

Westport Affordable Housing Trust Fund

Request for Proposals

For funding to create new affordable housing units in Westport, MA

Proposals due: October 11, 2016 at 2:00 PM
8-18-2016

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1 GENERAL INFORMATION & SUBMISSION INSTRUCTIONS

The Town of Westport, in order to more effectively undertake locally-initiated affordable housing projects, established the Westport Affordable Housing Trust Fund (The Trust), per Massachusetts General Laws Chapter 44 Section 55C (MGL c.44 s.55C), through a 2/3 vote at the May 2009 Town Meeting. The mission of the Housing Trust is to provide for the creation and preservation of affordable housing in the Town for the benefit of low and moderate income households.

The Westport Affordable Housing Trust Fund created the SEED Housing Funding Program in order to seek applications for GRANTS from qualified project proponents to create multiple new affordable housing units in Westport, Massachusetts. The RFP is available online at <http://www.westport-ma.com/affordable-housing-trust-fund> or in person at the Board of Selectmen's Office, Westport Town Hall, Monday through Friday between 8:00 AM to 4:00 PM.

RFP Schedule

- RFP Available Wednesday August 17, 2016
- Briefing Session Wednesday September 7, 2016 at 10:00 AM
Location: 2nd Floor, Westport Town Hall, 816 Main Road, Westport Ma, 02790
- Deadline for Questions Tuesday September 13, 2016 by 4:00 PM
- Answers Provided Friday September 21, 2016 by 4:00 PM
- Proposal Due date Tuesday October 11, 2016 no later than 2:00 PM

Proposals should be addressed and delivered to:

Westport Affordable Housing Trust Fund

Attn: Elizabeth Collins, Chair

Westport Town Hall

Housing Assistance Office, 2nd Floor

816 Main Road, Westport, MA 02790

Late proposals will not be accepted.

Proposals must contain six copies and be sealed in an enveloped marked "Request for Proposals: Seed Housing Funding Program".

All inquiries concerning this RFP must be submitted in writing via email to Leonardi Aray at leonardi@larayarchitects.com. Written responses will be emailed to all proposers on record as having picked up the RFP.

Neither the Town of Westport nor the Trust shall be liable for any costs incurred by the proposers in preparing, submitting or presenting proposals or in satisfying and demonstrating requirements.

2 PROGRAM DESCRIPTION

The Westport Affordable Housing Trust Fund is seeking proposals from qualified project proponents of affordable housing to utilize available funds to develop or create new affordable housing units in Westport, MA. Only projects with dwelling units that are restricted Affordable in perpetuity and are eligible for inclusion in the Town's Subsidized Housing Inventory (SHI) will be considered. The project shall meet the Department of Housing and Community Development (DHCD) rules and regulations.

A total of \$200,000 is immediately available and the Trust wishes to start this program upon respondent selection. Prior to any release of funds, a *Grant Agreement* will be executed between the Trust and the selected applicant(s).

The maximum funding available, except as noted below, is \$20,000 per new affordable housing unit and no more than \$200,000 per eligible project.

Request for funding for *Eligible Uses* should not exceed the following maximum funding criteria neither per affordable housing unit nor per project:

	Eligible Uses	Max. funding per affordable housing unit*	Max. funding per project
A	Soft costs, development fees	\$10,000	\$200,000
B	Property Acquisition	\$20,000 for four-units or larger developments	\$200,000 multifamily developments \$80,000 for single-family homes, two-family or 3-units developments.
C	Design services	N/A	\$50,000
D	Construction	\$20,000	\$200,000

- A. Soft costs and development fees, including appraisals, legal, surveys, financing, permit fees, monitoring services, marketing and others except design services. The program is NOT intended to provide funding for developer's fee, profit and overhead costs.
- B. Acquisition of real estate property for the creation of new affordable housing, including reimbursement for costs related to the acquisition of unoccupied real estate property

through a foreclosure auction. Up-to \$80,000 may be approved for land acquisition for the construction of a single-family home, a two-family or 3-units development.

