



2017 Housing Initiatives Division's Neighborhood Enhancement Program Request for Proposals (RFP)

February 6, 2017

The program will provide MSHDA funding up to \$350,000 statewide for activities directly tied to stabilization and enhancement of Michigan neighborhoods. MSHDA would like to identify via this RFP multiple entities that would serve as MSHDA direct funded grantees. Therefore, Requests for Proposals are being invited from any **nonprofit (501c3) agency** operating within a neighborhood in the State of Michigan. Selection of awards will be made via a competitive process. Like our new Division, Housing Initiatives, this program is new and innovative and if after reviewing the details below you determine that your agency has: a neighborhood in need of assistance for any of the eligible component activities; staff capacity; and the financial ability to facilitate and implement activities, please complete the RFP and submit it to MSHDA at 735 East Michigan Avenue, Lansing, MI 48912 no later than **March 15, 2017**.

The funding is designed for high-impact, innovative, neighborhood housing-oriented activities that benefit area residents. There are three eligible neighborhood components: 1) Beautification; 2) Neighborhood Public Amenity Enhancements; and 3) Infrastructure Enhancements. See the component table (Attachment 1) for examples of the activities applicants may apply for. This list is not inclusive as we are looking for applicants to identify innovative activities to address their neighborhood's specific needs. However, each proposed activity must fall into one or more of the three categories.

Respondents must be able to mobilize quickly to meet the immediate action response that is desired. The grant term is anticipated to be June 1, 2017 to December 31, 2017. NOTE: All activities must be completed, invoiced and have all expenditures completed and processed within the MSHDA database **no later than December 15, 2017**.

The intent of the program is to fund tangible housing-oriented activities that are: implementation ready – completed by December 2017; highly visible; impactful to the neighborhood and resident's quality of life; not just individually focused but holistically/community focused; and where there is buy-in at the local level and demonstrated support within the neighborhood and community. The goal of this funding is to assist and then showcase model Michigan neighborhood(s) where people are engaged and facilitating change.



Action Steps Timeline:

<i>RFP Announcement</i>	Projected Date: 2/6/17
<i>RFP Questions submitted to hidmailbox@michigan.gov</i>	2/22/17
<i>RFP Questions and Answers posted on website</i>	2/27/17
<i>Q & A Conference Call</i>	2/28/17
<i>RFP Submission Deadline</i>	3/15/17
<i>RFP Review by MSHDA</i>	3/20/17-3/31/17
<i>RFP Agency Selection/Application Authorization</i>	4/14/17
<i>Formal MSHDA OPAL/HDF Application Submission Deadline</i>	4/28/17
<i>MSHDA Announcement</i>	5/15/17
<i>Grant Award Effective Date</i>	6/1/17
<i>Construction Begins</i>	7/1/17
<i>Monthly Progress Meetings Held During Const. Phase</i>	
<i>Construction Completed</i>	11/15/17
<i>Grant Completed</i>	12/15/17
<i>Grant Administratively Closed</i>	12/31/17

Eligibility:

The MSHDA funding is restricted to easily identified and condensed area neighborhood boundaries that are primarily residential (census tracts/block groups) which have at least 51% of the households with incomes that are at or below 80% of median income as defined by the U.S. Department of Housing and Urban Development based on <https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places/>. Previously approved low/mod survey results may or may not be accepted by MSHDA and will be reviewed on a case-by-case basis. In addition to all proposed activities being restricted to low/mod neighborhood areas, they are also required to be “designed to improve the quality of life of the residents of low or moderate income housing or of an area undergoing neighborhood conservation or renewal.”

Proposals may include more than one neighborhood served by an agency – however each neighborhood must realize a significant impact. Agency funding prioritization of neighborhoods must be provided if more than one is proposed. MSHDA reserves the right to select portions of proposals for funding based on availability and overall impact.



Funding Requirements:

- The minimum program allocation is \$2,500 per agency. Multiple activities of smaller amounts can be combined to reach this minimum threshold.
- The maximum program allocation is \$50,000 per agency. Multiple activities of smaller amounts can be combined but cannot exceed the maximum threshold.
- Up to 10 percent of the grant award may be used for documented and itemized program planning and administration.
- All cost overruns are the responsibility of the nonprofit agency and cannot be covered by MSHDA.

