



# Request for Proposals

## Supportive Housing

2015 Program Guide

## 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

MaineHousing is pleased to offer this Request for Proposals (RFP) for the development of supportive housing. For 2015, MaineHousing has made up to \$3,000,000 of subsidy funding available for this RFP.

MaineHousing has allocated \$1,140,000 of State HOME funds and \$1,860,000 from the proceeds of revenue bonds authorized by the Maine Energy, Housing and Economic Recovery Program (Part E) for this initiative.

In addition to the subsidy funding, MaineHousing will allocate rental assistance to selected projects. The rental assistance will be either project-based Section 8 Housing Choice Vouchers or project-based HUD – Veterans Affairs Supportive Housing Vouchers, as applicable and available.

MaineHousing has two separate, but related, documents that together contain all of the specific elements that constitute this RFP. The first document is this program guide (**Guide**) which explains the process through which these funds will be distributed and provides a summary of the key program elements. The second document is the **Supportive Housing Programs Addendum (Addendum)** which may be accessed on the MaineHousing website at:

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

The **Addendum** provides additional information on program requirements.

Applicants will need to review both the **Guide** and the **Addendum** when preparing an application to this RFP. The **Guide** will be the definitive source for this RFP in the event that the **Guide** and **Addendum** conflict.

### B. Process

The process by which projects receive funding from this RFP occurs in three distinct stages. Those stages are: pre-application; application; and development underwriting. A summary of these three stages follows:

#### **Stage I: Pre-Application**

##### *a) Site Review and Evaluation*

MaineHousing must conduct a Site Review and Evaluation on a proposed project prior to an application being submitted under this RFP. The purpose of the evaluation is to determine

the prospective project's suitability for housing, which determination shall be made solely by MaineHousing. MaineHousing will evaluate the physical site to determine whether it:

- Is adequate in size, exposure and contour to accommodate the number and type of units proposed;
- Has adequate utilities and streets to serve the site;
- Promotes greater choice of housing opportunities and avoids undue concentration of assisted persons in areas containing a high proportion of persons with low incomes;
- Is accessible to social, recreational, educational, commercial and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- Is located so that travel-time and cost via public transportation or automobile from the neighborhood to places of employment is not excessive.

The suitability of the site and building will also be evaluated for:

- The ability to provide site and building accessibility at a reasonable cost;
- Potential environmental review issues; and
- The feasibility of the capital and/or operating costs that will be needed to develop the project.

MaineHousing will notify the applicant in writing if MaineHousing determines a prospective project is unsuitable. If a prospective project is deemed unsuitable based on the evaluation, the project is not eligible to apply for funding under this RFP.

MaineHousing will conduct the Site Review and Evaluation upon receipt of a completed **Supportive Housing Pre-Application** which may be found on the MaineHousing website at:

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

Supportive Housing Pre-Applications must be received by Friday, February 20, 2015.

An applicant may appeal MaineHousing's determination that a prospective project is unsuitable to MaineHousing's Director within 20 days of the date of the notice from MaineHousing. The appeal must be in writing and identify the applicant and the project. The applicant may submit additional information not previously provided to MaineHousing with the appeal if the applicant believes the information is relevant to the suitability of the project. MaineHousing's Director will promptly respond with a written decision on the appeal. An applicant must use and complete this appeal process before pursuing other remedies. A decision by MaineHousing's Director pursuant to this appeal process constitutes final agency action with respect to the site review process described in this part.

*b) Housing Quality Standards Inspection*

Applicants proposing projects involving the acquisition and rehabilitation of existing residential units that will receive project-based Section 8 Housing Choice Vouchers or project-based HUD-Veterans Affairs Supportive Housing Vouchers must have a Housing Quality Standards (HQS) inspection performed by MaineHousing prior to application. The HQS inspection will require that the HQS inspector have access to the entire building, both interior and exterior. Applicants will need to coordinate with real-estate brokers and/or property owners to ensure that the HQS inspector has full access to the building.

