Hills Local Development Corporation | • Los Sures | • Flushing Working Families Association |
| • Entertainment Community Fund | • Harlem Community Land Initiative | • Ladies of Hope Ministries |
| • APNA Community Services | • Ocean Bay Community Development Corporation | • Harlem Community Land Initiative |
| • Cooper Square Committee | • Center for Justice Innovation | • Kingsbridge Heights Community Center |
| • Worldwide Veterans and Family services Inc | • Safe Horizon | • A Blend of Services |
| • Neighborhood Housing Services of Queens CDC Inc. | • Anthos Home | • Masjid At Taqwa Inc. |
| • HANAC, Inc. | • The Local Development Corporation of Crown Heights | • Reside New York Heights |
| • New Life Church NYC | | |

The following questions were presented at the RFEI pre-submission conference call. The answers to those questions are provided below for clarification and information purposes only and do not change the terms and conditions as contained in the issued RFEI:

Question 1: How much funding is available?



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Answer 1: See Section IV, “Funding Available,” on page 1 of the RFEI. HPD anticipates that \$160,000 to \$200,000 will be available for awards through the Ready to Rent Program. It is HPD’s intention not to award funds exceeding \$20,000 for any one respondent.

Question 2: Is Safe Horizon eligible to apply?

Answer 2: See Section I “Overview” on page 1 of the RFEI. HPD seeks not-for-profit organizations interested in providing education and services to assist affordable housing seekers. Eligibility and final evaluation will be determined based on the requirements and evaluation criteria outlined in the RFEI.

Question 3: How will HPD evaluate an organization that does not have formal Housing Ambassador experience but has a similar ambassador model, community trust, housing-stability experience, and resident-navigation experience?

Answer 3: See Section IV, “Funding Available,” on page 1 of the RFEI. Evaluation is weighted 60 percent on experience and 40 percent on approach. Organizations may demonstrate relevant or transferable experience through their responses describing similar educational events, applicant assistance, housing counseling, outreach, and related activities.

Question 4: Can a new CBO that has never received HPD funding but has experience providing public-assistance and housing-assistance/case-management services apply?

Answer 4: Yes. Prior receipt of HPD funding is not required. Eligibility and scoring are based on the questions and criteria contained in the application.

Question 5: When was the last Housing Ambassador training, and when will the next one be held?

Answer 5: The last training was held in July 2026. In addition, see Section V, “Funding Requirements,” page 2 of the RFEI. HPD will host a Housing Ambassador training shortly after recipients are notified of the award. Ready to Rent training will also be provided during the period of performance.



Question 6: Is there a minimum award amount, since the maximum is \$20,000?

Answer 6: See Section IV, “Funding Available,” on page 1 of the RFEI. No minimum award amount is stated in the RFEI. The maximum possible award is \$20,000, and final award amounts will depend on the number of organizations selected and the negotiated Scope of Services and Budget.

Question 7: Can the award be used for staff support in addition to workshops and other program activities?

Answer 7: See Attachment D: Sample Scope of Services. This is a deliverable-based award. Reimbursement is based on completion of approved deliverables. There are no separate staff line items in the award. Organizations are paid for completing the deliverables contained in the Scope of Services.

Question 8: Can one-on-one, in-person applicant assistance be included as a funded activity?

Answer 8: Yes. See Attachment D: Sample Scope of Services. Extra Applicant Assistance may be provided in person, over the phone, or through video or audio teleconference, and may include one-on-one sessions. The Scope of Services also identifies the documentation required for reimbursement.

Question 9: Can an organization perform only some of the deliverables—for example, three of the five—and still receive an \$18,000 or \$20,000 award?

Answer 9: HPD intends to negotiate the Scope of Services and Budget with each selected respondent at the time of award. The final award amount and required deliverables will be determined during that process. See Attachment D: Sample Scope of Services.

Question 10: Is there a percentage or maximum amount of the award that can be spent on technology purchases?



Answer 10: See Attachment D: Sample Scope of Services. HPD intends to limit eligible technology purchases to a maximum of \$7,500.

Question 11: May one organization apply for two locations in order to serve more areas of the city?

Answer 11: See Section 2, “Location(s) Proposed for Provision of Services,” of Attachment A: Application. Respondents should submit one application and check each borough in which they provide services on a regular basis. Respondents will be evaluated and ranked within borough-wide competition pools based on their selections.

Question 12: Can organizations that previously received Ready to Rent funding apply again?

Answer 12: Yes. Previous Ready to Rent awardees may apply for FY2027 funding.

Question 13: Are applicants limited to serving the community districts specifically listed in the RFEI?

Answer 13: No. See Section 2, “Location(s) Proposed for Provision of Services,” of Attachment A: Application. The listed Community Districts are provided for informational purposes. Respondents are not limited to those Community Districts.

Question 14: If an organization selects a borough, is it committing to providing outreach and events throughout the entire borough?