- C. Pre-engineering, architecture/engineering design services and feasibility studies for the development of affordable housing.
- D. Construction, site work, installation of wastewater systems and water wells.
- * Housing units eligible for funding will be affordable to low-income housing households earning up-to 80% of the Area Median Income (AMI) of the Providence-Fall River Metro Area, which includes the Town of Westport, as determined by the U.S. Department of Housing and Urban Development (HUD).

Funding will be provided in the form of a forgivable deferred payment loan. Loans shall be due in three years unless an affordable regulatory agreement or a deed rider has been recorded on the property, at which point the loan shall be forgiven. An extension to five years may be allowed if a construction permit for the project is issued less than three years after the execution of the *Grant Agreement*. The selected applicant(s) will work closely with the Trust, the Planning Board and DHCD. The applicant(s) will work with the Trust to carry out community meetings and outreach efforts related to the project.

3 EVALUATION CRITERIA

The following criteria will be used to evaluate the merits of the qualifying proposals:

Team experience

Most Advantageous: Applicant demonstrates that they have completed five or more similar projects and have experience working with a comparable community.

Advantageous: Applicant demonstrates that they have completed one to four similar projects.

Not Acceptable: Applicant does not demonstrate that they have completed a similar project.

Financial capacity

Most Advantageous: Providing a commitment letter for funding from a private lending institution, non-profit organization or governmental agency, and evidence of the required equity capacity sufficient to finance the development.

Advantageous: Providing a pre-approval letter or letter of interest for funding from a private lending institution, non-profit organization or a governmental agency, and/or other evidence of capacity to finance the development.

Not Acceptable: The applicant does not provide evidence of financial capacity to fund the project.

Funding request per affordable housing or per project

Most Advantageous: Funding request is less than the maximum allowed indicated in Section 2.

Advantageous: Funding request is the maximum allowed in Section 2.

Not Acceptable: Funding request exceeds the program guidelines.

Project Guidelines (Section 6)

Most Advantageous: The proposed project meets the intent of the guidelines as applicable as far as possible.

Advantageous: The proposed project does not meet some of the guidelines.

Not Acceptable: The proposed project substantially deviates from the guidelines.

Level of affordability

Most Advantageous: 30% or more of the housing units included in the project are affordable to low-income households.

Advantageous: Less than 30% of the housing units included in the project are affordable to low-income households.

Not Acceptable: Less than 20% of the housing units included in the project are affordable to low-income households.

Site and Building Design

Most Advantageous: Proposals that include a site plan, exterior building elevations, floor plans and other graphic material to convey the design intent.

Advantageous: Proposals that include a diagrammatic site plan, a building floor plan(s) or other graphic material.

Not Acceptable: Proposals that do not include any graphic material to describe the intent of the project.

Employment Initiative during pre-development, construction and operation phases

Most Advantageous: Proposals with a plan to create new job opportunities and committed to hire businesses certified by the Massachusetts Supplier Diversity Office and local qualified business and contractors for construction work.

Advantageous: Proposals with a plan to create new job opportunities but not committed to hire businesses certified by the Massachusetts Supplier Diversity Office or local qualified businesses and contractors for construction work.

Not Acceptable: Proponents that do not provide an employment or hiring plan.

4 FUNDING AWARD

The Trust will review and evaluate proposals promptly after the submission deadline. The Trust may or may not contact proponents for further clarification or interviews and may also contact references. The Trust may choose to identify a “short list” of qualified proposals for follow-up interviews or to make recommendations based on the information contained in the proposals.

Funding will be awarded to the most advantageous proposal(s) as determined by a majority vote of the Trust. The Trust may commit to the whole or part of each funding request.

The Trust reserves the right to waive portions of the Request for Proposals for all proponents, to excuse minor informalities or to reject all proposals, if deemed in the best interest of the Trust or the Town of Westport.