Proposed properties are not expected to meet HQS standards at the time of application. The HQS inspection that will be conducted prior to application will only gauge the degree to which a particular property fails to meet the HQS standards. The scoring for applications will not be affected by the degree of non-compliance with HQS at the pre-application stage.

Projects involving acquisition and adaptive re-use of existing structures that were most recently used for non-residential purposes will not require an HQS inspection prior to application.

*c) State of Maine Department of Health and Human Services Review Process*

For projects that will NOT be serving homeless populations, applicants will need to secure a written confirmation from the State of Maine Department of Health and Human Services (DHHS) of the appropriateness of the proposed project. The written confirmation from DHHS will need to address three points:

- There is a demonstrated unmet need in the target service area that is anticipated to exist for at least the next five years;
- The proposed location of the project is amenable to the transportation, employment, recreational, social and therapeutic needs of the target population;
- There currently exists adequate service funding and/or capacity in the project's target area to adequately address the needs of the future residents; and
- For projects that will be serving adults with a mental illness diagnosis, a statement from DHHS indicating whether the project will be eligible for Shelter Plus Care. For eligible populations, DHHS will dedicate a Shelter Plus Care voucher to a particular unit or facility to enhance the delivery and effectiveness of services. If a tenant leaves the unit or facility within one year, the voucher remains with the facility. If the tenant leaves the unit or facility after one year, the voucher may go with him/her within the State of Maine (Money Follows the Person). Although DHHS cannot guarantee the backfilling of another voucher, DHHS will make every effort to do so and has already deployed this successful model statewide.

***Stage II: Application***

Applications for this RFP must be received by MaineHousing no later than **5:00 P.M. on Wednesday, April 1, 2105**. Applications will be date stamped to verify receipt by the

application deadline. The **2015 Requests for Proposals Supportive Housing Application** package is available on the MaineHousing website at:

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

MaineHousing will employ the following process to determine which applications will be selected for funding:

- 1) MaineHousing staff will review each application to ensure that the application is complete and meets eligibility criteria, including the submission of required attachments. Incomplete or ineligible applications will be returned to the applicant and will not be processed further by MaineHousing. Complete applications that satisfy the eligibility criteria will be submitted for scoring.
- 2) All complete applications will be scored by a scoring committee convened by MaineHousing. MaineHousing may request representatives from non-MaineHousing sources to serve on the scoring committee. Non-MaineHousing representatives may include DHHS or Veterans Administration staff or members of regional homeless councils. Non-MaineHousing representatives on the scoring committee will not have any conflicts of interest related to any application submitted under this offering. MaineHousing reserves the right to determine potential conflicts of interest.
- 3) All applications will be ranked according to their score. Projects that score higher than 140 points will be selected for funding recommendations by their rank until the funds for this RFP are exhausted.
- 4) The recommendation to fund will be forwarded to the Director of MaineHousing. The recommendation to fund may be accepted, denied or modified. However, the Director will give serious weight to the scoring committee's recommendation.
- 5) MaineHousing will notify the HUD field office of the intent to provide project-based Section 8 Housing Choice Vouchers or project-based HUD-Veterans Affairs Supportive Housing Vouchers for the additional units funded under this RFP. HUD will determine if MaineHousing's annual budget authority to provide project-based assistance is within the allowable limits for the programs.
- 6) MaineHousing will issue a Notice to Proceed to the applicants that are selected. The Notice to Proceed will outline the development process, note any deadlines, and notify the developer as to which MaineHousing staff will be assigned to their project.
- 7) The applicant will acknowledge receipt of the Notice to Proceed by sending to MaineHousing a written timeline for the completion of key development activities. The list of key development activities will be contained in the Notice to Proceed.

### ***Stage III: Development Underwriting***

The applicant will complete all development activities necessary to demonstrate that the proposed project is financially, legally, physically, and operationally viable and compliant with program requirements.