Answer 14: Not necessarily. See Section 2, “Location(s) Proposed for Provision of Services,” of Attachment A: Application. Respondents will be evaluated and ranked within borough-wide pools based on their selections. While overall evaluation scores will be considered, HPD also reserves the right to consider geographic distribution, service coverage, and programmatic needs across Community Districts when making final award selections.

Question 15: Can an organization propose serving only a particular neighborhood—for example, East Harlem—rather than all of Manhattan?



Answer 15: Yes. Respondents should identify the areas they regularly serve in Attachment C: Application. HPD will evaluate respondents within borough-wide pools and may consider geographic distribution, service coverage, and programmatic needs when making final award selections.

Question 16: Do the community districts an organization serves have to be the community districts listed in the RFEI?

Answer 16: No. The Community Districts listed in the RFEI are provided for informational purposes because HPD may require awardees to provide services in those areas. Respondents will be evaluated and ranked within borough-wide pools.

Question 17: How does HPD define borough-wide coverage?

Answer 17: See Section 2, “Location(s) Proposed for Provision of Services,” of Attachment A: Application. HPD aims to fund organizations covering a broad geography and to continue expanding to reach as many potential housing applicants as possible. Because many neighborhoods are experiencing changes, such as large-scale development and potential rezoning, HPD may require organizations selected for a particular borough to provide outreach and/or services on a boroughwide basis or to specific areas within that borough.

Question 18: Do applicants submit the RFEI through MOCS/PASSPort?

Answer 18: No. See Section VII, “Submission Requirements,” page 3 of the RFEI. Respondents must complete and submit Attachments A, B, and C by email to housingambrfei@hpd.nyc.gov.

Question 19: Does an organization need to have a physical program location at the time it applies?

Answer 19: No permanent physical office location is required by the RFEI. However, respondents must be providing services on a regular basis in each borough selected in Attachment C: Application.



Question 20: In Attachment C, Question 3 says, “If yes, please provide any details you have. Dates can be approximate, number of attendees, names.” What does that question refer to?

Answer 20: Attachment C, Section I, sub-question iii, was mistakenly left in the application. It has been removed through this Addendum and will not be scored.

Question 21: Will HPD email the questions and answers from the conference?

Answer 21: Yes. HPD is providing the questions and answers through this Addendum.

Question 22: Can a CBO that has never received HPD funding apply?

Answer 22: Yes. Prior receipt of HPD funding is not required.

Question 23: When are awards expected to be announced?

Answer 23: HPD anticipates notifying selected respondents in fall 2026.

Question 24: Can applicants focus on areas of the city other than the community districts listed in Section 2?

Answer 24: Yes. The listed Community Districts are provided for informational purposes. Respondents are not scored more or less favorably solely because they do or do not serve those particular Community Districts.

Question 25: If an organization checks Manhattan, Queens, and Brooklyn, could HPD require it to serve all of those boroughs or instead ask it to focus on a particular neighborhood, such as Flushing?

Answer 25: See Section 2, “Location(s) Proposed for Provision of Services,” of Attachment A: Application. HPD may require organizations selected for a particular borough to provide outreach and/or services on a boroughwide basis or to specific areas within that borough; some examples are listed below under each borough. Please check the box next to each borough in which you provide services on a regular basis.

Question 26: Does HPD intend to select only one awardee per borough?



Answer 26: No. HPD anticipates selecting one or more respondents per borough.

Question 27: Do applicants need to upload their audits, CHAR500s, 990s, or other financial documents with the application because those documents are already in PASSPort?

Answer 27: No. Attachment C: Application, section VIII Contract Compliance Capacity: Experience and Approach asks respondents to provide the status of their most recent audit, CHAR500, and Form 990. Respondents are not required to submit copies of those documents with their response.

Question 28: What should an organization do if it has not received any PASSPort performance evaluations during the past two years?

Answer 28: Respondents that have not received any PASSPort performance evaluations during the past two years may leave that portion of the application blank.

Question 29: Does the PASSPort performance-evaluation question refer to financial audits?

Answer 29: No. These are separate questions. The PASSPort performance-evaluation question asks about agency-issued contract performance evaluations in PASSPort. A separate question asks for information regarding the respondent's financial audit, CHAR500, and Form 990.

Question 30: Does Attachment E—the sample scope/contract registration and invoicing memorandum—need to be submitted with the application?

Answer 30: No. Respondents are required to complete and submit Attachments A, B, and C. The remaining attachments are provided for informational purposes only.

Question 31: The RFEI appears to list two different submission email addresses, ambassadors@hpd.nyc.gov and housingambrfei@hpd.nyc.gov. Which one should applicants use?



Answer 31: This error has been corrected through this Addendum. Respondents should submit completed responses to housingambrfei@hpd.nyc.gov but we will also accept submission at ambassadors@hpd.nyc.gov

Question 32: Do applicants have to upload anything into PASSPort?

