



MassHousing
Tenant Assistance Program (TAP)
Resident Engagement Program

Call for Presentation (CFP)
Fiscal Year 2025

Rev04042024

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Call For Presentation (CFP)

A. Fiscal Year 2025 CFP Information

1. The Tenant Assistance Program (TAP) Resident Engagement Programs cover many different topics to foster community and promote safe and healthy environments. It seeks qualified and experienced facilitators to provide educational and engaging on-site programming to residents of the TAP enrolled developments located throughout Massachusetts. The programs will help residents, resident associations, and site-staff, build community, celebrate culture, and cultivate healthy and vibrant housing communities.
2. MassHousing is soliciting competitive proposals pursuant to a determination that such a process best serves the interest of MassHousing and not because of any legal requirement to do so. MassHousing, accordingly reserves the right to accept any proposal; to withdraw or cancel this CFP; to modify or amend, with the consent of the proponent, any proposal prior to acceptance; to reject any or all proposals or waive any informality and otherwise to affect any agreement that MassHousing in its sole judgment, deems to be in its best interest.
3. MassHousing is an equal opportunity employer and encourages responses from entities which are certified as minority and women-owned business enterprises (MBEs and WBEs), veteran- owned business enterprises (VBEs), disability-owned business enterprises (DBEs), and lesbian/gay/bisexual/transgender-owned business enterprises (LGBTBEs). If your entity is certified as one or more of the above, please include evidence of such certification(s) or the basis for such designation(s). If you would like to learn more about the certification process, visit <https://www.mass.gov/certification-program-for-sdo>.
4. In connection with the performance of work under this agreement, the respondent agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, marital status, sexual orientation or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the respondent further agrees to take affirmative action to ensure equal employment opportunities for those applicants of protected groups referred to above. The respondent agrees to post in conspicuous places, available for

employees and applicants for employment, notices setting forth the provisions of the nondiscrimination clause.

5. MassHousing's decision with respect to any offerings depends on
 - a. Assessment of all program's components and design
 - b. Needs and interest of the residents
 - c. Overall offerings
 - d. Budgetary constraints
6. MassHousing is seeking a range of programs to meet the diversity of interests, ages, abilities, and backgrounds of residents living in affordable housing developments across the Commonwealth. The proposed program(s) should provide opportunities for residents to participate in educational, wellness, and arts and cultural activities. A program may be a series and include multiple sessions, or a single event. Educational programs may include financial management, technology and computer classes, and historical and environmental education. Examples of wellness programs include fitness, yoga, meditation, cooking and self-help and community building groups. Arts and cultural programs may include activities such as: craft projects, games, storytelling, live music performances, and dance.
7. Programs previously offered during fiscal year 2025 are not guaranteed to be part of the fiscal year 2026's offerings.
8. The TAP Resident Program period operates on MassHousing's fiscal year calendar, which is from July 1, 2024, to June 30, 2025 (12 months). This CFP is for 1 fiscal year, FY 2025. Accepted vendors will be eligible to provide programs for the period running from July 1, 2024-June 30, 2025. If you have a unique skill to share with our residents, please complete the requested forms that are provided with these guidelines.
9. Any questions regarding these guidelines must be emailed to Denise Green at TAPresidentprograms@masshousing.com The subject heading must include, "TAP RP FY 2025 CFP Guidelines".
10. Deadlines to submit the TAP Resident Program FY 2025 Proposed Program's packet before or by **5:00 p.m. on Tuesday, May 7, 2024**, as indicated in Section C. FY 2025 CFP Guidelines. All submissions should be submitted electronically.