- 1) Upon the demonstration of a viable project, MaineHousing staff will complete its due diligence process and an environmental review for projects for which project-based voucher assistance is proposed.
- 2) Projects that are successful through the steps above will be presented to the MaineHousing Loan Committee. The Committee will forward funding recommendations to the MaineHousing Director.
- 3) Projects that are approved for funding by the MaineHousing Director will be sent a written commitment letter that includes key terms and conditions associated with the MaineHousing subsidy funds.
- 4) Upon receipt of the executed commitment letter, MaineHousing will issue a closing agenda. The closing agenda will contain items that will need to be satisfied for purposes of a closing on the subsidy funds
- 5) MaineHousing will conduct a closing at its office located at 353 Water Street in Augusta.

### **C. Supportive Housing**

#### *a) Tenant Eligibility*

For purposes of this RFP, Supportive Housing is defined as housing specifically designed and operated to meet the needs of persons who require some form of service or assistance in order to live in a community-based (non-institutional) residential setting. The type and degree of service or assistance may vary significantly depending upon the unique needs of the residents being served.

Supportive Housing may serve special needs populations or homeless populations (in some cases these may overlap). Examples of special needs populations include, but are not limited to: adult consumers of mental health services; adults with developmental disabilities; adults with a substance abuse diagnosis; adults in the correctional system; adults with a dual diagnosis; adults with physical disabilities or chronic debilitating conditions.

Supportive Housing may serve homeless populations including adults who are victims of domestic violence. For purpose of this RFP, homelessness is defined as an individual or family who lacks a fixed, regular, and adequate nighttime residence, further defined as:

- i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping

- accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground;
- ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by federal, state or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing of 24 months or less);
  - iii. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution; or
  - iv. Any individual or family who:
    - o Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
    - o Has no other residence; and
    - o Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

*b) Income Eligibility*

All units must be rented to households who, at the time of initial occupancy, earn annual incomes that do not exceed 50% of the area median income as defined by HUD. Further income limits will apply for units that receive project-based Section 8 Housing Choice Vouchers.

Projects that serve homeless victims of domestic violence may request a waiver of this requirement.

*c) Eligibility Restrictions*

Eligibility restrictions will be set forth in a restrictive covenant agreement that will be recorded at the applicable registry of deeds and will remain in place for 30 years. This deed covenant will run with the property and cannot be removed without the written consent of MaineHousing prior to the end of the 30<sup>th</sup> year of operation. The deed covenant will not be affected by either a transfer of the property or a repayment of the RFP subsidy funding.

Eligible housing under this RFP includes **transitional housing and permanent multi-family housing**. A definition of each of these types of housing is as follows:



Transitional housing is defined as housing that:

- i. Is designed to provide housing and appropriate supportive services for adults who are currently in need of supportive housing opportunities; and
- ii. Has as its purpose the facilitation of the movement of adults to a less restrictive form of care within a period up to and not to exceed 24 months following initial occupancy. This time period must be set prior to occupancy with notification provided to residents at time of occupancy. Upper limits for occupancy may be set at less than 24 months with extensions as needed based upon individual capacity.

Permanent multi-family housing is defined as housing that:

- i. Is designed to provide a permanent independent housing option for adults that are currently in need of supportive housing opportunities; and
- ii. Has as its purpose the integration into the community of independent living adults with the ability to sustain permanent long-term residence.

Transitional housing is not eligible for project-based Section 8 Housing Choice Vouchers or project-based HUD-Veterans Affairs Supportive Housing Vouchers. Applicants with transitional housing projects will need to identify alternate sources of operating revenues for their project.

#### **D. Applicant Eligibility**

The eligibility requirements for organizations wishing to apply under this RFP are detailed in the **Addendum**.

#### **E. Project Eligibility**

##### *a) Eligible Activities*

- i. RFP funds may be used for the acquisition and rehabilitation of an existing structure that was most recently used for residential purposes. However, displacement of residential tenants is not permitted in connection with this RFP. Residential properties must be vacant prior to the issuance date of this RFP. Additionally, applicants proposing the acquisition and rehabilitation of existing residential properties will need to undertake substantial rehabilitation on the project. Substantial rehabilitation is defined as rehabilitation costs that average at least \$25,000 per unit.
- ii. RFP funds may be used for the acquisition and adaptive re-use of an existing structure that was most recently used for non-residential purposes. Displacement of commercial tenants should be avoided whenever possible. MaineHousing reserves the option to prohibit the displacement of commercial tenants in connection with any project submitted under this RFP. Additionally, applicants proposing the acquisition and adaptive re-use of existing non-residential structures will need to undertake substantial rehabilitation on the project. Substantial rehabilitation is defined as

rehabilitation costs that average at least \$25,000 per residential unit that will be created under the adaptive re-use plan.

