



## **Request for Proposals – Home Repairs**

### **Background/Introduction**

Beaufort Jasper Housing Trust (BJHT) was created in 2023 to create and preserve affordable housing in Beaufort and Jasper Counties. BJHT has identified home repair as a major focus and need. This RFP is being made available to provide funds to organizations interested in managing programs which assist homeowners with needed repairs.

Beaufort Jasper Housing Trust is making available \$250,000 to assist approximately 30 households with home repairs. Funds can be used to assist with construction costs and materials. This funding is intended to expand existing programs and efforts that help owners of substandard programs.

Funding under this program is available to organizations on a competitive basis. BJHT is seeking proposals from those non-profit organizations experienced in providing home repairs to lower income homeowners. Applications must be submitted by 5:00 p.m. on March 28, 2024. Applications will be scored and ranked according to the scoring criteria set forth in this program. Applicants can request up to the lesser of \$150,000 or \$9,000 per homeowner assisted. Each homeowner household must have incomes that do not exceed 60% of median income.

### **Proposals must meet the following requirements:**

1. Homes must be in Beaufort or Jasper Counties.
2. Homes must be occupied by the owner.
3. Proposals must provide home repairs to at least 5 homes.
4. Income limits for each assisted household are 60% of median income.
5. Homeowners must continue to own and reside in the home for at least 3 years after completed home repairs.
6. All funds must be spent and home repairs completed by September 30, 2025.
7. All home repairs must be completed in accordance with all applicable building codes and permitting requirements.
8. Homes must be safe and habitable following the home repairs.
9. Participating organizations must maintain acceptable accounting and administrative systems.
10. The maximum amount of BJHT funds allocated to any one homeowner is \$12,000.
11. The average allocation of BJHT funds must not exceed \$9,000 per homeowner.
12. The minimum allocation of BJHT funds to any one homeowner is \$4,000.



**Applications:**

Eligible applicants are non-profit and public organizations with the legal authority to manage home repair programs in South Carolina. Applicants should complete and submit a narrative which includes:

1. Name, address, and contact information for the organization.
2. Amount of funds requested.
3. Number of homes anticipated to be repaired.
4. Description of organization’s history, current programs, staffing, and budget.
5. A description and history of prior home repair programs operated by the applicant.
6. Identification of personnel involved in the delivery of this program and their qualifications.
7. A description of how homes will be selected, households will be determined eligible, and how the scope of work will be established.
8. A description of how contractors will be selected and managed.
9. A description of how work quality will be monitored.
10. A description of the contractor payment system.
11. A description of the dispute resolution system between contractors and homeowners.
12. Identification of geographic area of homes to be repaired.
13. Identification of other financial resources that will supplement the home repair funds of this program.
14. A schedule of proposed activities.
15. A description of how the home repair efforts will be coordinated among the owner, the contractor, and the participating organization.
16. A description of program outcomes.

**Scoring Criteria**

All applications will be scored, and rank ordered with the highest scoring applications receiving available funding. Scoring criteria will include five areas:

<b>Areas of Criteria</b>	<b>Points</b>
Prior experience managing similar home repair programs.	25
Other funds available to support home repairs.	15
Readiness, schedule, and approach.	20
Staff capacity and expertise.	15
Program management and oversight.	15



## Submissions

Applications for funding through this RFP should be emailed to [info@bjht.org](mailto:info@bjht.org) by 5:00pm March 28, 2024. All project applications will be scored and ranked with available funding to be provided to the highest scoring eligible applications. It is anticipated that a subsequent round of funding with similar funding levels will occur in September 2024.

Beaufort Jasper Housing Trust reserves the right to suspend or terminate this program at any time, to request additional information from applicants and to modify or negotiate the application requests. Applicants selected for funding will enter into funding agreements with Beaufort Jasper Housing Trust with terms acceptable to Beaufort Jasper Housing Trust.

Questions related to this RFP should be addressed to [info@bjht.org](mailto:info@bjht.org) or by calling 843-279-2446.