

**Westchester County Department of Planning
FY 2008 Eviction Prevention Program**

REQUEST FOR PROPOSALS (RFP)

For

Legal Services to Prevent Homelessness

Instructions:

- 1. Proposals must be typewritten.**
- 2. Proposals must have required signatures.**
- 3. One original and one copy of the proposals must be submitted by 4:00 p.m. on Friday, October 17, 2008 and return to:**

Dana Sanchez, Program Administrator
Westchester County Department of Planning
148 Martine Avenue - Room 414
White Plains, New York 10601

- 4. Attachments should be included only in the original proposal.**
- 5. For more information, please call (914) 995-4602**

Applicant: _____

Project Title: _____

Contact Person: _____ **Tel #:** _____

Westchester
gov.com

Andrew J. Spano, Westchester County Executive
County Board of Legislators

Gerard E. Mulligan, AICP, Commissioner

Norma V. Drummond, Deputy Commissioner

**Westchester County Department of Planning
Eviction Prevention Program**

Westchester County Department of Planning (WCDP) is soliciting proposals to provide legal services to low income Westchester County residents who are at-risk of becoming homeless.¹ The County recognizes that many apartment buildings funded under the Mitchell Lama and other subsidized programs are expiring or have owners who are opting the buildings out of these programs, leaving tenants at risk of eviction because they can't afford their unsubsidized rents. Services are required to work with tenants in these larger buildings, individually, and as a group, to ensure their rights are protected for a twelve month period, from November 1, 2008 through October 31, 2009. Development of a bi-lingual publication on tenants rights and guidelines for tenants to steer clear of eviction is also required.

Briefly describe the program as outlined below (not more than four (4) pages):

- Describe the nature and scope of legal services currently being provided by your organization, and how these services prepare your office to respond to this RFP.
- Describe what you know of the need for the proposed program above and how your organization would identify buildings that require services.
- Describe the services that your organization would bring to the building and tenants. Describe the methodology to be used to bring the services to the building and tenants.
- Describe your proposed staff structure, complete with a budget for an amount not to exceed \$100,000.
- Describe how you plan to track the success of the proposed program.

Eligible Activities:

Under the RFP, the ONLY activities that will be considered will be **legal services** to represent low-income tenants facing eviction as well as to represent low-income homeowners facing mortgage foreclosure. Legal assistance must be related to conditions that present an imminent eviction threat from existing permanent housing. Eligible activities will include, but are not limited to the following:

- Legal intervention to preserve permanent housing
- Legal intervention to ensure that existing housing meets Housing Quality Standards (HQS)
- Legal intervention with landlord or management companies to obtain back rent workouts
- Referrals to eviction prevention agencies to assist families with eviction prevention assistance
- Legal intervention to file and/or resolve fair housing violations
- Development of a bi-lingual Tenants Rights Brochure
- Filing fees for any court motions required

Program Outcome

Briefly describe the number of low-income households to be assisted under your program and anticipated outcomes and benefits based on the eligible proposed activities. Briefly describe the number of buildings that will be covered, and the types of services that will be provided per building.

Funding Amount

Funding for legal services offered in this RFP is expected to be provided to any successful agency or agencies in an amount not to exceed \$100,000 for a period of one year to commence on or about November 1, 2008. WCDP may terminate any contract resulting from the RFP based on the unavailability of funding or any other reason that may prevent payment on such contracts. WCDP may award some or none of this funding at its discretion. Note that funding will be allocated ONLY to direct legal services. Administrative expenses or related expenses will not be considered under this proposal.

¹ Low income is defined as a household earning less than 80% of the area median income for that household size, as determined by the U.S. Department of Housing and Urban Development. Contact the Department of Planning for current income limits.

**Westchester County Department of Planning
Eviction Prevention Program for Legal Services**

Budget

Amount Requested (For Direct Services Only): \$ _____

Other Source of Funds Available for this Activity \$ _____

Source Type: _____

Total \$ _____

Agency Contact: Dana Sanchez, Program Administrator - (914) 995-4602
E-mail: das5@westchestergov.com

Checklist of items that must be attached to your proposal

- Completed Proposal
- Latest Audited Financial Statement
- Certificate of Incorporation and By-Laws
- Mission Statement; Date of Mission Statement _____
- List of Board of Directors with titles and professional affiliations
- Non-Profit Annual Operating Statement/Annual Report for your organization (if appropriate)
- Non-Profit 501C(3) Status Certification (if appropriate)

I certify that the information being submitted is accurate and complete:

Signature of Authorizing Official

Date

Typed Name & Title of Authorizing Official

Phone #

Address

E-mail address: _____