*b) Eligible Site Control*

Evidence of site control must be submitted with the application. The MaineHousing requirements for site control are detailed in the **Addendum**.

Gaining site control (acquisition, purchase and sale contracts, option agreements, etc.) must occur prior to the date upon which MaineHousing receives the RFP application. If the RFP application includes a request for project-based Section 8 Housing Choice Vouchers or project-based HUD-Veterans Affairs Supportive Housing Vouchers, it will trigger certain prohibitions under HUD's environmental review rules that will apply to the proposed project. From the date of receipt of the application until a selected project receives its environmental clearance, HUD's environmental review rules prohibit "choice limiting actions". The **Addendum** contains detailed information on HUD's environmental review requirements, including examples of prohibited choice-limiting actions.

*c) Housing Standards*

Projects will need to comply with MaineHousing's Quality Standards and Procedures Manual which is located on MaineHousing's website at:

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

Applicants are also encouraged to consult with the Best Practices Guide for additional information regarding construction standards and processes. The Best Practices Guide is located on MaineHousing's website at:

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

*d) Accessibility Requirements*

All projects must be designed and constructed or rehabilitated in accordance with all applicable Federal, State and local accessibility laws, regulations and standards, which may include without limitation the Federal Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II and Title III of the Americans with Disabilities Act of 1990 and the Maine Human Rights Act, together with all regulations, accessibility standards and guidance associated therewith. For guidance on compliance, see *Maine State Housing Authority's Accessibility Policy and Procedures for the Design and Construction of Multi-family and Supportive Housing Projects* in Appendix A of the *Quality Standards and Procedures Manual*.

**Projects must provide ONE additional accessible unit beyond the number of accessible units required by Federal, State or local laws, regulations and standards. Projects that are not required by Federal, State or local laws, regulations and standards to provide an accessible unit will be required to provide one accessible**

**unit. The standard for this additional unit will be a Type A Unit as defined by ANSI A117.1 – 2009 Edition which is the standard enforced under Maine Human Rights laws and regulations.**

#### **F. Ineligible Projects and Activities**

MaineHousing RFP funds may not be used for the following:

- a) New construction
- b) Acquisition of residential properties that are currently occupied by residential tenants
- c) Rehabilitation-Only; i.e. rehabilitation of projects currently owned by the applicant
- d) Properties unable to meet the accessibility requirements of this RFP either due to physical or financial infeasibility
- e) Operational funding (excepting MaineHousing project-based rental assistance)
- f) Service funding
- g) Projects that have a current, outstanding MaineHousing subsidy award

#### **G. Funding**

The MaineHousing subsidy funding is capped as follows:

**\$100,000 per non-independent living unit**

**\$125,000 per independent living unit**

Independent units are defined as SRO units, efficiency units, and one, two (or more) bedroom units. Other project configurations are considered to be non-independent living units. For projects in which the total development costs of the units are in excess of these caps, applicants will be required to identify the source of funding that will support the excess cost. MaineHousing funding may not be used for this purpose. In addition to identifying the source of additional funding, the applicant will need to demonstrate either a commitment of the additional funding or eligibility to apply for the additional funding. This information will be required as part of the application for this RFP.

Funding from non-MaineHousing sources may not be in the form of amortizing or deferred debt. Non-MaineHousing funding may be in the form of unconditional grants or performance grants. Applicants may also contribute funds from their own resources.

A project-specific Replacement Reserve account will be established and administered by MaineHousing. Each month, on the first day of the month, a total of \$30 per unit will need to be submitted to MaineHousing which will then deposit this amount into the account. Interest that accrues to the account will remain with the account.

