

Request for Proposals
Apartments for homeless and disabled persons with HUD Section 811 rental subsidies
Deadline Extension

INTRODUCTION

Through this Request for Proposals (“RFP”), Rhode Island Housing seeks proposals from qualified owners and developers interested in receiving a rental subsidy through the HUD Section 811 Project Rental Assistance (PRA) to house non-elderly individuals with disabilities. Rhode Island Housing specifically seeks apartments that are compliant with Fair Housing, Civil Rights, Accessibility, Environmental, Lead Paint, and other requirements as set forth in the guidelines for the Section 811 Program (24 CFR 891).

Rhode Island Housing is seeking units that will be immediately available for occupancy beginning Fall, 2016 (anticipated October, 2016). Rhode Island Housing will ensure that approximately 150 clients who apply and are approved through our electronic waitlist are matched with appropriate units. **Please note that this is an application for a federal rental subsidy, not for project financing.**

INSTRUCTIONS

Proposals should be no longer than fifteen (15) pages, single-spaced, using normal 1 inch margins and a 12 inch font. Please note that the cost proposal of this Proposal is not included in this page limitation.

One (1) original and three (3) copies of the proposal should be submitted to Rhode Island Housing, 44 Washington Street, Providence, RI 02903-1721, Attn: Maryrose Mensah, with an electronic courtesy copy to mmensah@rhodeislandhousing.org. Proposals must be concise and include all attachments and work samples. Proposals must be presented on business letterhead.

Deadline Extended: In order to fulfill program requirements and to maximize the number of units available, proposals will be received on a rolling basis. Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

SCOPE OF WORK

Please see the Scope of Work provided at Attachment A.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name of the principal(s) of the firm
 - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
 - c. Address of all offices of the firm.
 - d. Number of employees of the firm.
2. Indicate which principals and associates from your firm would be involved in providing services to Rhode Island Housing. Provide appropriate background information for each such person and identify his or her responsibilities.
3. Provide a detailed list of references including a contact name and telephone number for organizations or businesses for whom you have performed similar work.
4. Identify any conflict of interests that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with Rhode Island Housing.

B. Experience and Resources

5. Discuss your firm's experience and capacity working with low income, disabled, individuals and families who have experienced homelessness. Please detail specific experience with rental subsidy programs on both the state and federal levels – including meeting leasing and reporting requirements under programs supported by the Department of Housing and Urban Development.
6. Provide a real estate schedule of all affordable multifamily rental owned by the developer and developer's affiliates. Indicate the number of apartments that are currently provided to homeless and/or disabled individuals.
7. Include a breakdown of units you are including to participate in the Section 811 PRA

- listing: how many units will be available at each development, the bedroom size of the units, indicate handicapped accessibility, and total number of units in the development.
8. Provide details on the surrounding neighborhood location including community amenities (jobs, transportation, recreation, retail services, health care, social services)
 9. State the date upon which the proposed units will be available for lease.
 10. Indicate any current rent restrictions (e.g. HOME, Tax Credit, etc.) at the property, as applicable.
 11. Discuss any partnerships that your agency may currently have with supportive service providers (e.g. how long has the partnership been in place, what are the roles of each partner, what are some of the tangible benefits that have emerged from the partnership).

C. Rent Reasonableness

HUD's rent reasonableness standard is designed to ensure that rents being paid are reasonable in relation to rents being charged for comparable unassisted units in the same market. Owners should have a procedure in place to ensure that compliance with rent reasonableness standards is documented prior to a executing the lease for an assisted unit.

D. Miscellaneous

12. Rhode Island Housing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. If your firm is a Minority or Women Owned Business Enterprise, please include a copy of certification from the State of Rhode Island.
13. Discuss any topics not covered in this Request for Proposals that you would like to bring to Rhode Island Housing's attention.

E. Certifications

14. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the

contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.

15. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

16. In the course of providing goods or services to Rhode Island Housing, the selected respondent may receive certain personal information specific to Rhode Island Housing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver’s license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the “Personal Information”). The maintenance of the Personal Information in strict confidence and the confinement of its use to Rhode Island Housing are of vital importance to Rhode Island Housing. Please include a letter from your president, chairman or CEO certifying that, in the event your firm is selected:

(i) any Personal Information disclosed to your firm by Rhode Island Housing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless Rhode Island Housing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm's size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s).

17. Please include a letter from your President, Chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to Maryrose Mensah at mmensah@rhodeislandhousing.org seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) all information in your proposal is true and correct to the best of her/his knowledge, (iii) no member of your firm gave anything of monetary value or promise of future employment to a Rhode Island Housing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (iv) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of Rhode Island Housing employees (the "Committee") will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure

- Ability to perform within time and budget constraints
- Evaluation of potential work plans
- Previous work experience and performance with Rhode Island Housing and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Other pertinent information submitted

Rhode Island Housing may invite one or more finalists to make presentations.

In its sole discretion, Rhode Island Housing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, Rhode Island Housing has not committed itself to undertake the work set forth. Rhode Island Housing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

For additional information contact: Maryrose Mensah, Section 811 Program Coordinator, at mmensah@rhodeislandhousing.org.

Attachment A

Scope of Work

Rhode Island Housing seeks proposals from qualified owners and developers interested in providing apartments for homeless and disabled persons with rental subsidy under the Section 811 project Rental Assistance Contract program (PRA). **This is an application for a federal rental subsidy not for project financing.**

In November 2014, the State of Rhode Island was awarded nearly \$6 million in HUD funds to provide five-year renewable rental assistance to affordable housing projects serving persons with disabilities. Rhode Island Housing and Mortgage Finance Corporation (RIH), the Executive Office of Health and Human Services (EOHHS), and the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH) are working in a collaborative effort to administer the program. This program can house up to 150 individuals and families. The Rhode Island Section 811 Program will target disabled individuals living in institutional settings such as, nursing homes, group homes individuals that are experiencing homelessness and are high users of Medicaid-funded services. Rhode Island Housing is seeking units that will be immediately available for occupancy beginning October 2016.

In order to qualify:

- Unit composition should be primarily one-bedroom and efficiency units; however, the Program will allow some two-bedroom units to accommodate tenant needs (such as when family and/or caregivers live with the tenant).
- Units must be appropriate for program eligible tenants: extremely low income (at or below 30% area median income); at least one member of household is a person with a disability; people experiencing homelessness that are also disabled; and persons exiting institutional settings. For example, units that are located on second story or above may not be appropriate for tenants with physical disabilities that may have trouble climbing stairs.
- Units should be located near community amenities (jobs, transportation, recreation, retail services, health care, social services)
- Section 811-assisted units should be integrated into the overall development.
- Developments must have at least 5 units.
- No more than 25% of the total development should be designated for Section 811.
- Owners must agree to periodic physical inspection consistent with Uniform Physical Condition Standards
- Contract rent must be based on the lower of current restricted rent at the development or Fair Market Rent (FMR)
- Owners must sign *Rental Assistance Contract* (RAC) – between Rhode Island Housing and the property management for a minimum of 20 years, with initial funding for 5 years.

- Owners must sign *User Agreement* – a legally recorded document that restricts a specific number of units in a property for use within the Section 811 PRA program for a minimum of 30 years.
- Owners must enter tenant data into HUD’s Tenant Rental Assistance Certification System (TRACS) and verify income with HUD’s Enterprise Income Verification (EIV).
- Owners must comply with Fair Housing, Civil Rights, Accessibility, Environmental, Lead Paint, and other requirements set forth in the Section 811 Program Regulations (24 CFR 891), the Uniform General Guidelines (as set forth in 2 CFR 200) and other applicable federal rules and guidance."

For additional information contact: Maryrose Mensah at mmensah@rhodeislandhousing.org

Attachment B
Program Guidelines

(Refer to document titled Exhibit 5 of the Cooperative Agreement)