



Massachusetts Housing Finance Agency

**One Beacon Street
Boston, MA 02108**

**REQUEST FOR QUALIFICATIONS (RFQ) FOR:
MOVE-IN MASSACHUSETTS**

**A HOMEOWNERSHIP PRODUCTION
PILOT PROGRAM**

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I. STATEMENT OF PURPOSE

In collaboration with the Executive Office of Housing and Livable Communities (“EOHLC”) MassHousing is issuing this Request for Qualifications (“RFQ”) for qualified non-profit and for-profit developers (“Respondents”) interested in participating in a pilot program designed to expand homeownership opportunities for moderate-income households through the installation of manufactured or modular single-family homes in the Commonwealth (“Move-In MA” or “Pilot Program”).

Move-In MA will be administered by MassHousing in collaboration with EOHLC. Funding for Move-In MA will be provided by MassHousing at an initial amount of \$10 million to support the production of 10 to 20 new homes.

Through this RFQ, MassHousing intends to establish a pool of Respondents that possess the experience and capacity, to participate in the Pilot Program (“Qualified Developers”). Respondents selected as Qualified Developers will be encouraged to respond to a Request For Proposal (“RFP”) to be issued by MassHousing for consideration for a Move-In MA Award.

Selection as a Qualified Developer does not constitute a commitment by MassHousing or EOHLC to provide financing, reserve funding, or approval of any proposed development. RFP Awards will be made only after completion of a separate application, underwriting, and approval process, subject to available funding and program requirements as specified in the forthcoming RFP. Please refer to Appendix A for information on anticipated program design.

Responses to this RFQ will be accepted beginning **August 18, 2026**, and must be received no later than **5:00 pm Eastern Time on September 11, 2026**. MassHousing anticipates selecting Qualified Developers by **September 30, 2026**, with issuance of the RFP shortly thereafter.

Separately, EOHLC has issued a Request for Information (“RFI”) on its [website](#) specifically for municipalities, seeking information regarding potential development sites and community interest in Move-In MA. Information obtained through the RFI will complement this RFQ by assisting EOHLC and MassHousing in determining demand for and viability of launching Move-In MA later in 2026 and issuing RFP Awards in early 2027.

II. PILOT PROGRAM OVERVIEW

A. Background

Inspired by the efforts of the Move-In NY program, HLC is exploring whether a similar program (Move-In MA) could work well in Massachusetts. The goal of the Pilot Program is to expand homeownership opportunities for households earning 70-130% AMI through the use of innovative housing production models. The result would produce attractive, single-family ranch-style homes in residential neighborhoods with existing public water and wastewater systems, or areas where infrastructure upgrades can be made in a reasonably economic way.

Move-In MA intends to provide new housing stock to communities where the production of housing affordable to these income levels is infeasible without substantial additional subsidies. The homes produced through Move-In MA would likely be CrossMod® homes or similar manufactured homes. A CrossMod® is a manufactured home built off-site in a factory and installed on a permanent foundation. They meet certain criteria determined by Fannie Mae and Freddie Mac that make them comparable to traditional homes in several respects, including for appraisal, expected appreciation, and access to traditional mortgage lending products or equivalents. A standard CrossMod® home is about 1,500 square feet, with three bedrooms, two baths, a driveway, and a garage or Car Port, owned along with the land underneath like a traditional single-family home.

CrossMods® are built to high standards of quality, energy efficiency and resilience to ensure comfort and durability. They are appraised against site-built homes and financeable via conventional lenders through Fannie Mae's MH Advantage® program and Freddie Mac's CHOICEHome® program. The New York program relies on the use of CrossMod® homes, which are "manufactured homes" built to HUD Code¹ as opposed to the otherwise applicable building code.