B. Instructions to Complete the FY 2025 CFP

1. Follow the instructions in this CFP to complete the packet with the information related to the programs you are proposing for the FY 2025 TAP Resident Program offerings.
2. MassHousing may exclude proposals from further consideration if applicants fail to provide all requested information in the TAP Resident Program FY 2025 CFP's guidelines.
3. All FY 2025 TAP Resident Program CFP forms must be type written. **Packets submitted with handwritten forms will not be accepted.**
4. Packets will not be considered for review if:
 - a. received after the deadline
 - b. received by fax
 - c. forms are handwritten
5. Applicants shall be in a good standing with MassHousing to be eligible to submit a packet.
6. A request for a reasonable accommodation to submit a packet must be sent by email no later than **Monday, April 29, 2024**:
 - a. Applicants with disabilities seeking a reasonable accommodation should submit such request in writing by or before 5:00 PM **Monday, April 29, 2024** by e-mail to Denise Green at TAPresidentprograms@masshousing.com
 - b. The subject line of the e-mail should read "TAP RP FY 2025 CFP Reasonable Accommodation."
 - c. Requests for accommodation will be considered on an individual basis.
 - d. Applicants requesting accommodation may be required to verify their disability, need for accommodation and identify with specificity the accommodation desired.
 - e. MassHousing will make all reasonable efforts to accommodate the requests of applicants with disabilities; which may include the undue financial and administrative burden or a fundamental change in the nature of the program.
7. Any high demand programs will be marked with an asterisk (*) in the program catalog. TAP member sites may only use these programs once per annual program period between July 1, 2024 – June 30, 2025.
8. Due to budget constraints, the TAP Resident Program's vendors are capped. Program caps are clearly communicated to vendors. If the cap is reached in the calendar year, the vendor can communicate a request for additional programs to Kara Pillsbury Johnson at

kpjohnson@masshousing.com. Each request will be reviewed on a case-by-case basis

based on the following factors:

- a. Needs and interest of the residents
 - b. Overall offerings
 - c. Budgetary constraints
9. In the case where a new program is approved, the cap will be evaluated on a case-by-case basis for each vendor.
10. If selected to proceed, all participating members that will provide TAP programs will be required to submit their information for a background check, without exception.

C.FY 2025 CFP Guidelines

The deadline for submitting a TAP Resident Program FY 2025 Proposed Program packet is **5:00 p.m. on Tuesday, May 7, 2024** by email to Denise Green at

TAPresidentprograms@masshousing.com.

To obtain CFP Forms or a packet, please submit a request to receive a packet of the FY 2025 TAP Resident Engagement Program CFP to TAPresidentprograms@masshousing.com. Please write on the subject heading of the e-mail “TAP RP FY 2025 CFP Forms.”

These forms will not be accepted if altered in any way. Application packets will not be accepted if forms are altered and/or the packet is submitted with handwriting. The FY 2025 Proposed Programs packet must be submitted with the following information.

Important Note:

1. TAP Resident Engagement Program FY 2025 Submission Checklist Form. This checklist will confirm if the packet has all the forms and information required. (Form A)
2. Cover Page Form. (Form B)
 - a. Complete this form with the basic information regarding organization and contact person.
 - b. Review and sign the waiver. An electronic signature is permitted.
3. Presenter/Facilitator Information Form. (Form C)*
 - a. Provide the first name, last name, and email address for each person that will be participating onsite with a TAP program. We will only proceed with background checks if selected to proceed as a TAP vendor.

*MassHousing requires a background check from each presenter/facilitator. If selected to proceed, all participating members will be required to submit individual information for a background check which will be conducted by DISA Global Solutions.

- a. DISA Global Solutions is a consumer-reporting agency.

- b. DISA Global Solutions searches a commercial database that compares the provided Social Security Number against credit headers and public records data which may locate possible alternative names or addresses associated with the SSN which may lead to further research.
 - c. DISA Global Solutions searches the National Sex Offender Public Website hosted by the U.S. Department of Justice.
 - d. DISA Global Solutions searches county judicial criminal records.
4. Programs Summary Form (Form D).
- a. Name of the applicant and organization (if applicable)
 - b. List if relevant credentials or certifications to present/facilitate proposed program are available.
 - c. List each program proposed for fy25, if it is a single or a series, and the proposed fee
 - i. The maximum number of programs to submit is five (5)
 - 1. Single program is considered as one program
 - 2. Series program is considered as one program
 - d. List any material(s) that you will supply for each program
5. Program/Training/Workshop Information Form (Forms E.1-E.5).
- a. This form must be completed for each program.
 - i. Single program is considered as one program
 - ii. Series program is considered as one program
 - iii. The maximum number of programs to submit is five (5)
 - b. Program's contact name and phone number is limited to one (1) and must be the same for all the proposed programs.
 - c. This form must provide information related to the respective program proposed
 - i. Organization or Applicant's name
 - ii. Program's Contact name and phone number (Name and phone number must be the same for all proposed programs)
 - iii. The title of the program
 - iv. Number of presenter/s and/or facilitator/s
 - v. Names of each presenter/s and/or facilitator/s
 - vi. Indicate if the program can be delivered in a language other than English
 - vii. The topic of the program
 - 1. Wellness: oriented to health and well-being (e.g., yoga, tai chi, exercise, guidance in mental & physical health, etc.)
 - 2. Arts & Culture: interactive, hands-on creative arts, performance by an artist/s, etc.