Activity Requirements:

- All activities undertaken must enable that individual component to be brought up to HQS and/or local code based on whichever one is stricter when applicable.
- A lien, based on the amount of investment, will be placed on each assisted single-family property with the minimum amount being \$1,000.
- All activity must benefit households with incomes at or below 80% AMI based on HOME County Income Limits (see Eligibility on Page 2).
- We do not require leverage to come directly from the homeowners. When applying for funding, all leverage identified must be committed/secured.
- No specific sites/addresses need to be pre-identified for homeowner activities.
- Eligible Occupied Property Definition: A single-family property which is zoned residential that: a) has no mortgage and/or tax delinquencies; b) is not subject to a foreclosure proceedings, court-ordered receivership or nuisance abatement; c) has utilities services turned on; and d) is permanently occupied by homeowners that identify the assisted address as their primary residence.

RFP Content Requirements:

Respondents need to include factors identifying the agency's capacity to execute projects, leveraging potential, and experience in facilitating the strategic investment of limited resources. **The response is limited to a specific number of pages and should be presented in a clear and concise manner and be double spaced in 12 size font.** If your agency is interested in rendering one or more of the components noted above, please respond to this RFP by providing the information outlined below.

NOTE: Respondents must organize their responses to reflect the items below and submit them labeled in the same order Items 1-5 as well as by their corresponding letters and label attachments according to the instructions below. You are welcome to incorporate additional attachments as needed but they should follow the same labeling: Attachment (Item #, Letter).

1. **Submission Exhibits**

- A. Provide the required cover letter (**Exhibit A**).

Letters of Interest and Support Requirement

- B. Submit with the application, a letter of interest/support from the applicant's authorized official. **Attachment 1B**
- C. Submit with the application, a letter of interest/support from the chief elected local government official of the assisted area(s). **Attachment 1C**
- D. In addition, provide letter(s) of support from any applicable partner organizations. Generic boilerplate letters of support from multiple agencies are not recommended. **Attachment 1D**

2. **Proposal/Implementation Plan Methodology (Narrative - Maximum Pages 5)**

- A. Provide an overview of the proposed neighborhood boundaries within which the selected component(s) 1-3 will be focused and how funding would be utilized. Identify the criteria used for the determination of the planned course of action and how it is supported with other local, regional, state and/or federal resources and master plan(s);
- B. Provide an outline of the activities to be performed and the expected time frames within which projected tasks will be completed (beginning and ending dates);
- C. Identify tangible outcomes/deliverables that will occur as a result of the activities including the projected number of properties that could be assisted and the methodology for the calculation;
- D. Provide a map outlining the area(s) within which activities will be focused including the criteria used for the determination for all proposed homeowner/homebuyer investment; **Attachment 2D**
- E. Identify the proposed intake/selection process and methodology for identifying and prioritization of the assisted areas, properties and applicants;
- F. Identify any community involvement undertaken or anticipated to be undertaken by the nonprofit and/or partner organizations; and
- G. Identify any local and/or state designated investment or incentive target area (NEZ, Main Street, Blueprint, HUD Sustainable/Resilient areas, Redevelopment Readiness areas, Rising Tide areas, etc.) that are supported by current or previous neighborhood-based community involvement plans.

3. Budget (Narrative - Maximum Pages 2)

- A. Provide a detailed budget plan (**Exhibit B**) identifying all proposed sources and uses of the funding as well as any leveraged dollars. Note: the proposed budget submission also needs to include a breakdown of the projected hours needed for administration; i.e., salary and travel expenses – limited to 10% of total project costs;
- B. Provide backup documentation validating applicable proposed leveraging by source, dollar amount, commitment status, availability date; and **Attachment 3B**
- C. Provide the methodology used to determine the upfront cost analysis/budget plan, the estimated cost per unit, and the proposed activities to be provided to the unit. Provide a justification for cost reasonableness for the estimated costs/activities. **Attachment 3C**

4. Staffing/Agency Experience/Capacity/Qualifications (Narrative - Maximum Pages 7) Respondents must demonstrate that there is adequate current staff and Agency grant program administration and management experience; technical and financial capacity; and local collaboration.