B. Pilot Program Requirements

- Production of owner-occupied single-family homes that are attainable for income-eligible first-time homebuyers and support opportunities for wealth generation.
- Use of manufactured, modular, or other innovative housing production models that provide a cost advantage over conventional site-built construction.
- Implementation of a fair and equitable homebuyer marketing and lottery selection process.
- Delivery of quality-built, code-compliant homes designed to appraise and appreciate comparably to traditional site-built homes and that are eligible for conventional end-buyer mortgage financing.
- Provide for the repayment of all or a substantial portion of the RFP Award to the Program upon completion and sale of the homes to support reinvestment into additional Move-In MA projects.

¹ The Federal Manufactured Home Construction and Safety Standards, known as the HUD Code, is a national building code established on June 15, 1976, by the United States Department of Housing and Urban Development.

C. Pilot Program Objectives and Guiding Considerations

EOHLC and MassHousing will consider the following objectives when evaluating responses to this RFQ. The objectives below are intended to guide the evaluation of responses; they are not intended to operate as minimum requirements.

- Development readiness and speed to construction, including site control and the ability to proceed on a build ready site without significant cost or delay.
- Homes are restricted at a price affordable to income-eligible households for a reasonable term in relation to community needs and the level of program subsidy requested.
- Efficient use of Move-In MA resources, including minimizing the amount of permanent subsidy needed to complete the project.
- Cost-effective project delivery, including a development budget that appropriately balances cost, quality, affordability, and program requirements.
- Extent of local support, including whether zoning or other municipal requirements would make the siting of the homes infeasible in the community.

D. Anticipated Pilot Program Design

This RFQ includes the anticipated program design approach for Move-In MA, as Appendix A. Final program design will be established as part of the RFP and informed by responses through this RFQ and EOHLC's RFI.

Respondents are encouraged to provide feedback in their response to this RFQ as to how Move-In MA may need to be structured differently and what, if any, tradeoffs in requirements and objectives should be considered prior to launching the Pilot Program.

III. PILOT PROGRAM PROCESS

1. Through this RFQ, MassHousing seeks to identify developers with experience, capacity, to develop and meet the Program Objectives of Move-In MA. Respondents are not required to submit fully underwritten proposals at this stage. Rather, this RFQ is intended to evaluate each Respondent's qualifications and ability to successfully complete a project as contemplated under this RFQ.
2. MassHousing will evaluate RFQ responses and make recommendations to EOHLC of Respondents that satisfy the RFQ's minimum requirements and demonstrate responsiveness to the evaluation factors. Selection as a Qualified Developer establishes eligibility to submit an RFP response but does not guarantee an award.
3. After MassHousing issues the RFP, a Qualified Developer with municipal support would apply for an award to facilitate the purchase, installation, and sale of CrossMod® or modular dwelling units. MassHousing will review the proposals received and make recommendations to EOHLC on prospective awardees. EOHLC will make a final determination on awards.
4. RFP Awards would be prioritized for Qualified Developers with the most "build-ready" sites. Build Ready sites are assessed based on zoning, adequacy of infrastructure (including water and sewer), site preparedness, and any barriers which would delay progress.
5. MassHousing will disburse funds as a loan to the Qualified Developer, with funds to be used to purchase CrossMod® or modular units and to complete any necessary final site work. This includes any potential land costs or other costs necessary to purchase, install and sell the units.
6. Generally, when the site and the homes are ready, the homes would be delivered and installed on the foundation, and finish work would be completed on site. Generally, homes are completed and ready for occupancy about three (3) months after delivery. Proposals that deviate substantially will require a detailed explanation.
7. The Qualified Developer would then sell the homes to income-eligible homebuyers, targeting households at a particular income level (which must be between 70-130% AMI).
8. The Qualified Developer would be compensated in the form of a calculated overhead and fee; net proceeds after such payment to the developer are returned to the program to be used to support additional projects.

IV. DEVELOPER QUALIFICATIONS AND EVALUATION

This RFQ is intended to identify developers capable of successfully participating in Move-In MA. Evaluation consists of two components:

- Mandatory Qualifications, which establish the minimum eligibility requirements that Respondents must satisfy to be considered.
- Evaluation Factors, which will be used by MassHousing to assess the qualifications, experience, readiness, and capacity of eligible Respondents.