MaineHousing will underwrite each project to include the deposit requirements of the Replacement Reserve account. **In the event that the MaineHousing underwriting demonstrates that the annual project surplus cash exceeds what is required to sustain a financially viable project, MaineHousing may substitute amortizing debt for RFP subsidy funding.**

The amount of MaineHousing funding that can be used for compensation or reimbursement to the applicant (developer overhead) shall be capped at a maximum of \$30,000 per project.

## **H. Subsidy Funding Terms**

This RFP is being funded by a combination of State HOME funds and Part E funds. Each subsidy award issued under this RFP will be constituted of a portion of State HOME funds and a portion of Part E funds, as determined by MaineHousing.

The terms for the State HOME and Part E funds are as follows:

- a) State HOME funds will be structured as 0%, deferred loans. Repayment of the subsidy loan will be due at the end of 30 years. However, applicants may be offered the option of extending the repayment in 10 year increments conditioned upon extending the restrictive covenant agreement (see Section C) for additional 10 year terms.
- b) Part E funds will be structured as non-interest bearing performance grants (0%, deferred and forgivable). MaineHousing will not require repayment of the performance grant unless one of the following events occurs prior to the end of 30 years: (a) a sale, transfer, or assignment of the property; (b) the discontinuation of the intended public purpose; or (c) a default under the MaineHousing documents.

The State HOME deferred loans and the Part E performance grants will be secured by a lien on the property. The MaineHousing liens will be in first lien position unless otherwise concurred to by MaineHousing in writing. MaineHousing will review requests for lien subordination or shared lien arrangements on a case-by-case basis.

MaineHousing will not establish any minimum collateral requirements for the performance grants and deferred loans; e.g. loan to value.

## **I. Project-Based HUD-Veterans Affairs Supportive Housing Vouchers**

MaineHousing will offer, subject to availability and approval by the US Department of Veterans Affairs (VA) and HUD, project-based HUD-Veterans Affairs Supportive Housing Vouchers (VASH Vouchers) for eligible units developed with funds from this RFP. VASH Vouchers will be administered by MaineHousing's Housing Choice Voucher Department according to federal regulations and MaineHousing policies detailed in its Administrative Plan for Section 8 Housing Choice Voucher and Project-Based Voucher Programs. The Administrative Plan is available on the MaineHousing website at the following link:

<http://www.mainehousing.org/docs/default-source/housing-reports/2014-mainehousing-administrative-plan.pdf>

VASH Vouchers may be used only with projects providing permanent housing. Emergency, temporary or transitional housing are not eligible for VASH Vouchers.

Further restrictions and requirements for VASH Vouchers are detailed in the **Addendum**.

#### **J. Project-Based Section 8 Housing Choice Vouchers**

MaineHousing will offer, subject to availability, project-based Section 8 Housing Choice Vouchers (PBV) for eligible units developed with funds from this RFP. PBV will be administered by MaineHousing's Housing Choice Voucher Department according to federal regulations and MaineHousing policies detailed in the 2014 Administrative Plan for Section 8 Housing Choice Voucher and Project-Based Voucher Programs. The Administrative Plan is available on the MaineHousing website at the following link:

<http://www.mainehousing.org/docs/default-source/housing-reports/2014-mainehousing-administrative-plan.pdf>

PBV may be used only with projects providing permanent housing. Emergency, temporary or transitional housing are not eligible for PBV.

Further restrictions and requirements for PBV are detailed in the **Addendum**.

#### **K. Tax and Insurance Requirements**

MaineHousing will establish a project-specific tax and insurance escrow for each project funded with this RFP. The account will be held and administered by MaineHousing. Each month, the applicant will submit the monthly funding requirement to MaineHousing. The amount submitted will be placed in the project-specific tax and insurance escrow account. Interest that accrues to the account will remain with the account. Further details on the escrow requirement are available in the **Addendum**.