Answer 32: No application materials are submitted through PASSPort. However, prospective vendors must be registered in PASSPort and must keep their PASSPort information current.

Question 33: What are the program deliverables?

Answer 33: See Attachment D: Sample Scope of Services. The sample deliverables include Large Public Educational Events, Applicant Seminars, Extra Applicant Assistance, Ready to Rent Financial Counseling Pop-Ups, and eligible technology purchases.

Question 34: Will HPD send applicants the RFEI document after the conference?

Answer 34: No. Interested organizations should register and download the RFEI from the HPD website. Organizations that register and download the RFEI will receive subsequent addenda by email.

Question 35: If an organization has many City contracts and multiple PASSPort evaluations, does HPD want evaluations from every contract or only evaluations related to the program where the Ready to Rent work would be housed? Does HPD want only graded evaluations or interim evaluations too?

Answer 35: Respondents should summarize their PASSPort performance evaluations in Attachment C: Application. The application asks for the number of performance evaluations issued in each listed rating category. Respondents may use the following question in the application to provide additional context regarding their performance and practices.

Question 36: Is preference given to organizations that have previously been HPD Housing Ambassadors?



Answer 36: No. Organizations do not need to have previously participated in the Housing Ambassador Program to receive funding. However, Attachment C: Application awards points for responses in the Housing Ambassador Program Training Experience section.

Question 37: Is there a direct email address where applicants can send questions about the funding opportunity?

Answer 37: Yes. Questions should be submitted to housingambbrfei@hpd.nyc.gov no later than Wednesday, August 12th, 2026, at 5:00 p.m.

Question 38: After applications are submitted, how long will it take HPD to notify organizations whether they were selected?

Answer 38: HPD anticipates notifying selected respondents in fall 2026.

ii. Questions by email

The questions below were submitted by email. The answers to those questions are provided below for clarification and information purposes only and do not change the terms and conditions as contained in the issued RFEI:

Question 39: We intend to submit an application for Brooklyn and Manhattan, and our team noted that despite applying for two boroughs in the past, we were awarded for only one borough. If applicants are awarded for only one borough, may applicants submit separate applications for each borough, or are respondents limited to one application covering multiple boroughs?

Answer 39: See Section 2, "Location(s) Proposed for Provision of Services," of Attachment C: Application and Section VII, "Submission Requirements," of the RFEI. Respondents should submit one application as long as the information in the application is the same for each location. HPD will evaluate respondents within borough-wide pools and reserves the right to consider geographic distribution, service coverage, and programmatic needs when making final award selections.



Question 40: If an organization is awarded funding for one borough, may it provide services or host events in another borough if participants travel across boroughs to access services?

Answer 40: No. Eligible events and activities must take place in the borough for which the respondent is awarded funding. Participants may travel from other boroughs to attend services; however, reimbursable program activities must be conducted within the awarded borough.

Question 41: If an organization serves residents of Queens and the Bronx from offices located in Brooklyn or Manhattan, must all services for an awarded borough be provided within that borough?

Answer 41: Yes. If a respondent is awarded funding for a particular borough, eligible program activities and deliverables must be provided within that borough. Organizations may serve participants from any borough; however, reimbursable events and activities must occur within the borough for which funding was awarded.

Question 42: Are respondents permitted to modify the format of the application by adjusting margins, adding rows, or attaching additional pages for narrative responses?

Answer 42: Yes. Respondents may expand the application as needed to provide complete responses, provided that the application questions remain clearly identified and the content of the application is not altered. Additional pages may be attached and referenced within the application.

Question 43: Should the completed application be submitted as a Microsoft Word document or as a PDF?

Answer 43: The RFEI does not specify a required file format. Respondents should submit a complete application electronically to housingambrfei@hpd.nyc.gov by the submission deadline.

Question 45: When will the next Housing Ambassador funding opportunity be released? Is this funding opportunity offered annually or every other year?



Answer 45: City Council designates recipients of Discretionary funds on an annual basis, including for this program. HPD cannot guarantee the timing or availability of future funding opportunities. Any future Requests for Expressions of Interest or other funding opportunities will be announced publicly if and when opportunities to apply become available.

Question 46: Are organizations currently listed as Housing Ambassadors on the HPD website eligible to apply for this funding?

Answer 46: Yes.

Question 47: Attachment C: Application VIII: Contract Compliance Capacity: Experience and Approach, how should I record evaluations that received an ‘excellent’ or ‘satisfactory’ rating? The chart only includes ratings of good, fair, and poor.

Answer 47: Please see Changes to The RFEI Section iv : “**Attachment C: Application VIII: Contract Compliance Capacity: Experience and Approach**” has been revised.

Question 48: Attachment C: Application VIII: Contract Compliance Capacity: Experience and Approach, where can we find a history of our performance evaluation ratings in PASSPort?

Answer 48: Please see detailed instructions linked here: [Review and Respond to a Performance Evaluations | MOCS](#)

END OF ADDENDUM #1



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