



REQUEST FOR PROPOSALS

TRAINING SERVICES REQUEST FOR PROPOSALS

Proposals due March 15, 2010

Minnesota Housing Partnership (MHP) is a nonprofit organization addressing Minnesota's housing needs through public policy advocacy, trainings, and technical support to providers of affordable housing. MHP receives funding from federal, state, and foundation grants, contracts for service, and contributions from individuals and corporations.

Funding for the training included in this Request for Proposals is provided by the U.S. Department of Housing and Urban Development (HUD).

MHP is accepting proposals for the following training course:

- HOME Rental Projects: Training for Managers & Owners (includes HOME Overview, Determining Household Eligibility, and Ongoing Operations) (June – August, 2010)

It is anticipated that one training session will take place in the St. Paul/Minneapolis, MN metropolitan area and another in Mankato, MN. Proposals must include both training sessions.

CONSULTANT/TRAINER REQUIREMENTS

1. The trainer(s) must have a demonstrated working knowledge of the subject matter. Preference will be given to those with demonstrated HOME Program knowledge. At least one of the trainers must have passed the HOME Program Certification Specialist-Regulations exam with a score of 80 or higher. Specific qualifications for the training can be found on page 5 of this RFP.
2. Trainer(s) must use the HUD-approved training curriculum which was created specifically for Minnesota audiences. The curriculum for this course is available through MHP and the Minneapolis HUD Field Office. Please obtain an electronic copy from MHP prior to responding to this proposal. Proposals from organizations who have not obtained a copy of the curriculum from MHP will not be reviewed.
3. The trainer(s) must have conducted a similar training such as Determining Income, within the past two years.
4. The trainer(s) must be able to undertake the training in the specified time period.

5. The lead trainer must be available via phone and email to discuss course delivery with MHP and local HUD field office staff prior to delivery. This may include up to 10 hours of curriculum refinement with HUD field office staff.
6. If any changes are made to the curriculum, the trainer must deliver one complete set of training materials, handouts, exercises, case studies, and Power Point presentations, electronically, no later than four weeks prior to the training date.
7. Trainer must be able to provide up to 15 additional hours of one-on-one technical assistance on income determination and compliance issues. This technical assistance shall be available to organizations that attend the HOME Rental Projects training June – August 2010 and shall be made available through February 28, 2011. The trainer will be responsible for reporting on a quarterly basis the organizations assisted, time spent with each organization, and summary reports of the questions most commonly asked.
8. Unless otherwise indicated by the trainer in the proposal, MHP is prepared to arrange for and pay for the training facilities (including AV equipment); duplicate the training materials, handouts, exercises, case studies and Power Point presentations; promote each of the trainings; manage the registration process; and have one staff person on site for the duration of the training.
9. The trainer must be willing to sign a certification that (a) they have a recent history and pattern of having been paid at the proposed rate, and that (b) the proposed rates are consistent with the best customary rates charged to similar clients.

CONTENT OF PROPOSAL

MHP is asking for proposals that assume a maximum of 55 attendees + 3 staff (MHP/HUD).

Proposals must include the following:

1. A brief narrative description of the training content, skills, and capacity that will be enhanced through the training. Indicate who the training is designed to assist (e.g. staff of nonprofits, board members of public or private housing organizations, etc.), and the appropriate level of experience of attendees, (e.g. beginner, intermediate or advanced).
2. A proposed detailed training agenda.
3. A description of any changes or additions you plan to make to the HUD approved training manual, Power Point slides, and/or handouts.
4. At least two, and preferably three, proposed training dates for each of the two sessions.
5. A list of all personnel proposed for the training along with biographies, titles, and relevant training experience.
6. A list of comparable trainings provided within the past two years and client references for each.
7. A proposed fee schedule that includes hours and rates for each individual performing work along with a “not to exceed” amount for the training. It must be in sufficient detail for us to review and evaluate each element of cost to determine reasonableness. Please note that HUD

does not allow for any fee above cost to be paid through its Community Development Technical Assistance Program and reimbursement will be for actual time and materials used.

8. A signed certification that the trainer (a) has a recent history and pattern of having been paid at the proposed rate and (b) that the proposed rates are consistent with the best customary rates charged to similar clients (HUD and/or nonprofits). A form for this certification is provided.

EVALUATION CRITERIA

Proposals will be evaluated on the following:

1. Price
2. How closely the proposed training meets training requirements,
3. Knowledge/experience of trainers,
4. Availability of trainers during the preferred time periods,

After initial review of proposals, the highest-ranking respondents may be asked to participate in competitive negotiations.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

Please submit three original proposals by **4:30 p.m. on March 15, 2010** to:

Sarah Belleful
Minnesota Housing Partnership
2446 University Avenue West, Suite 140
St. Paul, MN 55114
(651) 925-5558 or (800) 728-8916 ext. 123
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**Minnesota Housing Partnership - HUD Technical Assistance Program –
Consultant/TA Provider Certification of Rate**

_____ (*name of consultant/TA provider*) proposes to provide services under this Program at a rate of \$ ____ per hour or for a flat fee of \$ ____.

_____ (*name of consultant/TA provider*) certifies (a) that a recent history and pattern of having been paid at the proposed rate exists for my/our services and (b) that the proposed rates are consistent with the best customary rates charged to similar clients.

_____ (*name of consultant/TA provider*) certifies that
_____ (*name of consultant/TA provider*) has not been debarred or suspended from receiving federal funds.

(Authorized Signature)

(Date)

HOME Rental Projects: Training for Managers & Owners (includes HOME Overview, Determining Household Eligibility, and Ongoing Operations) (June-August 2010)

Training Requirements:

1. Conduct two one-day trainings between June 1 and August 13, 2010 according to the HUD-approved agenda and curriculum. HUD requires this training be provided by one senior trainer and a junior trainer.
 - Qualifications for the Senior Trainer:
 - 10 years of HOME program experience; five years working directly with CDBG; HOME Certified; experience with projects using both HOME and CDBG; experience teaching regulatory classes
 - Qualifications for the Junior Trainer:
 - 5 years of HOME Program experience; HOME certified; three years directly working on CDBG; experience with projects using both HOME and CDBG

2. This is a beginner level course.

This day long training session focuses on rental projects funded by the HOME Program. Attendees will learn how to successfully collect data from applicants, calculate annual income, and properly assemble tenant files with supporting source documentation. Participants will be informed of the required HUD and HOME Program policies, procedures, manuals and forms to maintain program compliance.

Who Should Attend: PJ and CHDO or other HOME-eligible nonprofit staff should attend this class. This is a basic, foundation course.

3. Provide MHP with a training manual and/or other training materials covering the training content that will be useful for future reference.