



# Request for Proposals

## Housing for Homeless Populations



2013 Application

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## Introduction

This application package is for use with the 2013 Request for Proposals Housing for Homeless Populations program. This application should not be used with other MaineHousing programs or funding opportunities.

Please refer to the program guide for the 2013 Request for Proposals Housing for Homeless Populations (**Guide**) and the Supportive Housing Programs Addendum (**Addendum**) when completing this application. The **Guide** and **Addendum** contain information that is essential for the completion of this application. The **Guide** is located on the MaineHousing website at:

<http://www.mainehousing.org/docs/program-guides/2013-rfp-homeless.pdf?Status=Master>

The **Addendum** is located on the MaineHousing website at:

<http://www.mainehousing.org/docs/program-guides/programguide-supportivehousingaddendum.pdf?Status=Master>

**One** original application (faxes are not acceptable) is due at MaineHousing's Augusta office at 353 Water Street no later than **5:00 p.m. on May 31, 2013**. Applications will be date stamped upon receipt. Any application received after the due date and time will be returned to the applicant and deemed unacceptable. In any dispute or controversy involving timely submission, applicants have the burden to establish the date and time of MaineHousing's receipt.

Applicants will also need to complete the Supportive Housing Pre-Application and submit to MaineHousing by **April 26, 2013**. The Supportive Housing Pre-Application is located on the MaineHousing website at:

<http://www.mainehousing.org/docs/housing-development/housingdev-shppreapplicationform.pdf?Status=Master>

## Submission Requirements

Applicants must address each of the following components in order to be considered a complete application. Applications that omit any of these components will be considered incomplete and will be returned to the applicant.

### Component I: Executive Summary (Maximum of 2 Points)

Please provide a narrative that addresses each of the following items concerning the applicant:

- a) Legal name of the non-profit applicant;
- b) Current legal status of the non-profit applicant;
- c) Identity and mailing address, phone, fax and e-mail address for the applicant's contact person;

- d) Brief history and description of applicant, to include: date of incorporation; current staffing levels; primary corporate activities; geographic area of operations; constituency and clientele of applicant;
- e) Projected corporate net income and fund balance for the current fiscal year;
- f) Applicant Taxpayer Identification Number (TIN);
- g) Previous use of MaineHousing funding or programs;
- h) Current real estate assets that are in default or foreclosure with a lending institution or that are otherwise experiencing substantive problems.

Please provide a narrative that addresses each of the following items concerning the project:

- a) Where will the project be located?
- b) Will the project entail the acquisition of an existing structure? If there is an existing structure, what is the structure's current use?
- c) If the project is new construction, will demolition be required?
- d) Will the project require the displacement of existing tenants?
- e) Is the project historically significant or located in an historic district?
- f) Will the independent living units be SRO units or will the units provide separate sleeping and living space in addition to an area designed for food preparation and a private sanitation area?
- g) How many independent living units will be developed?
- h) Will the project include non-residential space? If yes, please describe.
- i) What is the total amount of funding being requested from MaineHousing?

## **Component II: Organizational Capacity (Maximum of 25 Points)**

Please provide a narrative that addresses each of the following:

- a) Describe the financial, staffing and managerial capacity of the applicant to develop real estate projects;
- b) Describe the experience of the development team in developing real estate projects within budgets and time-frames. The development team may include consultants, design professionals, contractors, and other real-estate professionals;
- c) Describe the experience of the applicant in the ownership and/or management of real estate assets;
- d) Describe the experience of the applicant in developing and operating projects that serve the needs of homeless populations.

## **Component III: Project Feasibility (Maximum of 40 Points)**

To receive points for this scoring criterion, applicants will need to respond to the following two items:

- a) What are the proposed sources of non-MaineHousing development capital and what is the status of the applicant's efforts to secure the additional development capital? Please include formal letters of commitment of non-MaineHousing development capital with the application. **(up to 10 Points)**

- b) The scoring committee will evaluate the proposed development budget for the proposed project for accuracy, completeness, reasonableness and competitiveness in the local market. **(up to 30 Points)**

A completed set of pro forma will need to be submitted with the application. The proforma are located on the MaineHousing website at:

<http://www.mainehousing.org/docs/housing-development/housingdev-supportivehousingproforma.xls?Status=Master>