- A. Identify staff members by name and provide a brief overview paragraph for each one describing their relevant roles/experience levels (Do not provide resumes);
- B. Describe how your agency will assure compliance with grant administration and audit requirements to ensure program rules and regulations are met; **All applicants are required to be in compliance and in good standing with MSHDA and all other State Agencies.**
- C. Identify previous Agency community and neighborhood work undertaken;
- D. Provide an overview of any applicable oversight of your agency related to grant management (not older than 3 years); **Attachment 4D**
- E. Describe/Demonstrate agency experience administering grant funds; Include: Design and Coordination, Applicant Intake and Selection, Income Eligibility Qualification/Verification, Construction Oversight, Grant Management and Compliance;
- F. Provide a sworn statement certifying that your agency is not delinquent in relation to any local, county, state or federal taxing jurisdiction property, income or business taxes; **Attachment 4F**
- G. If applicable, identify homeowner implementation experience and provide an overview of how your agency intends to coordinate, implement and provide oversight of homeowner activities including temporary relocation (if applicable);

- H. Identify any collaborative experience/partnerships with complementary programs and/or other funding resources that you could utilize in conjunction with this grant that would assist your agency with effectively and efficiently administering this grant; and
- I. Provide a brief summary of any applicable awards and/or recognition received for successful project(s) or partnerships.

Award Process:

Nonprofit Agencies must submit the required RFP Content Items 1-4 plus Exhibits A and B and applicable Attachments to our office for initial review. The MSHDA Housing Initiatives Division will then evaluate each proposal and authorize selected agencies to submit formal applications. Once applications are submitted and approved, grant agreements will be prepared. All implementation activities must be completed within calendar year 2017.

The RFP Selection/Evaluation Criteria that will be used in measuring the competitive strength of each applicant and their proposed activities based upon merit and demonstrated capacity to complete the contract is outlined below:

20 points: Adequate Proposal Content/Agency Support/Prioritization of this Project (Item 1)

Proposal is clear, concise, complete and realistic in nature – all requested information provided. No typos and/or calculation mistakes.
Demonstrated Neighborhood/Community Support/Interest in proposed activities.

40 points: Design/Process Proposal/Implementation Plan/Methodology (Items 2 and 3) Demonstrated eligibility of proposed neighborhood(s).

40 points: Experience/Capacity/Qualifications (Item 4)

Agency/Staff capacity, capability, and commitment to successfully assess, identify, and implement activities within the established timeframes.
Financial viability and leveraging (if applicable) of agency and activities

100 points possible overall Additional Consideration for Tiebreaker (if applicable)

Identified Staffing Resources and/or Presentation and/or Interview (upon MSHDA request).



In the event that multiple, equally qualified nonprofits apply, preference will be given to entities that submit organized and complete submissions demonstrating that they are qualified, high capacity, experienced, financially solvent, locally and neighborhood supported, which outline housing-oriented impactful activity proposals and methodology that is reasonable and can be completed within 2017. MSHDA has the right to select entities for further consideration of funding at their own discretion based on the proposals submitted, regional distribution, and the scoring criteria outlined above. The timeline for making a determination and notifying all respondents is anticipated to be no later than May 2017.

RFP Submission Instructions:

Three original color submissions **MUST** be received no later than **5:00 p.m. on Wednesday, March 15, 2017**. Submissions that are late **will not be considered**. Electronic submissions to the HIDMailbox@michigan.gov followed by overnighted paper submissions will be accepted. Note: e-mail attachments have system limits that will require documents to be sent in multiple e-mails.

MSHDA reserves the right to reject any and all submissions, or parts thereof, or to waive any informality or defect in any submission if it is in the best interest of MSHDA and the State of Michigan. All submissions shall become the property of MSHDA. All submissions are considered public information and are subject to discover under the Freedom of Information Act (FOIA).

This RFP is not a binding agreement and the notice of selection under this RFP does not guarantee project funding. Upon final approval from MSHDA, each selected entity must complete a formal application. Upon successful submission of an application, a written agreement will be executed between the selected nonprofit(s) and MSHDA which will at that time guarantee project funding. No project costs may be incurred prior to formal written authorization from MSHDA. MSHDA is not liable for any costs incurred prior to execution of a grant agreement.

All questions related to the RFP should be directed to Tonya Young via e-mail to the HIDmailbox@michigan.gov with a Subject Line Reference entitled, "Housing Initiatives Statewide RFP Question" no later than **Wednesday, February 22, 2017 at 5:00 p.m.** Answers will be posted on the MSHDA website under Neighborhoods, NOFA, and Grant Programs (http://www.michigan.gov/mshda/0,4641,7-141-5564_14770---.00.html) on or before **Monday, February 27, 2017**. In addition, MSHDA will hold a Q & A conference call on **Tuesday, February 28, 2017** from 1–2 p.m. Eastern Standard Time. The Conference Call Number is 877.402.9753, Access Code 3292085.