



# THE REDEVELOPMENT AUTHORITY OF THE COUNTY OF MONTGOMERY

104 W. Main Street, Suite 2  
Norristown, PA 19401  
610.275.5300

## **REQUEST FOR PROPOSAL** **HOUSING GRANT PROGRAM IN POTTSTOWN, PA**

Issue Date: February 17, 2023  
Response Date: February 20, 2023

### **SCOPE**

The Redevelopment Authority of the County of Montgomery (“RDA”) is requesting proposals from 501(c)(3) non-profit organization (“Organization”) for the administration of a housing grant fund program to support certain housing development and repair projects in Pottstown, Pennsylvania. The selected Organization shall administer the program in accordance with the requirements included in this request for proposals (“RFP”).

### **QUALIFICATIONS**

The successful proposer must have significant experience with the administration of federal and state housing grants, including, but not limited to, CDBG, HOME, and PA PHARE grants. The proposer must also be a HUD-certified housing counseling agency. The proposer must have significant experience working Borough of Pottstown, Pennsylvania.

### **PROPOSAL REQUIREMENTS**

The RDA will evaluate the qualifications and capabilities of the Organizations seeking to administer this housing grant program in accordance with the requirements of this RFP. Organizations must submit the following information:

#### *Section 1: Organization Information*

- Organization, address, and telephone number.
- The name, telephone number, and email address of a contact person.
- Organization profile, including size, location(s), and number of employees.

## *Section 2: Qualifications and Experience*

- Evidence of Organization's qualifications to provide the requested scope of services, including:
  - Details of Organization's experience with the administration of federal and state grants related to affordable housing;
  - Details of Organization's experience working with affordable housing in Montgomery County, Pennsylvania;
  - Details of Organization's experience with the rehabilitation, demolition, and/or repair of vacant properties;
  - Details of Organization's experience with administering single system property rehabilitation programs for homeowners;
  - Details of Organization's experience with determining income eligibility for such programs; and
  - Details of Organization's experience with providing financial audits and other reports.
- The names and qualifications of key person(s) who will staff the program.

## *Section 3: Provision of Services*

- The grant program that is the subject of this RFP must provide the following services in Pottstown:
  - Pottstown Explosion Assistance. This program must offer grants to income-eligible property owners whose properties were destroyed or damaged in the May 26, 2022 home explosion in Pottstown. Respondents are expected to provide a narrative of how they would administer this program, including connecting with potential recipients, determining income eligibility, assisting residents with ownership issues, assisting recipients with the rehabilitation process, and collecting expense documentation.
  - Pottstown Single System Rehabilitation Program. This program must offer grants to income-eligible Pottstown homeowners who seek funds to repair essential systems in their homes. Respondents are expected to provide a narrative of how they would administer such a program, including connecting with potential recipients, determining income eligibility, assisting recipients with the rehabilitation process, and collecting expense documentation.

## **PROPOSAL EVALUATION**

All proposals received by the specified date shall be subject to evaluation by a review committee. The following criteria will be used to evaluate proposals:

- Organization's experience with administration of federal and state grants for affordable housing projects;
- Organization's experience working in Pottstown, Pennsylvania;
- Organization's experience with administration of single system rehabilitation program grants;
- Organization's ability to conduct income verification; and
- Organization's ability to submit audit financial reports verifying grant spending.

The RDA will evaluate each response using the requirements and criteria outlined above. The RDA shall be the sole judge as to which, if any, proposals and respondents best meet the selection criteria. The RDA reserves and holds at its discretion the following additional rights and options:

- To reject any and all responses received;
- To not select a respondent from those submitting a response;
- To waive any submission requirements contained within this RFP;
- To waive any irregularities in any submitted response; and
- To re-advertise this RFP; postpone or cancel, at any time, this RFP; and to issue or not issue subsequent RFPs.

## **MISCELLANEOUS**

No respondent shall have, and by submitting a response to the RFP hereby waives, any and all claims, demands, causes of action, and/or rights against the RDA, its elected and appointed officials, officers, engineers, solicitors, appointees, employees, other agents, professional consultants, independent contractors and assigns, arising, at any time, from the proposal process. Respondents shall indemnify, defend, and hold harmless the RDA, its elected and appointed officials, officers, engineers, solicitors, appointees, employees, other agents, professional consultants, independent contractors and assigns, at all times from and against any and all actual or threatened claims, demands, causes of action, damages, liabilities, judgments, awards, costs, loss, or disputes, together with reasonable counsel and expert witness fees, caused by or connected with any act or omission of the RDA, its elected and appointed officials, officers, engineers, solicitors, appointees, employees, other agents, professional consultants, independent contractors and assigns, arising out of, or in any way relating to the submission of a proposal in response to this RFP. Respondents acknowledge by submitting a proposal in response to this RFP that the Municipality and the Authority do not undertake any obligations and shall have no liability with respect to any matters related to any submission by a respondent. By virtue of submitting a proposal, respondents agree to the terms and conditions herein.

## **SUBMISSION**

**Proposals must be received on or before February 20, 2023 at 5:00pm EST.** No responses will be accepted after this date, subject to any proposal receipt deadlines extended at the discretion of the RDA.

Proposals are to be sent to Rebecca Swanson, Executive Director of the RDA, at [rebecca.swanson@montgomerycountypa.gov](mailto:rebecca.swanson@montgomerycountypa.gov).