#### **Component IV: Readiness (Maximum of 35 Points)**

Please provide documentation that addresses each of the following:

##### Site Control

- a) If the site is owned by the applicant, please enclose a copy of the deed **(15 Points)**
- b) If the site is not owned by the applicant, please provide either evidence of contract, i.e. purchase and sale contract or an option agreement **(up to 10 Points)**

##### Municipal Compliance

**(up to 5 Points)**

- a) Has the municipal code enforcement officer (or applicable municipal official) provided a letter confirming that the proposed project complies with the local land use ordinances?
- b) Has the municipal code enforcement officer (or applicable municipal official) provided a letter confirming that the proposed project is a permitted use within the applicable zone?

To receive points for municipal compliance, applicants will need to submit applicable municipal letters with this application.

##### Design and Engineering

**(up to 15 Points)**

Applicant should include preliminary design and investigative work products that describe the proposed scopes of work necessary to achieve program compliance. Such documentation should be prepared by a contractor, engineer or architect familiar with MaineHousing's standards, construction in general, and the project in specific. Projects that submit conceptual site plan, floor plans, a typical building elevation, outline specifications and a detailed cost estimate reflective of the design and investigative work will receive the maximum points in this category.

#### **Component V: Need and Response to Underserved Population (Maximum of 10 Points)**

Please provide a narrative that addresses the following:

- a) What is the scope of the current un-met need in the area in which the proposed project will be located?
- b) What is the intensity of this un-met need?
- c) Are there existing community-based resources that could respond to this un-met need?
- d) How will the proposed project respond to the un-met need?

**Component VI: Accessible Unit Incentive (Maximum of 15 Points)**

What is the total number of fully-accessible units that will be provided in the proposed project?

**Component VII: Development Capital Requested (Maximum of 25 Points)**

MaineHousing will utilize the applicable chart in the Guide in determining the number of points to be awarded. The applicability of the chart will be determined by whether independent or non-independent units are being proposed and whether the proposed project was awarded points for the Accessible Unit Incentive criteria.

Please answer the following:

- a) For projects proposing independent units, what is the total request per unit?
- b) For projects proposing non-independent units (see definition of non-independent unit in the Addendum), what is the total request per unit?

**Component VIII: Leveraged Funds (Maximum of 20 Points)**

Please provide a narrative that addresses each of the following:

- a) Will project-based Section 8 be provided for the project from a source other than MaineHousing? If yes, please provide details concerning the source of the Section 8 resource and the time-frame for delivery. **(up to 15 Points)**
- b) What non-MaineHousing leveraged funds will be used for development capital or operational funding? **(up to 5 Points)**

**Component IX: Smart Growth (Maximum of 15 Points)**

Please provide a narrative that addresses each of the following:

- a) Is the project located in a Service Center Community? **(5 Points)**
- b) Is the project located within a safe walking distance of not more than 2,500 feet of at least one destination important to the course of daily activities for the intended population? Please describe or document. **(5 Points)**

- c) Is the project located within a safe walking distance of not more than 1,500 feet of a designated pick-up location for existing fixed-route public transportation to the downtown of the municipality in which the project is located or a proximate downtown that serves the area in which the project is located, or is an on-call transportation service available to all of the residents of the project? Please describe or document. **(5 Points)** (For communities which do not have year round, fixed route public transportation systems, a project will receive these points if they directly provide transportation (vehicles/drivers) for the residents for purposes of completing daily activities (shopping, health care appointments, employment, community activities))

### **Component X: Attachments to Application (Non-Scoring Component)**

The following attachments are **required** to be included with all applications:

- a) Applicant Conflict of Interest Disclosure Form (Attachment A);
- b) IRS 501(c)(3) tax-exemption determination letter;
- c) Corporate resolution demonstrating the authority to incur the liability of financing;
- d) Completed set of MaineHousing pro-forma (available on MaineHousing website);
- e) Applicants seeking Project Based HUD Section 8 Housing Choice Vouchers from MaineHousing need to submit a letter from the local public housing authority. This requirement applies to all projects that will be located within a municipality in which a local housing authority is located or within a municipality contiguous to a municipality in which a local housing authority is located. The letter from the local housing authority must state that the local housing authority cannot provide the vouchers and that the local housing authority will administer the vouchers in accordance with a contract with MaineHousing and the terms of the MaineHousing Administrative Plan.
- f) Site control documentation;

