



**Department of  
Housing Preservation  
& Development**  
nyc.gov/hpd

Office of Asset & Property  
Management  
100 Gold Street  
New York, N.Y. 10038

**ADOLFO CARRIÓN JR.**  
Commissioner

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Deputy Commissioner

## **Concept Paper for Training and Technical Assistance for Housing Management and Maintenance June 2022**

### **I. PURPOSE OF CONCEPT PAPER**

In advance of releasing a Request for Proposals (RFP), HPD offers this Concept Paper to solicit vendor feedback on the Training and Technical Assistance for Housing Management and Maintenance concepts outlined herein. The upcoming RFP seeks to partner HPD with an organization who can implement HPD’s goals of improving quality of housing for New Yorkers in Tenant Interim Leases (TIL), Affordable Neighborhood Cooperative Programs (ANCP), and HDFC Cooperatives by providing training and technical assistance in the areas of capacity building, organizational skills, governance, understanding financial and reporting compliance, and building management and maintenance.

The program’s proposed approach is detailed in the sections below:

### **II. PROPOSED METHOD OF PROPOSAL EVALUATION**

Proposals will be evaluated pursuant to criteria that are specified in the RFP. This includes the quality of the proposer’s approach and program design. In addition, the evaluation will assess the proposer’s successful, relevant experience providing similar services.

HPD awards contracts to proposals determined to be the most advantageous to the City, taking into consideration the price, technical merit and other criteria set forth in the RFP. HPD reserves the right to conduct site visits and interviews, and to request that proposers attend meetings as HPD deems applicable.

<b>Weight</b>	<b>Criterion</b>
50%	Scope of Work and Approach
35%	Qualifications and Experience
15%	Budget



**III. PROPOSED TERM OF THE CONTRACT**

July 1, 2023 – June 30, 2026  
with 2 (two) 3-year Renewal Options (total 9 years)

**IV. PROCUREMENT TIMELINE**

*Gray cells for internal planning only.*

March – July 2022 4 months	Pre-Approvals and Processing OMB, Comptroller, MOCS, Law HPD Commissioner, Budget, Legal, ACCO
August 2022	Concept Paper issuance
August – October 2022	45-Day posting Comments and Questions
October 10, 2022 Monday	Target Request for Proposal Issuance
November 16, 2022 Wednesday	Pre-Proposal Conference
January 24, 2023 Tuesday	Proposal Submission Due Date
February 2023 1 month	Evaluation and Selection
February 28, 2023 Tuesday	Award Announcement Date
March – May 2023 3 months	Passport Registration Responsibility Determination
May 31, 2023 Wednesday	Submission to Comptroller
June 30, 2023 Friday	Contract Registration Date

**V. BUDGET**

Contract Amount: \$6,000,000 (\$2,000,000 Annually)  
Number of Contracts: 1 Citywide  
Funding Source: CDBG

**VI. PROGRAM INFORMATION**

A. Target Population



## *TIL / ANCP*

There are over 80 buildings currently in the TIL program. These buildings are scheduled to transfer into the ANCP program upon achievement of critical milestones that mark their readiness for self-management, building management, and budget management.

There are also buildings currently in the ANCP program that are scheduled to be financed and rehabilitated into limited equity HDFC cooperatives and are required to hire third-party property managers to execute the daily functions and tasks of property management.

## *HDFC Cooperatives*

HPD's current Asset Management HDFC Cooperative portfolio consists of over 1,015 properties comprised of over 1,190 buildings and nearly 25,000 dwelling units. While many of the newer HDFC Cooperatives have the services of a third-party property manager and third-party monitor, most of the portfolio (over 70%) does not have a regulatory agreement and could greatly benefit from the services envisioned in this contract. Additionally, the contract structure will allow for a range of services ranging from "light-touch" simple engagements to more in-depth workouts for properties in more distress or that exhibit added complexities.

## **B. Proposed Program Model**

The contract provides a means of funding a contractor to implement NYC HPD's goals and objectives to promote an improved quality of housing for New Yorkers through the provision of training and technical assistance to Boards of Directors of HDFC Cooperatives in the areas of organizational skills, governance, understanding financial and reporting compliance, and building management and maintenance.

