



Community Economic Development
Assistance Corporation

13A Tenant Outreach Program

REQUEST FOR QUALIFICATIONS

Issued by: CEDAC

Date: July 30, 2015

I. PURPOSE AND SUMMARY

The Community Economic Development Assistance Corporation (CEDAC) seeks qualified organizations and individuals to provide tenant outreach services for tenants currently residing at expiring use 13A properties. This Tenant Outreach Program (TOP) will provide information to tenants at all expiring use 13A developments.

The goals of the TOP are to 1) notify tenants residing in affordable housing properties with expiring 13A mortgages that the 13A program will end in the next few years; 2) coordinate with property owners and/or management to attend/participate in tenant meetings; and 3) equip tenants with information and resources for questions and follow-up.

Creating a tenant organization is not a goal of this program, and any time spent by Contractors to form a tenant organization will not be reimbursable.

The properties that require tenant outreach will be organized by geographic region with an additional category for elderly restricted properties as listed below. Applicants shall indicate in their response submission in which region(s) and for which types of projects they wish to provide services.

Regions:	Family Project	Elderly Projects
1) Greater Boston	<input type="checkbox"/>	<input type="checkbox"/>
2) Western MA	<input type="checkbox"/>	<input type="checkbox"/>
3) Central MA	<input type="checkbox"/>	<input type="checkbox"/>
4) Northeast	<input type="checkbox"/>	N/A
5) Southeast	<input type="checkbox"/>	<input type="checkbox"/>

II. BACKGROUND ON 13A

In the 1970s, the Commonwealth created the 13A program, a state rental development program modeled after the federal Section 236 program. The 13A program created an interest rate write-down to 1% for developers of affordable rental housing. The subsidy from the state then made up the difference between the 1% interest rate and the market interest rate at the time that the loan was originated.

MassHousing administers this subsidy for the state and also oversees these properties which are privately owned and operated. Income eligible households in 13A properties pay the greater of 30% of adjusted income or the Basic Rent, a MassHousing-approved budget-based rent. In all, the 13A program financed 67 state-subsidized mixed-income developments containing total of 8,600 units.

Mortgages for the remaining 13A developments will mature between 2017 - 2020, potentially eliminating the affordability protections outside of those provided under Chapter 40T and converting those affordable units to market-rate rents. While preservation efforts are underway,

tenants at approximately 32 expiring use properties must be notified shortly that the end of affordability restrictions at their project could impact the rent that the owner will charge.

III. OVERVIEW OF CEDAC

Founded in 1978, the **Community Economic Development Assistance Corporation (CEDAC)** is a public-private, community development finance institution, that provides technical assistance, pre-development lending, and consulting services to non-profit organizations involved in housing development, workforce development, neighborhood economic development, and capital improvements to child care facilities. These organizations may include community or neighborhood development corporations, non-profit developers, and tenants' associations.

CEDAC has worked with its partner agencies at the state level - the Department of Housing and Community Development, MassHousing, the Massachusetts Housing Partnership, and MassDevelopment - to focus resources in support of the non-profit development agenda as an important element of Massachusetts' system for production of affordable housing. CEDAC is also active in state and national housing preservation policy research and development and is widely recognized as a leader in the non-profit community development industry.

CEDAC is managing the TOP under contract to Massachusetts Housing Finance Agency (MassHousing). It is possible that Contractors may have limited interaction with staff at MassHousing during the TOP.

IV. SCOPE OF WORK

- 1) Presentation Compilation: CEDAC will provide a template PowerPoint presentation and information packet, and selected contractors will tailor these materials to the specifics of each property (i.e. number of affordable units, number of MRVPs, expiration date of use restriction, etc.)
- 2) Coordination: Communicate with property owners and management to coordinate time and location of tenant meetings. Contractors will need to arrange for translation services where necessary.
- 3) Outreach: Conduct 1-2 tenant meetings per property, presenting PowerPoint on 13A; the presentation may include but is not limited to the following information:
 - a. Timing of 13A mortgage maturity
 - b. Chapter 40T protections
 - c. Property owner intentions
 - d. Specific issues for MRVP and voucher tenants.

Preferably, tenant meetings will be held on the property but they may also be held at an accessible location nearby. The meetings should take place at a time that is most

convenient to the residents of the property (i.e. evening and weekends for family properties and daytime for elderly properties). Contractors will be available after the presentation to answer any questions and provide hand-outs to the residents containing relevant data and contact information.

- 4) Follow-Up: Contractors must be available to revisit a property should more than one tenant meeting be deemed necessary. Contractors must also be available to field questions by phone or email from tenants and their family members for a period of several weeks after the tenant meeting(s).
- 5) Deliverables: Complete a 13A Tenant Outreach Report form attached as Appendix I after each tenant meeting and provide a detailed report at the end of the work for each property.

V. TIMING OF WORK

Target Dates:	Activity:
October – November 2015	Outreach to properties with mortgages expiring in 2017
December – January 2016	Evaluate and refine presentation and materials based on feedback from outreach completed to date
February – May 2016	Complete outreach at remaining properties

VI. REQUIRED QUALIFICATIONS

- 1) Knowledge of affordable housing policies and operations, especially 13A and other MassHousing programs.
- 2) Demonstrated experience working with tenants in affordable housing developments.
- 3) Demonstrated experience working with elderly tenants of affordable housing. (*Only applicable for respondents electing to work with elderly properties.*)
- 4) Demonstrated community outreach and training experience, especially in low-income communities.