A. Mandatory Qualifications

Respondents must satisfy each of the following minimum requirements. Failure to satisfy a Mandatory Qualification may result in disqualification from further consideration.

1. Organizational Eligibility

Respondents must be legally authorized to conduct business in the Commonwealth of Massachusetts and possess the legal authority to undertake real estate development.

Respondents shall provide:

- a. Legal entity name
- b. State of incorporation or organization
- c. Evidence of authority to conduct business in Massachusetts

2. Developer Good Standing

Respondents must demonstrate that they are in good standing with applicable state agencies.

Respondents shall provide:

- a. Evidence of good standing with MassHousing and EOHLC, if Respondent has previously received funding from or completed projects with these agencies.
- b. Documentation demonstrating good standing with the MA Secretary of State and the MA Department of Revenue.

3. Complete Submission of Information

Respondents must submit all information required by this RFQ by the submission deadline, including the information detailed in this Section IV *and* Section V of this RFQ.

B. Evaluation Factors

MassHousing will evaluate each eligible response and make recommendations to EOHLC based on the factors described below. These factors are intended to assess each Respondent's ability to submit a competitive proposal as part of an RFP. MassHousing will consider the overall strength of each response, the Respondent's qualifications across all evaluation factors, and the extent to which the potential project meets the Program Requirements and advances the Program Objectives.

1. Developer Experience

MassHousing will evaluate the Respondent's demonstrated experience developing housing of similar tenure, scope, complexity, and scale.

Respondents shall provide:

- a. A description of relevant development experience in the following areas, below. If a category does not apply, briefly indicate "not applicable."
 - i. Homeownership development, including conventional site-built construction, adaptive re-use, manufactured, and/or modular construction.
 - ii. Development completed within the municipality or municipalities where site(s) are proposed.
 - iii. Development and successful sale or lease-up of housing affordable to households within the targeted affordability range of 70% to 130% AMI.
 - iv. A description of any prior engagements with MassHousing, either directly, indirectly, or through an affiliated entity. If there are no prior engagements, indicate "not applicable."

2. Overall Approach

MassHousing will evaluate the Respondent's overall development concept, including homebuyer affordability, marketing and selection, and approach to delivering new single-family homes.

Respondents shall provide:

- a. A description of the proposed development concept, including the anticipated number and type of homes and location(s) or type of sites.
- b. A description of the anticipated sales prices, target homebuyer income levels, marketing and lottery approach, and proposed affordability structure.
- c. A description of the proposed housing production model to be used at the site, whether manufactured or modular homes, or other innovative method.
- d. A description of the extent to which Respondent has engaged with potential home producers, and any information regarding terms, process and advantages of that home producer's housing production model.

- e. A proposed strategy if a home producer has not yet been engaged.
- f. Explanation of any tradeoffs that MassHousing should consider between the Respondent's overall approach and the Program Requirements and Objectives.

3. Site Control

MassHousing will evaluate the Respondent's ability to demonstrate control of, or a credible plan to obtain control of, one or more suitable sites. MassHousing recognizes that Respondents otherwise qualified may still be pursuing acquisition opportunities at the time of this RFQ.

Greater consideration may be given to Respondents that demonstrate one or both of the following:

- Site control, or a reasonable expectation of obtaining site control by early 2027.
- Sites where a minimum of five (5) homes could be installed on the same site or adjacent sites.

For each proposed site, Respondents shall provide:

- a. The address of each proposed site, if known.
- b. Documentation demonstrating current site control, if available.
- c. If site control has not yet been obtained, describe the status of negotiations, the strategy for obtaining site control, and the anticipated timeline.

4. Site Feasibility

MassHousing will evaluate the extent to which proposed sites have appropriate infrastructure for housing (are "Build Ready").

