



Ending Homelessness in Middlesex County

Request for Proposals (RFP) 2013 Permanent Supportive Housing

Coming Home of Middlesex County, Inc. (Coming Home) is soliciting proposals for the provision of permanent, affordable, supportive housing, in the form of two (2) community residences, in Monroe Township for inclusion in the township's 2013 application to the Monroe Township Affordable Housing Board. Monroe Township has committed, from its Affordable Housing Trust Fund, \$200,000 towards the purchase of **each** house. Houses had been identified by Monroe at the time the funding was committed. However, even if they are still available, respondent is not limited to the identified properties. The chosen and approved house may, or may not, need renovations for use as a community residence. Proposals for two separate free standing projects per respondent are requested; however, proposals for one project will also be accepted.

ELIGIBLE RESPONDENTS: Any unit of government or any private organization, including without limitation, housing developers and/or social services providers, may submit a proposal in response to this RFP.

NOTIFICATION REQUIREMENTS: All respondents are encouraged to notify Coming Home of their intent to respond to this RFP by January 15, 2013. Please contact Coming Home at (732) 745-3122 or via e-mail to: Aaron Kennedy (aaron.kennedy@co.middlesex.nj.us.)

DEFINITIONS:

- a. **"Community Residences"** means group homes, supervised apartments, and other types of shared living environments that are primarily for occupancy by individuals with special needs who shall occupy such housing as their usual and permanent residence, which also provide access to on-site or off-site supportive services for individuals who can benefit from housing with services.



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b. **“Individuals with special needs”** means, for the purpose of this RFP:

Individuals and families who are homeless, with or without, a mental, physical or developmental disability ¹

TIMELINE and PROCESS

1. RFP issued January 7, 2013
2. **DEADLINE: RFP Response due 5:00pm January 30, 2013.**
3. RFP Responses will be reviewed by Coming Home’s Executive Committee for minimum compliance (audited financial statement, financial stability, etc.)
4. Executive Committee meets by February 26, 2013 to decide on recommendation(s). Successful respondent(s) will be submitted to Monroe Township by March 31, 2012 for the township to submit to its Affordable Housing Board for final review, selection and approval in accord with the local Municipal Housing Plan.

PROPOSAL OVERVIEW

SUBMISSION FORMAT: Please provide ONE electronic version on CD in Microsoft Word and THREE hard copies to Coming Home.

Proposals may be mailed or hand delivered to:

Coming Home of Middlesex County, Inc.
75 Bayard St., 2nd Floor
New Brunswick, NJ 08901

¹Incidentally, this is in accordance with emerging special needs groups identified by State agencies (e.g. victims of domestic violence, ex-offenders and youth offenders, youth aging out of foster care, runaway and homeless youth, **individuals and families who are homeless**, individuals with AIDS/HIV)



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Response to RFP must include:

- Project Description, including, with specificity, how it will serve homeless persons; how many people will be housed, and noting any project restrictions on subpopulations of homeless persons
- A description of how the occupants of the homes will be selected, and criteria for continued residence
- Evaluation process to be followed to ensure compliance with the selection and continuance criteria
- If restricted to a subpopulation of homeless, a demonstration of need to serve such subpopulation and compliance with Middlesex County's Ten Year Plan to End Homelessness, available on Coming Home's website
- Relevant experience of Respondent and of property manager
- Most recent audited financial statement of Respondent
- Project Development budget, including planning or selection of property phase
- Sources and uses of all project funds, including summary of any deed restriction on property (if, how and length of) by other funders
- Identification of supportive service provider, if replying as developer; (or) Identification of project developer/construction company, if replying as supportive service provider
- Pro-forma Operating Budget for a minimum of 10 years , including how the housing will be maintained as "affordable housing," (i.e., at or below 50% of HUD Area Median Income)
- Any other information you deem relevant

All information will be held in confidence and provided only to those who need it to review the application.