VII . PREFERRED QUALIFICATIONS

- 1) Non-profit – preference will be given to 501(c)(3) certified organizations.
- 2) Bilingual – capacity to conduct meetings and interviews in relevant language other than English.

- 3) Although CEDAC will not necessarily choose the respondent(s) with the lowest hourly billing rates, respondents whose hourly rates are below the median rate of the various respondents will receive a preference.

VIII. APPLICATION PROCEDURES

- 1) Timeline for Submission and Award

Activity	Date
Public Notice announcing RFP	July 30, 2015
Final date for submission of questions	August 14, 2015
Proposal submission deadline	August 21, 2015
Proposal evaluations complete	August 28, 2015
Project proposal selection and funding award	September 4, 2015

- 2) Submission of Questions

Questions or discrepancies may be directed to Annie Wong, Program Associate, at awong@cedac.org. Any questions about this RFP must be submitted via email no later than **5:00PM EST, August 14, 2015.**

- 3) Submission of Proposal

All Proposals must include the following information:

- A. Respondent Information Form
- B. Narrative (3 pages maximum)
 - a. General Knowledge of and Experience with Affordable Housing Programs
 - b. Experience and Skill Working with Residents of Affordable Housing Developments
 - c. Experience and Skill Working with Residents of Elderly Tenants of Affordable Housing. *(Only applicable for respondents electing to work with elderly properties.)*
 - d. Experience and Skill in Community Outreach, Especially in Low-Income Communities
- C. Resumes of All Key Staff
- D. Three References (contact information) at Public or Quasi-Public Agencies
- E. Hourly Rate Information
- F. 501(c)3 Nonprofit Determination Letter (if applicable)
- G. MA SDO (Supplier Diversity Office) Certification (if applicable):
 - a. WBE (Woman- Owned Business)
 - b. W/NPO (Woman Non-Profit Organization)
 - c. MBE (Minority-Owned Business)
 - d. M/NPO (Minority Non-Profit Organization)

Please submit one complete package via mail or email (using PDF attachments) to the RFQ contact:

Annie Wong
Program Associate
CEDAC
One Center Plaza
Boston, MA 02108
617-727-5944
awong@cedac.org

CEDAC reserves the right to withdraw or cancel this RFP, to waive any informality and otherwise affect any agreement that CEDAC deems in the best interest.

VIII. PAYMENT

Contractors will be paid fees based on approved hourly billing rates for completed services. Travel time will be reimbursed at half the standard hourly rates. Other travel expenses will not be reimbursed except in unusual circumstances with preapproval. Photocopying, translation, and other out of pocket expenses will also be reimbursed.

IX. OTHER REQUIREMENTS

Selected Contractors will sign a contract for services with CEDAC and will be required to furnish the following documents:

- a. Certificates of Insurance
- b. W-9 Form
- c. State Ethics Conflict of Interest Certificate

XI. SELECTION CRITERIA

- 1) Primary Criteria
 - a. Skills and experience
 - b. References
 - c. Ability to work in geographic areas with the most need
- 2) Secondary Criteria
 - a. 501(c)(3) certified organizations
 - b. Bilingual
 - c. W/MBE organizations
 - d. Competitive billing rate
 - i. Note: CEDAC reserves the right to exclude respondents whose billing rates are significantly higher than other respondents.



Community Economic Development Assistance Corporation

CEDAC - 13A Tenant Outreach Program

Respondent Information Form

Respondent Name: _____

Company Name: _____

Address: _____

Telephone: _____

Email: _____

Website (if applicable): _____

Employer Identification Number (EIN): _____

Check all that apply:

- 1. 501(c)(3) Organization
- 2. Massachusetts Supplier Diversity Office Certified
- 3. Bilingual

a. If checked, please specify which language(s) other than English respondent may conduct outreach in:

Please indicate which region(s) and for which types of projects respondent is applying for:

Regions:	Family Projects	Elderly Projects
1. Greater Boston	<input type="checkbox"/>	<input type="checkbox"/>
2. Western MA	<input type="checkbox"/>	<input type="checkbox"/>
3. Central MA	<input type="checkbox"/>	<input type="checkbox"/>
4. Northeast	<input type="checkbox"/>	N/A
5. Southeast	<input type="checkbox"/>	<input type="checkbox"/>

Appendix I

13A Tenant Outreach Report Form

13A Tenant Outreach Report

Please complete and return this form to CEDAC within 2 business days after the completion of a tenant outreach meeting.

Name of Contractor: _____

Name of Property Visited: _____

Location of Tenant Meeting: _____

Date and Time of Tenant Meeting: _____

Number of people in attendance: _____

Number of households represented: _____

Translation services provided (*if applicable*): _____

Presence of Property Owners/Management: _____

Presence of Elected Officials: _____

Please provide a brief narrative of the tenant outreach meeting (i.e. issues and questions raised, any feedback provided, and plans for follow-up): _____