Greater consideration may be given to Respondents that demonstrate one or both of the following:

- Minimum of five (5) homes could be installed on the same site or adjacent sites.
- Estimated infrastructure and site prep costs less than \$50,000 per home built.

For each proposed site, Respondents shall provide:

- a. Site map and photos.
- b. Existing site conditions and current land use.
- c. Availability and adequacy of infrastructure and utilities.
- d. Known title, environmental, infrastructure, utility, or site preparation issues.
- e. Any site advantages and disadvantages, from a homebuyer's perspective.
- f. Whether the site(s) is zoned and permitted for the proposed use, construction method, and number of proposed units.

- g. If the site(s) is not Build Ready, provide a detailed narrative describing the strategy and timeline to achieve a Build Ready site.
- h. Describe the feasibility of delivering and installing the home on a foundation at the site(s). If using alternative means and methods, please describe that approach.

5. Municipal and Community Engagement

MassHousing will evaluate the extent to which the Respondent has engaged or has a credible plan to engage municipal officials and community stakeholders on the feasibility of manufactured or modular homes and the need for affordable single-family homes.

Greater consideration may be given to Respondents demonstrating meaningful engagement or support; however, formal municipal endorsement is not required at the RFQ stage.

Respondents shall provide:

- a. A description of municipal and community engagement related to the potential project. The response should address:
 - i. Status of discussion with municipal officials and/or community stakeholders.
 - ii. Proposed engagement strategy.
 - iii. Local homeownership needs and priorities identified through existing municipal plans, community discussions, or other available information.
 - iv. How Move-In MA may be responsive to those identified needs and priorities.
 - v. Any local partnerships, including those that would support homebuyer outreach or education.

6. Development Schedule

MassHousing will evaluate the feasibility of the proposed schedule, including Respondent's plan to achieve milestones and address potential risks that could affect timely completion.

Respondents shall provide:

- a. An anticipated development schedule from development team selection through final home sale.
- b. Describe any risks to timely completion and a plan to mitigate those risks.

7. Conceptual Development Budget

Although detailed underwriting will occur during the RFP process, MassHousing will evaluate the Respondent's anticipated project costs and financing needs.

Respondents shall provide:

- a. A preliminary development budget, including all construction and permanent sources and uses necessary to complete the project.
- b. A budget narrative describing:
 - i. Financing plan and assumptions used.
 - ii. Anticipated cost savings compared to conventional site-built construction.
 - iii. Anticipated amount and proposed uses of an Award.

8. Feedback on Program Design

Respondents are encouraged to provide feedback as to how Move-In MA would need to be structured differently prior to launching the Pilot Program.

Respondents may provide:

- a. A description of any recommended modifications to the anticipated program design. Substantiate the need for the modification, and explain a different method, solution or practice that would improve feasibility or better achieve Program Requirements and Objectives.

V. SUBMISSION REQUIREMENTS

This RFQ is designed to elicit all information considered essential to evaluating each response. There is no intent to limit the content of the responses. Respondents may include such additional information as may be appropriate, or offer alternate solutions, but should not exclude any information requested in this RFQ.

All responses must contain the following information:

A. Transmittal Letter, Firm Description, and Executive Summary

Responses must be accompanied by a transmittal letter on company stationery or letterhead and signed by an individual legally authorized to bind the company. The transmittal letter should identify the individual(s) involved in preparing the response, as well as a single point of contact for the company. The transmittal should contain or be accompanied by a detailed description of the firm (including background on the firm's financial stability) as well as a summary of the contents of the response.

B. Developer Qualifications and Evaluation

Responses must include all applicable documents and information listed in Section IV *Developer Qualifications and Evaluation*.

C. Adverse Actions

Please include a description of any insurance claim, criminal investigation or material litigation against your firm or members of your firm in the last ten (10) years, any instances in which your firm has been debarred by state or federal government and the circumstances for the debarment, as well as a summary of any formal complaints filed against your firm or members of your firm containing allegations of discrimination in the last ten (10) years.