3. Education: learning experience in computer, sports, leadership, violence prevention, conflict resolution, financial literacy, job readiness, community involvement, etc.
 - viii. The targeted audience?
 1. Youth
 2. Adults
 3. Elderly/Disabled
 4. Families
 5. All
 - ix. The group size
 1. Minimum number
 2. Maximum number
 - x. Include the format. Select either single or series. If the proposed program format is a single and you would like to also submit it as a series, please complete this form for each format.
 1. Single (program is held once from one hour or more): indicate number of hours
 2. Series (program has two or more sessions): indicate number of sessions and number of hours per session
 - xi. Include the geographic area: Statewide, Boston, Metro Boston, Central, Western, Northeast, Southeast
 - xii. State when the program is available: all year, spring, summer, fall, winter
 - xiii. Include whether the site needs certain amenities for the program, e.g., electrical outlet, access to a sink, etc.?
 - xiv. Program Summary
 1. Provide a brief capsule of the proposed program in 50 words or less.
If this program is selected for FY 2025 this will be used in the TAP Resident Program FY 2025 catalog
6. TAP Resident Program FY 2025 References Form (Form F).
7. A W-9 form is no longer required for application. If selected to proceed, we require a W-9 form for all new vendors with the information to whom payment should be made.

CFP Appended Material

1. TAP Resident Program General Information and Procedures
2. CFP FY 2025 Informational Sessions

TAP Resident Program General Information and Procedures

SCHEDULING INFORMATION

A. SCHEDULING PROCEDURES

1. The TAP Resident Program is an exclusive benefit for the TAP enrolled sites during the period of July 1, 2024, to June 30, 2025.
2. A TAP Resident Program's vendor cannot contact the site's contact/staff to request and promote his/her program/s. Any contact is cause to terminate the TAP Resident Program's vendor services. This will give the site's contact/staff flexibility to schedule programs during the calendar year.
3. TAP Resident Programs marked with an asterisk (*) are denoted as a popular TAP Resident Program. Due to the high demand of such programs, these can be used only once per TAP member site during the membership period of July 1, 2024, to June 30, 2025 for FY 2025.
4. Due to budget constraints, the TAP Resident Program's vendors are capped. The number of programs that each vendor is capped will correspond to a list of one-time use codes. These codes will be utilized in the scheduling process to confirm a program. See details in Procedures for TAP member site's contact/staff.
5. TAP encourages member sites to book programs early in the year to ensure the choice of programs.
6. The deadline to book a TAP Resident Program is Friday, June 13, 2025.
7. Site's contact/staff is responsible for doing outreach and recruitment of residents to participate in the program. Outreach must specify that those with disabilities may participate, and necessary reasonable accommodations will be made.

8. Procedures for the TAP member site's contact/staff:
 - a. Site's contact/staff selects program 15 business days in advanced of requesting approval.
 - b. Site's contact/staff calls program vendor for mutually agreed date and time on the selected program.
 - c. Vendor provides a one-time use code to the site.
 - d. Site's contact/staff must fill out on the TAP Resident Engagement Program Request Form.
 - e. Site staff emails the request to TAPresidentprograms@masshousing.com.
 - f. TAP staff will email a copy of the approved request to site's contact/staff and program vendor.
 - g. Under Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act (ADA) and/or the Fair Housing Amendment Act, TAP enrolled sites have the obligation to remove barriers to make programs and activities accessible to individuals with disabilities and to notify residents of their right to a reasonable accommodation when advertising or recruiting for programs under the TAP Resident Engagement Program. This means:
 - i. Flyers, etc. must be in large print and in contrasting colors
 - ii. Flyers should include language that say, "reasonable accommodations or special arrangements for those with disabilities can be requested by contacting the site's contact/staff name, phone, fax #, or MassRelay (dial 711) or your VP."
 - iii. If an individual is known to need communication in an alternative format (such as by telephone for someone who is blind), that person must be provided information in the necessary format.
 - iv. If a participant makes a reasonable accommodation request, either generally or for a particular program activity, site's contact/staff would be responsible for making the accommodation and should gather necessary information for verification.
 - v. If a request is made that the site's contact/staff or program vendor cannot provide, TAP will provide a reasonable accommodation within the limits of the law.