The selected proponent(s) will execute a *Grant Agreement* with the Trust prior to the release of any funds. Should the Trust be unable to execute a satisfactory agreement with a selected proponent, then the next most advantageous proponent will be selected and the process repeated.

5 SUBMISSION REQUIREMENTS

In order to be considered for funding, each proposal must contain a Letter of Interest that introduces the proponent team, lead project manager, project owner and consultants as it may apply. In addition to the Letter of Interest, the following forms and material, disclosure and certifications, must be completed and submitted with the response.

Letter of Interest

- A. Project Application Form
- B. Project Scope
- C. Project Narrative and Illustrations
- D. Project Costs and Funding Sources
- E. Project Guidelines
- F. Certificate of Non-Collusion
- G. Tax Compliance Certificate
- H. Certificate of Authority

A. Project Application Form

Applicant/ Organization	
Contact Person Name, Title	
Phone Number	
E-mail address	
Mailing address	

Provide the following information:

1. Applicant Background. Provide a brief description of the applicant including history, size and staff make-up. List key staff members to be assigned to this project and attach resumes with their qualifications.
2. Project Owners and Investors. Provide a list of all persons and parties with an interest in the property or investing in the project.
3. Related Experience. Describe similar projects including budget, and year work was completed. Describe your experience in construction and/or property management of real estate for sale or rent. Describe your background in affordable housing development, funding and administration. Describe your experience with affordable housing marketing, lotteries and tenant/buyer selection.
4. References. The name, title, address, telephone numbers and e-mail addresses of client contacts of projects outlined in Related Experience (min. 3).
5. Financial Qualifications. Include evidence of the financial status of the applicant, demonstrating the financial strength to carry out the proposed development, including current financial statements and/or letter(s) of interest, pre-approval or commitment letter(s).

Use additional sheets but do not exceed 3 pages, except for the supporting documents listed in #5.

B. Project Scope

Project Name:	Estimated completion date:	
Address:		Westport, MA
Funding Request		
Use(s):	\$	Project
	\$	Per Affordable Unit

Housing Type	Number of Units	% of Total
Homeownership, over 80% AMI		
Rental, over 80% AMI		
Affordable Homeownership, up-to 80% AMI		
Affordable Rental, up-to 80% AMI		
TOTAL		100 %

Affordability Mix and Bedroom Distribution					
Number of Bedrooms (BR)	Area Median Income (AMI)				
	Up-to 60%	61%-80%	81%-100%	Over 100%	TOTAL
1-BR					
2-BR					
3-BR					
4-BR or more					
TOTAL					

C. Project Narrative and Illustrations

The following information shall be provided in a concise manner and shall address the Town of Westport's housing needs:

1. Project summary.
2. Describe development status, the current and proposed conditions of the project.
3. Describe how the respondent will successfully create and permit the new units, finance the project, market the affordable units in compliance with DHCD regulations and how the units will be accepted on the CH 40B Subsidized Housing Inventory (SHI).
4. Project schedule and timeline. Indicate the project schedule and timeline. Explain how the work will create new affordable housing units or obtain a construction permit within three (3) years of the execution of the Grant Agreement.
5. Describe community outreach efforts for the proposed development.
6. Describe how the project will create new job opportunities.
7. Describe the intended employment and hiring plan or policy.

Use additional sheets but do not exceed 4 pages.

Project Illustrations

Include graphic illustrations describing site dimensions, building(s) dimensions, unit layout, zoning, parking and landscape. Clearly identify the proposed affordable housing units. Preliminary Design Concepts and other graphic material to convey the project design intent are acceptable.

D. Project Costs and Funding Sources

Development Items	Cost (\$)	SEED HOUSING Funding Request	
		Amount (\$)	% of Cost
1. Soft Cost, Development fees			
2. Acquisition			
3. Design Services			
4. Site work			
5. Construction			
6. Developer's Fee and Overhead			
TOTAL			

Explain the *Eligible Uses* for which the applicant is requesting funding for:

Funding Sources	Amount (\$)	Secured (\$) *	Pending (\$)
1. Westport Affordable Housing Trust Fund		n/a	n/a
2.			
3.			
4.			
5.			
TOTAL			

* Provide commitment letter(s) for all secured sources of funding under the Project Application Form, #5.

