

**Poughkeepsie Housing Authority
REQUEST FOR PROPOSALS (RFP)
Public Housing Agency Plan**

The Poughkeepsie Housing Authority Name (hereinafter referred to as the "Authority") invites qualified consulting firms or individuals to submit proposals to provide professional consulting services for the preparation and completion of the Authority's Five-Year Public Housing Agency (PHA) Plan and Annual PHA Plan in accordance with applicable HUD requirements, including the Quality Housing and Work Responsibility Act of 1998 and related regulations.

Proposals must be received at the Poughkeepsie Housing Authority by 1 PM on Friday, September 18, 2026 at which time the proposals received will be opened and reviewed. Negotiations may follow thereafter.

All applicants must be familiar with the Department of Housing and Urban Development's (HUD) regulations, policies, handbooks and notices for public housing and Section 8. RFP's can be obtained Monday through Friday between the hours of 9:00 A.M. and 4:00 P.M. at 4 Howard Street, Poughkeepsie, NY 12601 or by e-mail at smckenna@poughkeepsiehousingauthority.org. All proposals should be sent to:

Poughkeepsie Housing Authority
4 Howard Street
Poughkeepsie, NY 12601

Attn: Stacy McKenna

For information contact Stacy McKenna at (845) 485-8862 ext. 107. The PHA reserves the right to reject any or all proposals. The PHA is an equal opportunity employer and contracting agency.

Request for Proposals

Public Housing Agency Plan

I. SCOPE OF SERVICES

The Poughkeepsie Housing Authority with a work force of approximately 20 (twenty) employees, operates and administers approximately 359 public housing dwelling units, and 169 Section 8 Certificates, which are comprised of 91 Tenant Based Vouchers, 60 VASH Vouchers, 8 of which are project based, and 18 Foster Youth to Independence Vouchers. The PHA will receive competitive sealed proposals for consultant services with respect to the following.

- A. Develop an Agency Plan to comply with all requirements of the Quality Housing and Work Responsibility Act of 1998 and related regulations. We are also looking for prices for the initial year and the following two years to update our agency plan. The price must state the fee for the initial year and the prices for the subsequent two years. The contractor, in cooperation with agency staff, Board of Commissioners, and a Resident Advisory Board, will be responsible for developing necessary compliance products and policies, collecting data from various sources, conducting necessary assessments and/or analysis of existing documents, developing technical processes to ensure compliance and preparing final documents for submission/upload and acceptance by HUD, and/or availability by agency for public review. The Agency Plan and related compliance items must include, but not necessarily be limited to the following areas:
 - 1. PHA mission statement for serving needs of low and very low-income families in PHA jurisdiction
 - 2. Statement of goals and objectives that will enable PHA to achieve needs identified in mission statement. These goals and objectives must be quantifiable and specific to agency and community needs.
 - 3. Housing needs analysis and statement of low income and very low income families in PHA's jurisdiction and on public housing and Section 8 waiting lists.
 - 4. Statement of PHA financial resources available and planned use of resources
 - 5. Eligibility, selection and admission and continued occupancy policies and procedures for public and Section 8 housing

6. Rent determination policies
7. Income-Mix and Deconcentration policy
8. PHA policies for determining rents charged for public housing and rental assistance for Section 8 housing
9. Operation and management statement on rules, standards and policies governing management and maintenance of housing owned, assisted or operated by the PHA, and management of the PHA and its programs.
10. Statement of grievance procedures used by PHA for residents and applicants
11. Capital improvements plan describing improvements needed to ensure long-term physical and social viability of PHA's housing developments
12. Planned demolition and disposition of any public housing properties and timetable
13. Description of any developments, or parts thereof, that PHA has designated or will apply for designation for elderly and disabled families.
14. Community service and self-sufficiency programs provided for residents and descriptions of how PHA will comply with community service requirements for residents
15. Safety and crime prevention plan describing measures that will be taken to ensure the safety of PHA residents and includes crime prevention measures
16. Pet ownership by PHA residents in public housing per new law
17. Statement on how PHA will carry out its capital asset management functions for the public housing inventory
18. Civil rights certification that PHA will carry out the Public Housing Agency Plan in conformity with existing civil rights legislation and Fair Housing Initiatives Plan
19. Results of the most recent independent fiscal year audit of PHA operations
20. Resident Advisory Board input in developing the Public Housing Agency Plan

21. Local government certification that Public Housing Agency Plan is consistent with the CHAS for the local jurisdiction
 22. A system for reporting plan progress in subsequent years
 23. Any other information that may be required by law or regulations to be included in the Public Housing Agency Plan.
- B. The time frame for provision of the services will be 30 days from the initiation of contract.

All applicants must be familiar with the Department of Housing and Urban Development's (HUD) regulations, policies, handbooks and notices for public housing. Deadline to submit proposals and credentials is 1 PM on Friday, September 18, 2026 at the address listed below. All proposals should be sent to:

Poughkeepsie Housing Authority
4 Howard Street
Poughkeepsie, NY 12601
Attn: Stacy McKenna

NOTE: One (1) Original and two (2) copies of the proposal must be submitted in a sealed envelope and labeled "RFP Public Housing Agency Plan".

