

REQUEST FOR PROPOSALS TO

DEVELOP PERMANENT SUPPORTIVE HOUSING IN MUNCIE, IN

The City of Muncie, in conjunction with the Muncie Housing Consortium is seeking partnerships to provide PSH and supportive services to homeless individuals in our community. The City of Muncie has (Federal) HOME ARP resources to support Affordable Rental Housing, Supportive Services or a combination of both in the amount of \$1 million. These funds must be expended by mid-2030.

The properties we are targeting for PSH development are located at:

1300 S. Liberty St.

~26,000 square feet on three floors

National Register Eligible school building built in 1900.

424 W. Main (Corner W Main and N. Cherry)

~10,500 SF on three floors

National Register Listed former clinic built in 1923

719 W. Charles

~6250 SF on two floors

National Register Listed Home built in 1900

1200 W. Memorial

~2 acres

Vacant land

The City of Muncie is seeking a Developer/Property Manager (Partner) and Supportive Service Provider (Provider) with PSH and or affordable housing experience to partner with to attend the Indiana Supportive Housing Institute (Institute) in anticipation of submitting a LIHTC application to IHCD for a 100% Permanent Supportive Housing Project (PSH) in July 2024.

IN order to participate in the Institute, Partner and Provider must be willing to send a MEMBER OF MANAGEMENT to ~40 hours of Institute training (see below). ALL team members must be able to commit to attending ALL training sessions offered and to taking the project concept from idea to completion with the goal of having supportive housing units placed in service. It is critical that key senior management staff members consistently participate in all sessions. The Institute will consist of approximately 11 days of training over four months.

Exact dates, order, and topics may change based on final team selection and availability of trainers. Sessions will be held in either Indianapolis or Bloomington, Indiana, tentatively on:

February 6-8

Session 1: Overview of the Institute; Introduction to Supportive Housing;
Introduction to Racial Equity; Coordinated Entry, Team Roles & Responsibilities;

Dimensions of Quality (NOTE: Day 1 is only for individuals new to supportive housing)

March 6 & 7

Session 2: Development and Funding: Site Selection; Design; Safety & Security; Capital Funding; Project-Based Rental Assistance; Community Support; Quality & Equity in Development

April 23-25

Session 3: Supportive Services: Harm Reduction; Service Philosophy; Peer Support; Tenant Involvement; Assertive Engagement; Service Planning; Service Budgets; Quality & Equity in Services

May 20-22

Session 4: Property Management: Management & Service Coordination; Tenant Selection; Fair Housing; Eviction Prevention; Tenant-Focused Legal Services; Common Issues; Quality & Equity in Property Management; Team Presentations: Teams present final project concepts to peers.

The following requirements will apply to all property to be developed for PSH:

- Housing must be permanent and affordable;
- Tenants hold leases
- Acceptance of services is not a condition of occupancy;
- Housing is based on the Housing First model which includes eviction prevention and harm reduction strategies;
- Comprehensive case management services are accessible by tenants where they live and are offered in a manner designed to maximize tenant stability and self-sufficiency;
- The supportive housing development must utilize the Continuum of Care Coordinated Entry system for tenant selection;
- The supportive housing development must design tenant screening in a manner that ensures tenants are not screened out for having too little or no income, poor credit history, active or a history of substance use, limited or poor rental history including previous evictions, a criminal record (with exceptions for program mandated restrictions and limited conviction history approved by IHCD and CSH), or a history of victimization (e.g., domestic violence, sexual assault, or abuse). Institute teams must use the template tenant selection plan provided by IHCD and CSH;
- The development must provide owner-paid utilities to all supportive housing units;

- The development must report through the Homeless Management Information System (HMIS).

Please describe your capacity and experience developing and operating PSH, or providing supportive services to PSH.

For supportive service providers, indicate funding sources you have successfully used to pay for services and the number of years you have used those sources.

Describe the experience of your team members.

The selected Partner or Provider will be required to provide the organization’s most recent audited financials and year to date current financials.

Successful Partner and Provider applicant will work with City to submit application for participation in the 2024 institute to IHCD.

Selection Criteria:

The Muncie Housing Consortium will use the following selection criteria to evaluate proposals, based upon the information provided in response to this RFP:

| Manager | Developer | Provider | Selection Criteria |
|-----------|------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | 10 | | Overall affordable housing experience |
| 10 | 10 | 10 | Experience of staff assigned to work on project |
| 10 | 10 | 10 | Capacity to deliver project |
| 20 | 20 | 20 | Experience in developing or serving Housing First permanent supportive housing for populations with special needs, including those experiencing homelessness and those with disabling conditions |
| 10 | 10 | 10 | Strength of services, partnerships and collaborations |
| | 10 | | Development process approach and project proposal description that meets goals and needs |
| | 10 | 10 | Strategy to secure additional funding |
| 10 | 10 | 10 | Demonstration of ability to sustain the project long term |
| 10 | 10 | 10 | Community integration plan |
| 10 | 10 | 10 | Demonstrated ability to work with federal funds, to follow Requirements for the Use of Funds in the HOME ARP Program (CPD Notice 21-10) and other applicable federal rules and regulations. |
| | 10 | | Previous experience with Historic Tax Credits |
| 90 | 120 | 90 | TOTAL |

In the event that our team is not accepted to the PSH Institute, we will move forward with a project with the selected developer in the Community Integration Set Aside.

Additional Information:

Informational Q & A meeting via Zoom October 13, 2023 10:45 AM:

<https://us02web.zoom.us/j/7657474825>

Meeting ID: 765 747 4825

Call in only:

- +1 929 205 6099 US (New York)
- +1 312 626 6799 US (Chicago)

Submission Information:

Publication of RFP: Tuesday October 10, 2023

Proposals Due: October 31, 2023 by 4:00 PM

Proposals Evaluated and Ranked: November 1 – 3, 2023

Applicants Notified of Evaluation and Ranking: November 3 - 6

All proposals must be submitted to PDF electronic format via email to: gcheesman@muncie.in.gov Subject: "PSH Proposal". Proposals must be received no later than 4:00 pm, EST Tuesday October 31, 2023. The City assumes no liability for proposals not received by the time set forth above.