



City of East Orange

TED R. GREEN

MAYOR

Department of Policy, Planning and Development

DAN JENNINGS

DIRECTOR

REQUEST FOR PROPOSAL

CDBG-CV (COVID-19) RENTAL ASSISTANCE PROGRAM FUNDS

Under authority of the U.S. Department of Housing & Urban Development (HUD), The City of East Orange's Division of Community Development is seeking proposals from Agencies, Companies, or Businesses demonstrating qualifications to operate/manage an Emergency Rental Assistance Program for individuals and/or families adversely impacted by COVID-19. These funds MUST be spent in accordance to HUD statutes and regulations, in conjunction with the City's most recent Consolidated Plan, Annual Action Plan and Citizen's Participation Plan, including any amendments and program guidance.

Rental Assistance Program Request for Proposals

The general parameters of the proposed program are as follows:

Emergency Rental Assistance (\$600,000)

This funding will support one or more rental assistance programs designed to provide one-time financial assistance to individuals and families facing eviction or imminent eviction resulting from the COVID Pandemic crisis. Financial assistance may only include rent arrears due to the COVID Pandemic.

Applicant Qualifications

- Applicants must have at least three years' experience directly administering rental assistance in Essex County, NJ
- Applicants must have a demonstrated commitment to coordinating efforts with local legal services and tenant counseling organizations, social services organizations, and other safety net organizations; and
- To avoid organizational conflicts of interest, grantees may not, with respect to individuals or families occupying housing owned or operated by the grantee, carry out the initial evaluation or administer assistance provided with this funding

Tenant Should have been current on Rent as of March 1st (The Beginning of Covid Pandemic.)

Applicants should describe in detail proposed program guidelines, including: standards for determining eligibility and amount of assistance, habitability standards, Area Median Income (AMI) and rent burden thresholds, rent burden target(s), maximum amount of assistance, fee structure etc.

Interested parties must submit a proposal for consideration, either by mail or email to the following locations:

City of East Orange
Attention: Adrienne McCall
Division of Community Development & Grants
44 City Hall Plaza
East Orange, NJ 07018

Submissions must be received by

12:00 noon Friday July 3, 2020

milton.hobbs@eastorange-nj.gov