#### **L. Replacement Reserve**

MaineHousing will establish a Replacement Reserve account for each project funded with this RFP. The account will be held and administered by MaineHousing. Each month, on the first day of the month, a total of \$30 per unit will need to be submitted to MaineHousing which will then deposit this amount into the account. Interest that accrues to the account will remain with the account.

Each year thereafter, funding to the Replacement Reserve Account will increase by 3% of the previous year's funding to account for inflation.

The initial funding of the replacement reserve account will be an amount equal to one percent (1%) of the cost of structures. The cost of structures is defined as the percentage of the acquisition attributable to the cost of the building plus the cost of the rehabilitation (including contractor's overhead, profit, general requirements, and contingency). The percentage of the acquisition attributable to the building can be determined either by an appraisal or by applying the ratio in the tax assessment between land and building to the overall acquisition cost. The initial funding to the account will be funded from the proceeds at the MaineHousing loan closing.

Further details on the replacement reserve requirement are available in the [Addendum](#).

### **M. Reporting Requirements**

Applicants shall provide all information, together with any supporting documentation, required by MaineHousing in form and substance acceptable to MaineHousing to comply with the reporting requirements under the Maine Energy, Housing and Economic Recovery Program, including without limitation, the type and location of the housing, the costs associated with the project, the number of direct construction jobs created or maintained by the project, the amount of direct construction wages paid in creating and maintaining said construction jobs and the amount and type of building materials purchased in connection with the project.

Applicants will need to provide an annual income statement and balance sheet specific to the RFP project. The financial statements will not need to be audited.

Applicants will need to provide an annual certification that the project continues to serve the intended target population.

For projects that will serve homeless populations, project owners will be required to have program specific and client data entered into the Homeless Management Information System (HMIS). All clients and impacted family members must be entered into HMIS with name, date of birth, social security number, and the complete HUD/Maine Universal Data elements and required service related data. All projects that serve homeless populations and receive funding from MaineHousing will receive HMIS user and reporting licenses necessary to record those data elements and will be bound by and follow the same confidentiality and other policies and procedures outlined in the Maine HMIS Policies and Procedures Manual.

### **N. Performance Outcomes**

#### Program Expectations

- For proposals that use Project Based Vouchers, MaineHousing/HCV will monitor tenant selection to ensure that housing is serving the intended population, i.e. chronic homeless, long term stayer, veteran, special needs.
- For proposals that use Project Based Vouchers or VASH vouchers for the homeless population, MaineHousing/HCV will monitor housing stability for tenant lengths of stay.
- For proposals that address the needs of homeless populations, the Homeless Management Information System (HMIS) will be used to monitor grantee performance using established performance measures.

Future funding may depend on satisfaction of the above performance expectations.

## **O. Right to Cancel**

MaineHousing reserves the right to reject or cease processing any requests for funding prior to issuance of a MaineHousing letter of commitment. MaineHousing accepts no obligation to finance any proposal until a commitment has been issued and accepted by the applicant in accordance with its terms. The closing of the transaction is conditioned upon meeting the conditions contained in the commitment letter.

## **SCORING CRITERIA**

The Scoring Committee will use the following scoring criteria to score each eligible application. Please refer to the **2015 Requests for Proposals Supportive Housing Application** for the specific submission requirements for each criteria.

### **I) Executive Summary (Required – No Points)**

The Executive Summary will provide an overview of the applicant and the project.

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

The following five elements will be evaluated in determining a score for organizational capacity:

- The financial, staffing and managerial capacity of the applicant to facilitate and coordinate all facets of real estate development
- The experience of the development team in developing projects within reasonable time-frames and budgets. The development team may include consultants, design professionals, contractors, etc.
- The experience of the applicant in owning and/or managing real estate assets
- The experience of the applicant in developing and operating supportive housing projects
- The experience of the applicant in providing supportive services to the project's target population or developing collaborations with other service providers in order to address the service needs of the project's target population

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

Points will be awarded to projects that demonstrate a high level of feasibility. Points will be awarded on the following basis:

**Development Capital (up to 10 Points)**

- Applicant will have the capital required to complete the project; formal funding commitments for capital funding from any sources other than MaineHousing are presented with the application.

