



MaineHousing
Maine State Housing Authority



Request for Proposals

Supportive Housing

2015 Application

MaineHousing Mission Statement

The mission of MaineHousing is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs.

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Supportive Housing 2015 Request for Proposals

A. Overview

This application package is for use with the 2015 Request for Proposals Supportive Housing Program. This application should not be used with other MaineHousing programs or funding opportunities.

Please refer to the program guide for the **2015 Request for Proposals Supportive Housing Program (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/programs-services/housing-development/developmentdetails/SupportiveHousing>

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

<http://www.mainehousing.org/programs-services/housing-development/developmentdetails/SupportiveHousing>

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 Wednesday, April 1, 2015**. 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 Friday, February 20, 2015. The Supportive Housing Pre-Application is located on the MaineHousing website at:

<http://www.mainehousing.org/programs-services/housing-development/developmentdetails/SupportiveHousing>

B. Submission Requirements

Applicants must address Component I through Component XI in order to be considered a complete application. Applications that omit any of these eleven components will be considered incomplete and will be returned to the applicant. Applicants may elect to address Component XII and Component XIII. However, the omission of these two components will not have any bearing on whether an application is considered to be complete.

Component I: Executive Summary (Required – No 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) What is the legal address of the property?
- b) Describe the existing structure, to include the following:
 - Describe structure; i.e. number of stories; structural design; foundation; condition of structure; estimated age of structure.
 - Are the utilities municipal or private?
 - What is the current use of the structure? What is the recent historical use of the structure? How long has the property been on the sales market?
 - How many units will be provided?
 - Will the units be independent or non-independent? If independent units, 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?
 - How many accessible units will be provided?
 - Describe the parking situation; i.e. is there on-site parking available for all units? On-street parking? Etc.
 - Are there any observable environmental concerns? Are there any readily observable propane tanks on either the target property or the abutting properties?
- c) Will the completed project include non-residential space? If yes, please describe.
- d) Is the property historically significant or located in an historic district?
- e) 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 supportive housing;
- e) Describe the experience of the applicant in addressing the service needs of either homeless populations or special needs populations;
- f) Describe the collaborations that will be developed with other service providers in order to address the service needs of the project's target population.

Component III: Project Feasibility (Maximum of 40 Points)

Please provide documentation that addresses each of the following:

- a) If applicable, 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/programs-services/housing-development/developmentdetails/SupportiveHousing>

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? Please include a copy of the letter with this application.

- 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? Please include a copy of the letter 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 a full-sized, to-scale conceptual site plan, floor plan(s) (including the identification of accessible units), typical building elevation(s) (or recent photographs), outline specifications and a detailed cost estimate reflective of the design and investigative work used to prepare the application will likely receive the maximum points in this category.

Component V: Need and Response to Underserved Special Needs (Non-Homeless) Populations (Maximum of 20 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? How was this determined?
- b) How urgent is the problem of un-met need for the area in which the proposed project will be located? How was this determined?
- c) Are there alternative existing community-based resources that could respond to this un-met need? What will be the outcome if the proposed project is not funded?
- d) How will the proposed project respond to the un-met need? Will the un-met need be fully addressed by the development of the proposed project?

Component VI: Chronic Homeless and Greatest Need Preference (Maximum of 20 Points)

Please provide a narrative that addresses the following:

- a) What is the geographic area that will be served by the proposed project?
- b) Will the project target a specific aspect of the geographic area's homeless population?
- c) Will the project exclusively serve chronically homeless populations as defined by HUD?
- d) Will the project exclusively serve the "long-term stayer" population as defined by the Maine Statewide Homeless Council?
- e) For projects that will target homeless veterans, will the project exclusively serve chronically homeless veteran populations as defined by HUD?
- For projects serving homeless populations, up to a maximum of **10 points** may be awarded for projects that will serve the highest and greatest need as determined by the location of the project and the project's target population.

Projects will be evaluated on a need matrix that is based upon data gathered and compiled by the MaineHousing Homeless Department and the Homeless Management Information System; and

- For projects serving homeless populations, **10 points** will be awarded for projects that commit to serve either chronically homeless populations as defined by HUD or “long-term stayer” populations as defined by the Maine Statewide Homeless Council.

OR

- For projects serving homeless veterans populations, **10 points** will be awarded for projects that commit to serve chronically homeless veteran populations as defined by HUD.