- vi. Requests should be made to Denise Green by e-mail at dgreen@masshousing.com. Please write on the subject line “TAP RP RA Request.”
9. Procedures for the program vendor:
- a. When vendor confirms a date/time of a program, they provide the site staff/contact with a one-time use code.
 - b. Under Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act (ADA) and/or the Fair Housing Amendment Act, TAP Resident Engagement Program’s vendors have the obligation remove barriers to make programs and activities accessible to individuals with disabilities. This means:
 - i. Handouts, program printing, etc. must be in largeprint.
 - ii. Site’s contact/staff should communicate to the program vendor if he/she knows anyone who needs communication in an alternative format and give that person information in the necessary format.
 - iii. If a participant makes a reasonable accommodation request, either generally or for a particular program activity, the site’s contact/staff should communicate to the program vendor of this request. Program vendor and/or site’s contact/staff, depending on who will be responsible, should gather necessary information for verification.
 - iv. If a request is made that the site’s contact/staff or program vendor cannot provide, TAP will provide a reasonable accommodation within the limits of the law.
 - v. Requests should be made to Denise Green by email at dgreen@masshousing.com. Please write on the subject line “TAP Resident Program Reasonable Accommodation Request.”

B. Day of the program

1. Site’s contact/staff will have the room ready to hold the program and welcome the program vendor to review the logistics of the program.
2. Program vendor will bring program attendance sheet/program completion form.

3. Residents and site contact/staff attending the program should fill out the required attendance.
4. Site's contact/staff should complete the evaluation electronically through SurveyMonkey.
5. Program vendor and site contact/staff must sign and date the program completion form.
6. Site contact/staff must give original attendance form to vendor.

C. Program vendor's invoices

1. Invoice(s) should be submitted with the following form: Program Completion and Attendance.
2. Invoice date must include the date when the invoice is submitted to request payment to MassHousing.
3. An invoice number must be included as part of the invoice information.
4. Email the invoice packet to MassHousingInvoices@masshousing.com.

D. LIMITATIONS AND CANCELLATIONS

1. When programs are held as a series that have less than 10 participants after the second session, the program vendor must contact TAP to approve the remaining sessions.
2. When series is cancelled due to poor attendance, a prorated payment will be made to the program vendor, and the TAP site enrolled will be recorded as having used a single program.
3. Cancellation of a program by site's contact/staff must occur at least three (3) business days in advance of the scheduled program. Otherwise, vendor will be paid for one visit and TAP enrolled site will be recorded as having used a single program.
4. In the event of cancellation due to bad weather i.e., rain, snow, etc., site's contact/staff and vendor will agree on a new date and provide TAP with necessary information.

TAP RESIDENT ENGAGEMENT PROGRAM CONTACT

Any TAP Resident Program information should be addressed to Denise Green at

TAPresidentprograms@masshousing.com or by mail to Denise Green, MassHousing/TAP, One

Beacon Street, Boston, MA 02108-3110 Tel: 617.854.1080, 800.882.1154 ext. 1080, Fax:

617.854.1028.

TAP Resident Engagement Program CFPFY2025 Informational Session Dates

Applicants are strongly encouraged to attend an Informational Session to ask any questions related to this CFP. It is recommended for the individuals directly involved in program design and proposal writing to attend.

Please RSVP to attend to Denise Green at TAPresidentprograms@masshousing.com with the subject line “RSVP for TAP RP CFP2025 Informational Session” to attend one of the following meetings one day in advance of the scheduled session. Please indicate which session you will attend and the name of the person who will be attending. We will send the Zoom link for sign in to those who have registered.

The informational sessions will be on the following dates:

Session 1:

Date: Tuesday, April 16, 2024

Time: 2:00-3:00 pm

Location: Zoom

Session 2:

Date: Wednesday, April 24, 2024

Time: 10:00-11:00 am

Location: Zoom