

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

From: Jabari A. Haynes, Strategic Program Analyst, APM Strategic Initiatives, 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. Request for Expression of Interest in Funding: HPD Housing Ambassador Services RFEI, page 1

Delete:

Expression of Interest Due Date: Friday, November 19, 2021 at 5:00pm,

Replace:

Expression of Interest Due Date: Tuesday, November 30, 2021 at 5:00pm

- ii. Section “VII. RFEI Timeline: Important Dates,” RFEI, page 2

Delete:

Expression of Interest due date: Friday, November 19, 2021 at 5:00pm

Responses to this Request for Expressions of Interest are due Friday, November 19, 2021 at 5:00pm via email to Jabari Haynes at Ambassadors@hpd.nyc.gov.



Replace:

Expression of Interest due date: Tuesday, November 30, 2021 at 5:00pm
Responses to this Request for Expressions of Interest are due Tuesday, November 30, 2021 at 5:00pm via email to Jabari Haynes at Ambassadors@hpd.nyc.gov.

- iii. Section “VII. RFEI Timeline: Important Dates,” RFEI, page 3

Delete:

Questions by email due date: Thursday, November 11, 2021 at 5:00pm
Interested organizations may submit questions about this funding via email until Thursday, November 11, 2021 at 5:00pm to Ambassadors@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:

Questions by email due date: Friday, November 19, 2021 at 5:00pm
Interested organizations may submit questions about this funding via email until Friday, November 19, 2021 at 5:00pm to Ambassadors@hpd.nyc.gov. HPD will provide a written summary of the questions and responses to all interested organizations in advance of the submission deadline.

- iv. Attachment A: Expression of Interest Submission Cover Sheet, RFEI, page 4 -
Attachment D: Sample of Scopes and Services. REFI, page 16

Replace:

Revised Attachments A, B, C and D; pages 4 – 16 of RFEI

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 November 3, 2021:

<ul style="list-style-type: none">• Project Hospitality• Urban Upbound• Bangladeshi American Community Development and Youth Services (BACDYS)	<ul style="list-style-type: none">• HANAC, Inc• ADAPT Community Network• Violence Intervention Program	<ul style="list-style-type: none">• BronxWorks• Constructive Partnerships Unlimited• Cypress Hills Local Development Corporation
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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:

NONE

ii. **Questions by email:**

The questions below were submitted by email between November 3rd, 2021 and November 11th, 2021. 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: My organization is interested in applying for this grant. Is there a Word format for this? If not, should I attach the answers for Attachment B as a separate document (to make it readable)?

Answer 1: Unfortunately, the RFEI is not available in a Word format. We would encourage you to provide all your responses in the fillable sections within the PDF. However, in the event a response does not fit within the spaces provided, it is acceptable to provide any such response in an accompanying Word document. Please be sure to include your organizations' CBO name on any attachments and to clearly indicate which question is being answered (i.e. Attachment B: Organizational Narrative, i., ii. or iii.)

Question 2: In the fillable PDF form for the Housing Ambassador Services RFEI, when I type in one text box, the information automatically duplicates to other text boxes. When I try to change the second text box, the information in the first text box changes to match that in the second. For example, on page 9, when I type the name of someone who attended a Housing Ambassador training, that name is automatically entered in all four text boxes for that same date. When I type a different name in the box below the first, all text boxes under that date change to contain the second name I entered. How can I enter different information in each text box?

Answer 2: An updated fillable PDF version of the RFEI has been released with corrections made to the affected fields listed as noted above in Section I. iii "Changes to the RFEI" of the addendum. The affected fields are specified below:

- Attachment C: Application - Housing Ambassador Program Training Experience - Subsection ii (Page 7)
- Attachment C: Application - Staff Training Experience - Eligibility and Income Calculation Training (Page 8)
- Attachment C: Application - Staff Training Experience - Diversity and Inclusion Training (Informational*) (Page 8)
- Attachment C: Application - Large Educational Events (50+ attendees): Experience and Approach (Page 8)
- Attachment C: Application - Applicant Seminars (3+ attendees)*: Experience and Approach (Page 9)
- Attachment C: Application - Applicant Assistance: Experience and Approach (Pages 9-10)
- Attachment C: Application - Language Access (Page 11)
- Attachment C: Application - Technology (Informational*) (Pages 11-12)

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Question 3: We would like clarification of the instructions found in Section III. Large Educational Events (50+ attendees): Experience and Approach (ii.) Approach. The instructions read, "Respondents are encouraged to hold at least one large event between notice of award and the end of 2021, with priority given the earlier the event is planned." Should this be 2021 or 2022? If it's 2021, it doesn't give much time to implement the event.

Answer 3: The year 2021 is in fact the correct year. Proposers are encouraged to consider whatever period works best for their timeline and will be evaluated as such.

Approved for issuance by Shannon Cardone, ACCO, HPD

END OF ADDENDUM #1

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