HUD defines a chronically homeless person as:

- 1) An individual who:
 - a) Is homeless and lives in a place not meant for human habitation, a safe haven, or an emergency shelter; and
 - b) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and
 - c) Can be diagnosed with one or more of the following conditions: substance use disorder; serious mental illness; developmental disability (as defined in Section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000); post-traumatic stress disorder; cognitive impairments resulting from brain injury or chronic physical illness or disability; or
- 2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in Category 1 above before entering such facility; or
- 3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in Category 1 above, including a family whose composition has fluctuated while the head of household has been homeless.

The Maine Statewide Homeless Council defines a “long-term stayer” as an individual (or household member) who has been residing in a homeless shelter for 180 days or more out of the last 365 days.

Component VII: MaineHousing Funding Request (Maximum of 25 Points)

Please provide a narrative that addresses the following:

- a) Will the project provide independent units? What is the RFP subsidy request per independent unit?
- b) Will the project provide non-independent units? What is the RFP subsidy request per non-independent unit?

MaineHousing will utilize the applicable chart in the **Guide** to determine 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.

Component VIII: Leveraged Funds (Maximum of 20 Points)

Please provide a narrative that addresses each of the following:

- a) Will project-based rental assistance be provided for the project from a source other than MaineHousing? If yes, please provide details concerning the source of the assistance and the time-frame for implementation. **(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: Accessibility Incentive (Maximum of 20 Points)

Please provide a narrative that addresses each of the following:

- a) For the proposed project, what is the number of accessible units that are required by Federal, State and local accessibility laws, regulations and standards? How was this determined?
- b) How many HUD 504 compliant accessible units will be produced in the proposed project?
- c) How many Type A Unit – ANSI A117.1-2009 accessible units will be produced in the proposed project?
- d) How many accessible units will be produced in excess of the minimum required by the Supportive Housing RFP (see Section E of the Supportive Housing Program Guide)?

Applicants will be awarded **5 points** (up to a maximum of **20 points**) for each accessible unit that exceeds the number of accessible units required by this RFP. The standard for voluntary units will be Type A Unit – ANSI A117.1 – 2009 accessible units.

The number of accessible units indicated in the application will need to be provided in the completed project; i.e. it is a binding commitment.

Component X: Access to Broadband for the Purpose of Telemedicine (Maximum of 5 Points)

- Projects serving homeless, not veterans, or underserved special needs populations will be awarded 5 points if the project incorporates broadband connectivity and capacity for use in telemedicine.
- Projects serving homeless veteran populations will be awarded 5 points if the project incorporates broadband connectivity and capacity for use for telemedicine as approved by the Veterans Administration.

Broadband capacity for use in telemedicine is, at a minimum, Speed Tier 3 as defined by Federal Communications Commission (FCC) with a download speed of 3 Mbps to 6Mbps. Please provide a narrative that addresses the following:

Component XI: 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 one-half of a mile of at least one destination important to the course of daily activities for the intended population? Please describe and document. **(5 Points)**
- c) Is the project located within a safe walking distance of not more than one-quarter of a mile 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 and 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 XII: Required Attachments (No Points)

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

- a) Applicant Conflict of Interest Disclosure Form (see Attachment A to this application);
- b) IRS 501(c)(3) tax-exemption determination letter;
- c) Corporate resolution demonstrating the authority to incur the liability of financing;
- d) For projects that will serve special needs populations (non-homeless), please enclose a copy of a confirmation letter from DHHS (see Page 3 of the RFP Program Guide)
- e) Completed set of MaineHousing pro-forma (available on MaineHousing website);

- f) Applicants seeking project based 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.
- g) Site control documentation;

An application missing any of these attachments will be deemed incomplete and will be returned to the applicant.

Component XIII: Optional Attachments for Scoring Purposes (No Points)

The following attachments are **optional**. However, they must be provided in order to receive points in the applicable scoring section.

- a) To receive points in **Component IV** for municipal compliance, a letter from the municipal code enforcement officer (or other authorized municipal official) confirming that the project is permitted under the municipality's land use ordinances, including zoning must be provided;
- b) To receive the maximum points in **Component VIII** for non-MaineHousing leveraged funds, letters of commitment for non-MaineHousing development capital or operational funding must be provided;
- c) To receive points in **Component VIII** for project-based rental assistance from a source other than MaineHousing, a commitment letter from the provider of the project-based assistance must be provided;
- d) To receive points in **Component XI** for safe walking distances to amenities, a map generated by available internet services or commercial software (preferably Mapquest, Google Maps, MSN Livesearch or Google Earth) must be provided. 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.

Component XIV: Optional Attachments (No Points)

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: _____