**Reasonable Budget (up to 30 Points)**

- The budget includes all of the items required to complete the project and the costs of those items are consistent with market conditions.

To assist in the evaluation of project feasibility, each application must include a set of pro forma that are complete and that demonstrate a reasonable and feasible financial structure.

**IV) Readiness (Maximum of 35 points)**

Projects will be evaluated as to the degree of readiness demonstrated in the application. The following critical path items will receive a score within the range indicated:

**Site Control (up to 15 Points)**

- Site is owned by applicant at the time of application **(15 Points)**
- For sites that are not owned by applicant at time of application, the strength of site control as evidenced by contract, i.e. purchase and sale contract or option will be assessed and scored accordingly **(up to 10 Points)**

**Municipal Compliance (up to 5 Points)**

- A letter from the municipality's code enforcement officer (or other authorized official) indicating the proposed project complies with local ordinances
- A letter from the municipality's code enforcement officer (or other authorized official) confirming that the proposed project will conform to the existing zoning ordinance

**Design and Engineering (up to 15 Points)**

- Applicant includes 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.

**V) Need and Response to Underserved Special Needs (Non-Homeless) Populations (Maximum of 20 Points)**

- An evaluation will be made as to the degree to which a specific and defined need in the community exists for the proposed project.
- An evaluation will be made as to the degree to which the project will serve the defined need.

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

- 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.

## **VII) Maine Housing Funding Request (Maximum of 25 Points)**

### **Independent Units**

Total RFP Request Per Unit of \$75,000 or less - **25 Points**

Total RFP Request Per Unit of \$75,001 to \$100,000 - **12 Points**

### **Non-Independent Units**

Total RFP Request Per Unit of \$50,000 or less - **25 Points**

Total RFP Request Per Unit of \$50,001 to \$75,000 - **12 Points**

## **VIII) Leveraged Funds (Maximum of 20 Points)**

Leveraged funding can be committed, pending approval, or not yet applied for. However, preference will be given for leveraged funding that has been secured at the time of application. For purposes of this scoring criterion, leveraged funds will be limited to funding that may be used for development capital or operational funding, i.e. service funding will not be taken into consideration.

- Up to **15 points** may be awarded for projects that have already been awarded project-based rental assistance from a source other than MaineHousing.
- Up to **5 points** may be awarded for all other non-MaineHousing leveraged funds that will be used for development capital or operational funding.

## **IX) Accessibility Incentive (Maximum of 20 Points)**

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 (see Section E). The standard for voluntary accessible units will be a Type A Unit as defined by ANSI A117.1-

2009 Edition which is the standard enforced under the Maine Human Rights laws and regulations.

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.

#### **X) Access to Broadband for the Purpose of Telemedicine (Maximum of 5 Points)**

- Projects serving homeless, not veteran, 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.

#### **XI) Smart Growth (Maximum of 15 Points)**

Projects that incorporate the following elements of smart growth will receive points as indicated:

- A project that is located in a Service Center Community will receive **5 points** (see [Addendum](#) for a list of Service Center Communities).
- A 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. Projects meeting these criteria will receive **5 points**.

The term “safe walking distance” means year-round pedestrian access by one or more of the following, as appropriate to the area: sidewalks adjacent to the project, paved wide shoulders suitable for walking, crosswalks and traffic signals at busy roads or intersections. Such destinations may include convenience stores, healthcare facilities, public schools, etc.

The Applicant must submit a 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). The map must clearly 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 above and must not cut across parking lots or private property. According to the definition, the route must be walkable year-round, including during the winter, i.e. plowed.

- A 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 an on-call transportation service is available to all of the residents of the project. The term “fixed-route public transportation” means year round, regularly scheduled public transportation that operates at least 3 days per week and provides regular service throughout the day. Projects meeting these criteria will receive **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). On-call transportation services with eligibility criteria that limit or deny service to any residents of the project are not eligible for these points.

### **Maximum Points Available – 205 Points**