### **1. Service Objectives**

The contractor will design and implement trainings, consultations, and workshops to improve and increase the understanding and knowledge of, and ensure compliance in:

- a. Improving building management capabilities
  - i. Roles, function, responsibilities, and duties of Tenant Associations and HDFC Boards of Directors
  - ii. Property management, building codes, and housing maintenance codes
  - iii. Board elections
  - iv. Tenant meetings
  - v. Personnel practices, payroll, and staff management
  - vi. Professional services engagement (e.g., lawyer, accountant consultants, architects, etc.)
- b. Improving organizational skills
  - i. Business recordkeeping
  - ii. Computer literacy training, internet training



- iii. English proficiency training, such as ESL with no level of English needed to participate
    - iv. Resident communication
    - v. Incident reporting
    - vi. Tax filing
  - c. Improving building maintenance and repair skills
    - i. Building repair and maintenance
    - ii. Building and apartment inspections
    - iii. Contractor procurement, including scope of work and bid review
    - iv. Building systems services and maintenance
  - d. Improving financial management and reporting performance
    - i. Financial reporting
    - ii. Rent and rent arrears collection
    - iii. Budget preparation
    - iv. Fiscal management
    - v. Invoice review
    - vi. Municipal and mortgage arrears/ loan payment

2. Service Types

The contractor will utilize the following methodologies to meet service objectives:

- a. Classroom Trainings
- b. Training Sessions
- c. Virtual/ Remote Trainings.
- d. Advisory Consultations
- e. Local Neighborhood Trainings
- f. Other methodology as approved by HPD

3. Service Level Minimums

- Trainings should be at least 1 hour long and should be attended by at least 6 households.
- Trainings will be either stand-alone sessions or cumulative based on content.
- Phone calls or in-person sessions should be at least 30 minutes long.

C. Service Area

The contractor will provide the services set forth in this Scope of Work in Manhattan, Bronx, Brooklyn, and Queens.

D. Service Hours

The contractor will schedule services to accommodate and meet the needs of HDFC Boards including evening and weekend hours.

**VII. PROPOSED REPORTING REQUIREMENTS**

A. Weekly Reporting



Contractor will provide weekly progress reports on classroom trainings and workshops and individualized training sessions and advisory consultations that include:

1. Names of attendees and participants
2. Date and time of session
3. Content of session
4. Outcome of session

**B. Monthly Reporting**

Contractor will provide monthly reporting that includes names of TA / HDFC and participants, and dates and times of sessions:

1. Board elections including HDFC and election outcomes
2. Board election prep sessions and workshops
3. Tenant meeting prep sessions
4. Fiscal management and financial reporting prep sessions

**C. Monthly Invoicing**

Contractor will submit monthly invoices.

**VIII. Use of Passport and HHS Prequalification**

To respond to the forthcoming Training and Technical Assistance for Housing Management and Maintenance Program, organizations must have an account and an Approved HHS Accelerator PQL qualification status in PASSPort. Proposals and Prequalification applications will ONLY be accepted through PASSPort. If you do not have a PASSPort account or Approved PASSPort HHS Accelerator PQL Application, please visit [nyc.gov/passport](http://nyc.gov/passport) to get started. If you have any questions about your HHS Accelerator PQL status or for assistance with creating a PASSPort account, please contact the Mayor's Office of Contract Services (MOCS) by submitting an inquiry to the [MOCS Service Desk](#).

**IX. Contact Information/Deadline for Questions/Comments**

Comments and feedback are invited by October 6<sup>th</sup>, 2022. Please email [John Alter Email: [Alterj@hpd.nyc.gov](mailto:Alterj@hpd.nyc.gov), Jasmine Chapman Email: [Chapmanj@hpd.nyc.gov](mailto:Chapmanj@hpd.nyc.gov)] and indicate "Training and Technical Assistance for Housing Management and Maintenance Concept Paper" in the subject line of the email.