D. Conflicts of Interest

Please describe any facts you are aware of that would result in a conflict of interest with MassHousing and EOHLC if funds were awarded to your firm, include any prior and existing relationships to MassHousing employees and Board Members. Also include a narrative description of your own internal controls for detecting, preventing, and mitigating the risks of fraud.

VI. SCHEDULE AND INSTRUCTIONS

A. Responses and Due Dates

All responses must be submitted electronically by **5:00 PM Eastern time on September 11, 2026**. Please email your response to MoveInMA@masshousing.com. Late submissions may, at MassHousing's discretion, be rejected. Please note that hard copy submissions will not be accepted and will not be reviewed. MassHousing may also interview Respondents to this RFQ.

B. Summary RFQ Timetable

The anticipated timetable for the evaluation process and subsequent project activities is summarized below:

<u>Date</u>	<u>Task</u>
August 17, 2026	RFQ Published
August 18, 2026	RFQ Response Period Begins
August 20, 2026, at 10:00 AM Eastern time	Virtual Information Session (see link below to register)
August 27, 2026	RFQ Questions Due
September 3, 2026	Answers to Questions Posted on MassHousing's Website
September 11, 2026, by 5:00 PM Eastern time	RFQ Response Deadline
September 25, 2026	Interviews Completed
September 30, 2026	Final Selection of Qualified Developers

A virtual information session will be held on August 20th at 10:00 AM Eastern time.
Use the link below to register.

[Virtual Information Session Registration Link](#)

This anticipated timetable is for reference purposes only and is subject to change at MassHousing's sole discretion. A copy of this RFQ, as well as any addenda thereto, will be posted on <https://www.masshousing.com/about/rfp>. Schedule changes and/or other RFQ revisions, including date, time, and place changes, if any, will be posted on the website on a weekly basis. In addition, after the RFQ Response Deadline, changes may be sent directly to respondents at the contact information provided.

C. Single Point of Contact

All inquiries, communications, and requests for clarification regarding this Request for Qualifications (RFQ) must be submitted via email to:

MoveInMA@masshousing.com

To maintain a fair and impartial competitive process, MassHousing will only answer questions or comments regarding the RFQ that are submitted by 5:00 PM Eastern time on **August 27, 2026**, in accordance with the terms of this section. MassHousing will determine, in its sole discretion, whether any inquiry requires a formal response which, if required, will be posted on **September 3, 2026**, and may take the form of an addendum to this RFQ. Respondents who initiate private communications with other MassHousing personnel regarding material issues involving this RFQ may be disqualified.

VII. ADDITIONAL PROVISIONS

A. Confidentiality

By accepting to respond to this RFQ, respondent expressly acknowledges that MassHousing's business procedures, ideas, inventions, plans, financial data, contents of this RFQ, and other MassHousing information are the sole and exclusive property of MassHousing. The Respondent also agrees that it will safeguard such information to the same extent it safeguards its own confidential material or data relating to its own business information that is of a confidential or proprietary nature. Federal and state laws require that MassHousing maintain an information security program to protect certain personal information related to individuals who are customers, business partners, vendors, or employees of MassHousing. This information includes the following: (1) nonpublic personal information protected by the Safeguards Rule of the Gramm-Leach-Bliley Act (15 U.S.C. § 6801 et. seq.) and implementing regulations (16 C.F.R. Part 314); consumer reports protected under the federal Fair Credit Reporting Act, as amended by the 2004 FACT Act (15 U.S.C. § 1681 et. seq.); and any other information pertaining to individuals subject to data security, data security breach notification, and identity theft prevention laws. If MassHousing grants respondent access to its networks or otherwise allows respondent to view personal information related to individuals who are customers, business partners, vendors, or employees of MassHousing, respondent shall comply with all federal and state laws protecting such information while working at MassHousing's facility, while using MassHousing's protected information, and while connected to MassHousing's network. It is MassHousing's policy to employ the services of outside investigative agencies to conduct background checks on individuals with access to its networks. In submitting its proposal, respondent acknowledges that it will be required to submit to such background checks of its impacted employees at MassHousing's request. If awarded the contract, respondent shall comply with MassHousing's information security program by (1) implementing and maintaining measures designed to meet the information security objectives of federal and state laws; (2) using and disclosing customer information solely for the purposes of performing the contract; and (3) providing MassHousing with copies of the results of any internal and external audits or tests of the effectiveness of MassHousing's information security measures.