Check “YES” or “NO” for each one of the following guidelines. Please indicate “NO” for guidelines that do not apply to the proposed project.

Project Guidelines		YES	NO
1	Housing Typology and Target Population		
	At least 30% of the total housing units in the project are affordable to low-income households (80% AMI)		
	RENTAL housing units affordable to low-income households		
	HOMEOWNERSHIP units affordable to low-income households		
	Housing for individuals with disabilities beyond the minimum requirement by the Massachusetts Access Board and other applicable regulations		
	Housing options for seniors (all income groups included)		
	All the Affordable housing units will be included in the Town’s Subsidized Housing Inventory (SHI). The proponent will be responsible for submitting any and all applications to DHCD and taking any and all measures to ensure all the Affordable Units are so counted in the SHI		
	The Affordable units will be subject to an affordability restriction in perpetuity or for the longest period permitted by law		
	Preference for Westport residents will be exercised to the maximum extent permitted by law		
	Conversion/Rehabilitation of existing structures to create housing units affordable to low-income households		
	Other:		
2	Environmental Considerations		
	Sensitive land will be protected		
	Environmental remediation or clean-up will be required		
	Recycled and non-low-toxic materials will be used		

Project Guidelines		YES	NO
	A policy for waste reduction and conservation of resources will be adopted prior to building occupancy		
	Alternative technologies for wastewater treatment systems that result in land or water preservation will be used		
	Low Impact Development (LID) or other comparable approach for stormwater management will be implemented		
	Other:		
3	Community Planning and Development		
	The project involves a concerted public participation effort (beyond the minimally required public hearing), including the involvement of community members and key stakeholders in the planning and design of the project		
	Public open space, passive recreational facilities or other amenities for public use are provided		
	Restoration or rehabilitation of existing structures will significantly enhance the character of a neighborhood, reduce or eliminate blight		
	Project is located in proximity (1 or 2 miles) to a transportation corridor, sources of employment, retail and commercial centers or civic destinations		
	The project expands the local tax base		
	Other:		
4	Site and Building Design		
	Design is compact or clustered as to preserve undeveloped land		
	Design is in general compatible with the character and scale of Westport's traditional buildings		
	"Visitability" and other level of accessibility above the minimum requirements by applicable laws and regulations is provided.		

Project Guidelines		YES	NO
	Parking is located where it does not visually dominate the site and allows easy and safe pedestrian access to buildings		
	A community center, central mail room, playground or other amenities for the residents are provided on site		
	The project meets or exceeds EPA's Energy Star guidelines or other similar system that promotes sustainable design and energy-savings measures.		
	The project includes at least one of the following initiatives: use of renewal energy source(s); energy efficiency provisions exceed the state building code requirements; site plan or buildings are configured to optimize solar access.		
	Other:		

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this proposal for funding has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting proposal

Name of business

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting proposal

Name of business

MEETING OF BOARD OF DIRECTORS

At a meeting of the Directors of the _____ duly called
(Corporation)

and held at _____ on the _____ day of

_____, in the _____ year at which a quorum was present and acting, it was

voted, that _____ the _____ of this Corporation
(name) (title/position)

is hereby authorized and empowered to make, enter into, sign, seal and deliver, on

behalf of this Corporation a Contract for _____

(brief description)

with the Town of Westport, and performance and payment bonds (each in the amount of the Contract) in connection with such Contract.

I hereby certify that the above is a true and correct copy of the record, that said vote has not been amended or repealed and is in full force and effect as of this date, and that

_____ *is duly elected* _____ *of this Corporation.*

Clerk or Secretary of the Corporation