For information contact Stacy McKenna at (845) 485-8862. The PHA reserves the right to reject any or all proposals. The PHA is an equal opportunity employer and contracting agency.

- C. The plan must be submitted and accepted by HUD. The price must also include one hard copy of the agency plan.

II. **DELIVERABLES**

The consultant shall provide:

- A. Project schedule
- B. Draft Five-Year PHA Plan
- C. Draft Annual PHA Plan
- D. Resident participation documentation
- E. Public hearing materials
- F. Board presentation
- G. Final Agency Plans
- H. Electronic files in Microsoft Word and PDF
- I. All supporting documentation

III. ELIGIBILITY TO SUBMIT PROPOSAL/BID

In order to be considered eligible to submit proposal/bid, each organization, individual, or firm must submit written evidence with its proposal demonstrating that it fulfills the following eligibility criteria:

- A. The Proposer has a minimum of five years' experience working for or contracting with a housing authority (ies) and/or related housing or government agencies. Must have experience in regulation compliance, policy development, resident services, planning, resident and staff training, and/or other public housing programs.
- B. A minimum of three (3) references of housing authorities or other clients where work has been performed and/or authority staff participated in training sessions.
- C. A certification statement that the proposer is not debarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.

IV. FACTORS FOR AWARD OF CONTRACT AND OTHER REQUIREMENTS

The following criteria are relative to this RFP and the proposer should address each of these factors as they will be considered when determining the contract award.

- A. Experience in working with Public Housing Authority programs, HUD programs, Public Housing Management Assessment Program (or Public Housing Assessment System) and/or other government or private entities. Responsiveness to RFP scope of work. (20 points maximum).
- B. Approach and experience in policy development and comprehensive and/or strategic planning for Public Housing Authorities and/or other government or private entities. (30 points maximum)
- C. Staff. Description of organization's staff and experience in HUD programs, planning, evaluations, training, and previous PHA technical assistance. (25 points maximum)
- D. Price. Total cost of agency plan services to be provided shall be described. (10 points maximum)

- E. Timing. Proposer shall describe start and schedule of activities to be performed.
(10 points maximum)
- F. Minority business enterprise, Section 3 business concern, and/or women owned business.
(5 points maximum)
- G. All proposers must carry the following insurance policies: See Attachment A .
- H. Subject to Other Documents. The contract is subject to the terms and conditions of the State of New York as they exist at the time the agreement is signed.
- I. Binding Effect. The contract shall be binding upon and shall inure to the benefit of the successors and the assigns of the Housing Authority, and to the heirs and personal representatives of the consultant.
- J. Conflict of Interest. The consulting firm warrants that it presently has no interest and will not acquire any interest direct or indirect, which would conflict in any manner or degree with the performance of services under this contract.
- K. Award of Contract. The award shall be made to the responsible party whose proposal is most advantageous to the Housing Authority, taking into consideration the evaluation factors set forth in this request for proposals.
- L. Envelopes. Sealed proposal envelopes and/or packaging shall be clearly marked to indicate that a proposal is enclosed. Please identify at lower left hand corner of package "Proposal for Public Housing Agency Plan ".
- M. The Proposer warrants adhering to civil rights, equal opportunity, fair housing, and Section 3 regulations.
- N. Responsibility. It shall be the responsibility of the Proposer to see that their proposal is received by the Housing Authority by the date and time set for the opening of the proposals. Proposals received after the time stated shall not be considered.
- O. Rejection of Proposals. The Housing Authority reserves the right to accept or reject any or all proposals which are determined to be non-responsive.

V. REQUIRED FORMS

- A. Non-Collusion Affidavit
- B. Certification Regarding Debarment
- C. Equal Employment Opportunity Certification
- D. Section 3 Compliance Statement (if applicable)
- E. Insurance certificates
- F. W-9

VI. MATERIALS

All training materials and manuals and/or software necessary for the execution of this contract will be developed and provided by the contractor.

VII. PAYMENT OF CONSULTANT/CONTRACTOR FEES

Payment will be based on completion of Plan when Plan has been submitted and accepted by HUD.

VIII. RESERVATION OF RIGHTS

The Authority reserves the right to:

- A. Reject any or all proposals.
- B. Waive informalities.
- C. Request additional information.
- D. Negotiate with proposers.
- E. Cancel the solicitation at any time.
- F. Award a contract in the best interest of the Authority.

IX. AWARD OF CONTRACT

The proposals which are received will be evaluated by a committee appointed by the Executive Director. All proposals will be evaluated on eligibility criteria and factors for awards previously stated above.

The Housing Authority specifically reserves the right to reject any or all proposals, waive technicalities and to award the contract in the best interest of the Housing Authority. Price alone will not be the sole determining criteria in the selection process.