

**Request for Proposals
For
Public Housing Agencies and Housing Providers
Serving Persons with Disabilities
(HOME Investment Partnerships Program)**

I. The Arkansas Development Finance Authority

The Arkansas Development Finance Authority (ADFA) is a multi-faceted state agency, which provides financing for housing, economic development and agriculture for public entities, nonprofit organizations and for profit developers. The agency is a self-sufficient agency that does not receive general funds from the state legislature. Through its Housing Division, ADFA administers the Mortgage Revenue Bond (MRB) Program, the Low-Income Housing Tax Credit (LIHTC) Program and the HOME Investment Partnerships Program (HOME) which provides financing to increase the supply of affordable housing for low to moderate income persons throughout the state.

A. Introduction

The United States Supreme Court's decision in the matter of *Olmstead vs L.C.* on June 22, 1999, held that the unnecessary segregation of individuals with disabilities in institutions might constitute discrimination based on disability. The court ruled that the Americans with Disabilities Act (ADA) might require states to provide community-based services rather than institutional placements for individuals with disabilities. As a result, States must implement a plan to address the housing needs of individuals that are capable of living independently. According to figures released by the Governor's Task Force for Supported Housing, approximately 25,000 persons in the state of Arkansas fall into this category.

Through the HOME Program, ADFA is announcing the availability of funds for a pilot program to provide financial assistance via the Tenant-Based Rental Assistance (TBRA) Program for persons with disabilities and those "at risk" for institutionalization. The Authority has set-aside \$300,000 for "bridge" rental assistance for persons with disabilities who are moving from an institutional setting to living independently. The bridge rental assistance being provided through the HOME Program is projected to assist 100 persons over the two-year program period.

B. HOME Investment Partnerships Program (HOME)

The HOME Program was created by the Cranston-Gonzalez National Affordable Housing Act of 1990. Since the inception of ADFA's HOME Program in 1992, the State of Arkansas has received over \$102 million in HOME funds from the U.S. Department of Housing and Urban Development (HUD). On an annual basis the State receives approximately \$13 million in HOME funds, which are utilized for single-family, multifamily, and Tenant-Based Rental Assistance (TBRA) activities.

II. Scope of Services

A. Nature of Services Required

To be considered for funding, projects must be in full compliance with all federal and state laws governing accessibility and fair housing. The units also must be in decent, safe and sanitary condition. The project must be in compliance with all ADFA and HUD requirements under the HOME Investment Partnerships Program as applicable. Public Housing Authorities and other service providers that have an existing ADFA HOME allocation for Tenant-Based Rental Assistance (TBRA), but have not met the 75% expenditure threshold will not be eligible for this initial round of funding. The following documents should be submitted to ADFA when requesting funds under the Bridge Rental Subsidy Program for Persons with Disabilities:

- ?? A statement regarding the number of units to be set-aside and the anticipated monthly rental subsidy needed. The number of units requested cannot be greater than 30% of the units available at a project site (if the proposed assisted units are not scattered site). Please provide documentation describing the method used to determine the anticipated monthly rental subsidy that is to be provided.

- ?? A description of the outreach activities to be undertaken by the organization to inform persons with disabilities of the availability of affordable housing units at the project or in the community.

- ?? A description of the relationship/partnership with a service provider that will provide supportive services for disabled persons "at risk" for institutionalization and disabled individuals moving from an institutional setting to living independently at the proposed units.

- ?? Evidence from appropriate local sources that there are a sufficient number of income qualified (?60% of area median income) persons available to occupy the units that have been set aside.
- ?? A certification that all reasonable accommodations necessary to enhance the livability of the project have been or will be made and a statement regarding how the accommodations will be funded.
- ?? Evidence of the current occupancy, (whether units are single or scattered site) and financial status and future financial feasibility of the project
- ?? Evidence that Section 8 vouchers or certificates are either unavailable or do not meet HOME Program rent levels.

B. Terms of Agreement

Subject to approval by the ADFA Board Housing Review Committee, the ADFA Board of Directors, and negotiation of an acceptable agreement by ADFA and the organization selected, ADFA will execute an agreement for a one-year term with an optional one-year extension based upon performance. The agreement shall provide that ADFA will retain the right to terminate the contract for any reason and at any time upon the payment of fees and/or expenses then due and payable.

III. Instructions for Submission of RFP

A. Proposal Form and Format

The proposal must include each question or request for information, as specified herein, followed by the narrative answer on standard 8^{1/2}" x 11" paper. Supplemental information (such as annual reports, audits, background material), if any, must be restricted to Appendices following the responses. The pages of the proposal should be numbered sequentially with the name of the organization on each page. The proposal should be submitted in a loose-leaf binder. The applicant should also complete the HOME Program TBRA Application included as Part II of this RFP.

B. Deadline for Submission

The deadline for submission in response to the Request for Proposals is **4:30 p.m. Monday, March 24, 2003**. ADFA will not accept any proposals after the deadline. All proposals will be time and date stamped upon receipt. ADFA reserves the right to reject any or all proposals.

Three copies of the proposal are requested and should be sent by certified mail or delivered in person to the following:

Victor Turner, HOME Program Manager
Arkansas Development Finance Authority
423 Main Street, Suite 500
Little Rock, AR 72201

C. General Information

ADFA reserves the right to accept or reject any or all proposals submitted. The information contained in this proposal request is intended to serve as a general description of the services desired by ADFA, and ADFA intends to use responses as a basis for further negotiation of specific project details with offerors. This request does not commit ADFA to pay for any costs incurred prior to the execution of an agreement. Issuance of this request for proposal in no way obligates ADFA to award a contract or to pay any costs incurred in the preparation of a response.

D. Release of Information

Information submitted relative to this request for proposals shall not be released by ADFA during the proposed evaluation process or prior to contract award. Any information or materials submitted as a response to this RFP shall become the property of ADFA and will not be returned. All information submitted to and retained by ADFA becomes subject to disclosure under the Arkansas Freedom of Information Act, unless an exception under such Act is applicable.

E. Selection Process

ADFA Staff and a selection committee made up of members of the Governor's Task Force for Supported Housing will review the proposals and make a recommendation to the ADFA Board Housing Review Committee. The ADFA Board Housing Review Committee will make its decision on a recommendation for selection, which will be reported to the Board of Directors of the Authority at its April 17, 2003 regular meeting.

F. Selection Criteria

1. Capacity/Experience	Point Range
Organization's recent experience administering rental assistance programs (i.e., Section 8 and/or TBRA) and organizations experience working with disabled clients/tenants.	0-30
Adequate staff designated to administering program along with coordinating services with partnering agencies	
Capacity/experience of supportive service provider	
2. Past Performance	0-15
Organization's past performance administering TBRA or Section 8 Programs (any concerns or findings noted from compliance monitoring or staff reviews will be evaluated)	
3. Readiness	0-15
<p>?? All units have been identified and are ready for occupancy</p> <p>?? All units have been inspected to meet Section 8 HQS and Lead-Based Paint Requirements</p> <p>?? Organization has identified tenants with disabilities to receive assistance (list provided)</p>	
Organization has an Agreement with a service provider experienced in assisting disabled clients to provide services to tenants assisted with TBRA funds	
4. Housing Need	0-20
Organization demonstrates (quantitatively) that there is a need for rental assistance in the area, specifically for persons with disabilities (evidence could be derived from waiting list)	
5. Community Support	0-20
Letters of support from local leaders, businesses, civic groups, etc., detailing needs met by participating in this Program.	
?? (Min. pts required - 85)	
?? Total Points	100

PART II

(Include ADFA TBRA application in this section)