

**RENVILLE COUNTY HOUSING & REDEVELOPMENT AUTHORITY &
ECONOMIC DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS
MANAGEMENT OF HOUSING CHOICE VOUCHER AND PUBLIC HOUSING PROGRAMS**

INTRODUCTION

The Renville County HRA/EDA is seeking proposals from qualified vendors to provide management of its Housing Choice Voucher program which has an 84-voucher Annual Contributions Contract and of its Public Housing program which consists of 25 units. The Public Housing properties include a 17 unit apartment building and 3 single-family homes in Franklin, 2 single-family homes in Morton and 3 single-family homes in Sacred Heart.

BACKGROUND

The Renville County HRA/EDA is a public housing authority with its administrative office located at 105 South 5th Street, Suite 311 in Olivia, Minnesota. The Renville County HRA was created in 1972. In 2001 the HRA was combined with the Renville County Economic Development Commission. This authority operates pursuant to an authorizing resolution of the Renville County Board of Commissioners dated May 25, 1972, an authorizing resolution of the Renville County Board of Commissioners dated January 9, 2001, and under the provisions of Minnesota Statutes Section 469.001 through 469.047 and 469.090 through 469.1081. In addition to the Housing Choice Voucher and Public Housing Programs the HRA/EDA operates home improvement and housing development programs and economic development programs which would continue to be operated by the HRA/EDA.

The 2019 HAP funding for the Housing Choice Voucher Program is \$314,506 with a January 1, 2019 HAP reserve of \$32,768. The HCV Column A administrative fee rate is \$62.90. The 2019 Public Housing Administrative Funding eligibility is \$63,403. The 2019 Capital Fund grant is \$47,496.

Term of Contract

The HRA/EDA is seeking proposals to provide management of the rental assistance programs for a period of 3 years beginning January 1, 2020 and ending December 31, 2022. The HRA/EDA is proposing an automatic renewal clause allowing an additional (2) one-year periods which would go into effect unless one of the parties had given notice of termination prior to July 1st of the final year of the contract period. The vendor would have the option of terminating the contract during the term of the contract subject to a 6 month notice period. The HRA/EDA would have the option of terminating the contract with one month notice in case of inexcusable failure to perform any of the contract provisions, negligence or malfeasance.

SCOPE OF SERVICES

Services to be provided will include, but not be limited to:

- Designation of a staff member of the contracting Housing Authority to act as Executive Director of the Renville County HRA/EDA's rental assistance programs.
- Oversight and staffing of the Housing Choice Voucher (HCV) and Public Housing Programs.
- Coordination and supervision of maintenance services at the Public Housing Properties.
- Conduct all required inspections for the Public Housing and Housing Choice Voucher Programs.

- Conduct affirmative outreach to Renville County residents who are potential participants in the rental assistance programs.
- Report and make recommendations to the Renville County HRA/EDA Board of Commissioners and to the Renville County Board of Commissioners as appropriate.
- Compliance with requirements of the U.S. Department of Housing and Urban Development (HUD) and interfacing with staff of that Department as necessary to manage the rental assistance programs.
- Preparation of and submission of budgets to HUD, accounting services, accounts receivable and payable administration, oversight of PILOT obligations, and general fiscal oversight of the rental assistance programs.
- Participate in the annual audit of the Renville County HRA/EDA by providing documents and information required to accomplish the audit.
- Administer Capital Improvements to Public Housing properties funded by the HUD Capital Fund Grant and through other funding sources that may be available to accomplish capital improvements identified in the Physical Needs Assessment.
- Prepare and oversee public review of the Annual and Five Year PHA Plans including the 5 year capital improvements plan.
- Draft and recommend to HRA/EDA board policy changes necessary to comply with HUD requirements and needed to provide prudent management of the rental assistance programs.
- Prepare and submit required reports to HUD.
- Operate the Section 8 Family Self-Sufficiency Program, which has 8 mandatory slots which remain to be fulfilled.
- Maintain records that comply with HUD requirements and that facilitate prudent management of the rental assistance programs.
- Provide office space, furnishings, equipment, and software required to operate the rental assistance programs. The Renville County HRA/EDA or Renville County will provide office space for use by the vendor as needed in county-owned facilities in Olivia and in Public Housing-owned facilities in Franklin. The Renville County HRA/EDA or Renville County will provide a laptop and printer for the provision of HRA services.
- Conduct positive relations with the communities where assisted rental units are located.

Proposal Requirements

Proposals must contain the following information:

- Description of the contracting entity including current service area, current staffing levels and programs and services provided.
- Requested financial compensation for services to be provided under the contract.
- Plan for providing outreach and services to Renville County residents and accessibility of services to Renville County residents.
- Plan for providing physical management of Public Housing properties.
- Results of most recent PHAs assessment and of the most recent REAC inspection of any Public Housing properties operated by the vendor and results of the most recent SEMAP assessment of any Housing Choice Voucher program operated by the vendor.
- Copy of the vendor's most recent audit.

- Insurance coverage with a minimum liability coverage of \$1,500,000 per occurrence and Worker’s Compensation as required by MN Statute 176.182.
- Completed HUD form 5369-C (attached), Certifications and Representations of Offerers.

Selection Criteria

Selection of a vendor will be based on the following criteria:

- Applicability of vendor’s experience to operation of the Renville County HCV and Public Housing Programs.
- Proposed cost of services.
- Proposed plan to provide services and outreach to Renville County residents.
- Proposed plan to provide physical management of Public Housing properties.
- Past performance of vendor in operation of federally funded rental assistance programs.
- Financial soundness of vendor.

Proposal Requests and Questions

A copy of the request for proposal and questions may be directed to Jordan Zeller, Economic Developer, 105 South 5th Street, Suite 311, Olivia, MN 56277. Phone number 320-523-3837, e-mail jordanz@renvillecountymn.com.

Due Date for Proposals

Proposals must be submitted to the Renville County HRA/EDA at 105 South 5th Street, Suite 311, Olivia, Minnesota 56277 no later than 4:30 p.m. on Monday, September 30, 2019.

Planned timeline RFP Process

September 1, 2019:	RFP issued
October 1, 2019:	Deadline for proposals
October 24, 2019:	Vendor selected
November, 2019:	Contract negotiated
November 21, 2019:	Contract executed by HRA/EDA Board
January 1, 2020:	Services begin

*Please note that Renville County HRA/EDA reserves the right to reject any or all proposals and modify timeline at their sole discretion.