



January 9, 2026

Request for Qualifications Application Assistance- Healthy Homes Program

The City of Worcester's Executive Office of Economic Development's Healthy Homes Program was awarded a Healthy Homes Grant from the US. Department of Housing and Urban Development for the production of 90 units of Healthy Homes remediation as defined by HUD.

In order to identify and properly qualify these units, the City of Worcester's Healthy Homes Program requests assistance for application assistance for up to 43 total applications to assist in obtaining qualified applications from non-profit application assistance contractors, private city homeowners and landlords who have been identified. A qualified application is defined as:

1. Completed Worcester Healthy Home application documents for each proposed unit including both homeowner and any tenants associated with the unit.
2. Each building must be referred into the grant program from one of the 4 priority areas. (1. Housing code violation 2. Referral by medical/public safety personnel 3. Referral from Housing/Social Service Agency 4. Proactive Eligible Homeowners)
3. Each occupant over the age of 18 must provide proof of citizenship and income including one month of the latest paystubs, last year's tax returns and/or any public assistance (SSI, Disability, etc.)
4. Any property held in a corporation; trust or LLC must register with SAM.gov
5. Property owner must be current on their water/sewer and taxes and not be in foreclosure and possess a clean title to the property.

Upon successful submittal of each unit's application package and invoice, an application assistance fee of \$2,000 per unit will be paid to the qualified agency. Each selected agency will receive a two-year performance-based contract which will be solely based upon successfully completed applications. No administrative or overhead costs will be provided in addition to the above-mentioned fee.

The City of Worcester Executive Office of Economic Development Healthy Homes Program is requesting interested organizations submit their qualifications on organization letterhead in the following areas-

1. The ability to communicate in multiple languages.
2. Capacity to produce and distribute various brochures and application packages to different populations throughout the city.
3. Administrative ability to quickly submit completed application packages to the city's Outreach and Application grantee- Worcester Communication Action Council as many of these projects are time sensitive in nature.
4. Previous experience with homeowners, investor and tenant coordination and communication involving potential adverse relationships.

5. Ability to network with various populations throughout the city to communicate the availability of assistance with lead and healthy homes issues.
6. The total number of projected applications over a two-year period the organization could provide within their current capacity.
7. Ability to adhere to HIPAA and privacy regulations regarding confidentiality of information.
8. Ability to securely store and share sensitive client information electronically.
9. Ability of the entity to comply with the 2 CFR 200 procurement standards for the fiscal year starting July 1, 2020.
10. Ability to begin this contract on or before April 3, 2020.
11. Ability to have a representative attend quarterly coordination meetings.
12. In addition to the above, the organization must submit insurance with a minimum liability policy of \$1,000,000 and worker's compensation insurance if applicable. In addition, the organization must be listed on SAM.gov and not flagged for exclusion from federal contracts.

All submittals must be received prior to January 30, 2026, by 4PM at the

**City of Worcester Executive Office of Economic Development,
Housing Development Division, Customer Service Desk,
City Hall, 4th Floor 455 Main Street
Worcester, Massachusetts, 01608**

Any questions prior to January 23, 2026 should be in writing to James Brooks, Housing Development & Healthy Homes Director at brooksj@worcesterma.gov