The following attachments are **required** in order to receive points in the applicable scoring section:

- a) Letter from municipal code enforcement officer (or other authorized municipal official) confirming that the project is permitted under the municipality's land use ordinances, including zoning;
- b) Letters of commitment of non-MaineHousing development capital;
- c) Commitment letters for project-based Section 8 rental assistance from a source other than MaineHousing
- d) Map generated by readily available internet services or commercial software, preferably Mapquest, Google Maps (free to user version), MSN Livesearch or Google Earth (subscription service. If the Applicant is seeking points under the Smart Growth category for being located within safe walking distance of no more than 2,500 feet of at least one destination important to the course of daily living, the map will also need to show the specific address for the entrance to the Project, (Point A) and the ending point or destination (Point B), the distance between Point A and Point B in terms of feet, and the exact route from Point A to Point B used in determining the distance. The entire route must conform to the

definition of safe walking distance set forth in the program guide and should not cut across parking lots. According to the definition, the route must be walkable year-round, including during the winter, i.e. plowed.

The following items are **optional**:

- a) Community support letters
- b) Broker listing materials
- c) Letters of support from Regional Homeless Councils or State agencies



# ATTACHMENT A

## Applicant Conflict of Interest Disclosure Form

To ensure that MaineHousing maintains the continued confidence of Maine people and its partners in carrying out its mission of providing affordable housing, MaineHousing's employees and commissioners must avoid situations in which their obligations or commitments to other organizations or individuals or their personal or financial relationships or interests are or appear to be at odds with their responsibilities to MaineHousing.

Maine law and, when federal funding is involved, federal regulations govern conflicts of interest. In general, these laws prohibit MaineHousing employees and commissioners from working on transactions with applicants with whom they have financial, business, professional or personal relationships or other ties. In addition, these laws prohibit former MaineHousing employees and commissioners from working on certain transactions for up to two years after leaving MaineHousing.

To help ensure the continuing integrity of MaineHousing's business and compliance with these laws, applicants for loans or certain other assistance under MaineHousing's programs must disclose any financial, business, professional, civic, charitable, family (or other personal) relationships, associations or connections that the applicant, its affiliates, employees of applicant who may work on the MaineHousing project, or any parties the applicant intends to hire to work on the MaineHousing project (whether employees, contractors or consultants) may currently have with MaineHousing or any MaineHousing employee or commissioner or may have had within the past two years. An applicant and its affiliates include:

- if the applicant is one or more individuals, all individuals;
- if the applicant is a business or nonprofit entity, that entity;
- the officers and board members of the applicant;
- employees of the applicant with decision-making authority, including an executive director, manager or someone in a similar position;
- if the applicant is a business corporation, any shareholder with a controlling interest;
- if the applicant is a partnership, the applicant's partners;
- any other business partner or associate of the applicant involved in this MaineHousing project;
- if the applicant is a limited liability company, the members and managers;
- a family member (including husband, wife, child, brother, sister) or other person in a personal relationship;

If you are unsure whether a relationship, association, or connection you have may constitute a conflict of interest, please consult with MaineHousing's Chief Counsel.

*To the best of your knowledge:*

1. Are you, any of your affiliates, or any party you intend to hire to work on the project a party to (or financially interested in) any business owned or operated by a MaineHousing commissioner or employee either as an individual or through an interest in a corporation, partnership, limited liability company, or other entity?

(please circle)                      YES                      NO

2. Do you, any of your affiliates, or any party you intend to hire to work on the project have family relations or other personal associations with any MaineHousing employee or MaineHousing commissioner?

(please circle)                      YES                      NO

3. Do you or any party you intend to hire to work on the project have any employee who was once an employee or commissioner of MaineHousing?

(please circle)                      YES                      NO

4. Do you, any of your affiliates, or any party you intend to hire to work on the project have any other type of relationship either with a MaineHousing employee or MaineHousing commissioner that may be construed to be a conflict of interest?

(please circle)                      YES                      NO

**PLEASE NOTE:** If you answered yes to any of the above questions, please describe below (or on back).

Name of Applicant: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_