B. Non-Discrimination

In connection with the performance of work under this contract, the respondent agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, marital status, familial status, sexual orientation, gender identity or expression, pregnancy, genetic information, veteran status, alienage or citizenship status, ancestry, national origin, or any other characteristic protected by applicable federal, state, or local laws. 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. The respondent further agrees to take all action necessary to ensure equal employment opportunities in compliance with applicable federal, state, and local law. The respondent agrees to post in

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

C. Rights of MassHousing

MassHousing is soliciting competitive responses pursuant to a determination that such a process best serves the interests of MassHousing and not because of any legal requirement to do so. MassHousing accordingly reserves the right to accept any response; to withdraw or cancel this RFQ; to modify or amend, with the consent of the proponent, any response prior to acceptance; to reject any or all responses or waive any informality and otherwise to affect any agreement that MassHousing in its sole judgment, deems to be in its best interest.

D. Use of Respondent Response

All material submitted becomes the property of MassHousing and will not be returned. If the respondent intends to submit confidential or proprietary information as part of the response, any limits on the use or distribution of that material should be clearly delineated in writing. Respondent should be aware that MassHousing is a quasi-public governmental agency subject to Massachusetts General Laws, Chapter 66, sections 1-18, therefore, any information submitted to MassHousing (even if marked as confidential or proprietary) may be subject to disclosure under the Massachusetts Public Records Law.

MassHousing reserves the unrestricted right to copy and disseminate the respondent materials for internal review.

E. Respondent Response Costs

All respondent response related costs, including but not limited to, response preparation and presentation, system demonstrations, documentation, site visits, in-depth briefing for MassHousing, and negotiation meetings are entirely the responsibility of the respondent and shall not be chargeable in any manner to MassHousing. MassHousing will bear the costs of sending its own staff to respondent headquarters and respondent client sites if such meetings are required.

VIII. APPENDICES

Appendix A: Anticipated Program Design (informational only)

*The following section is **informational only** and summarizes the program design approach currently contemplated for Move-In MA. Final program design will be informed by responses through this RFQ and EOHLC's RFI and established as part of an RFP. Respondents are encouraged to describe in their response to this RFQ any components herein that may prove infeasible to meet Program requirements or objectives.*

1. Eligible Production Models

Move-In MA is intended to support the production of high-quality single-family homes that are comparable to site-built homes, using production methods that can reduce costs and development timelines. Eligible production models include:

- CrossMod® Homes, which are constructed substantially off-site in a controlled factory environment and transported to the development site and installed on a permanent foundation. All CrossMod® homes are, definitionally, “manufactured homes” under federal law and HUD regulations but need to meet additional specifications and certification requirements to earn that designation. These specifications are included in this [informational document](#) published by Freddie Mac.
- Modular homes, which are constructed substantially off-site in a controlled factory environment and transported to the development site and installed on a permanent foundation. Unlike manufactured homes constructed to the federal HUD Code, modular homes must comply with applicable state and local building codes.
- Other housing production models that meet Program Requirements and advance Program Objectives. If proposing an alternative model, Respondents must substantiate how the approach can achieve these same outcomes.

2. Comparability to Site-Built Homes

Regardless of the housing production model proposed, homes should be designed and constructed as permanent homeownership opportunities and should:

- Meet all applicable federal, state and local requirements
- Be installed or constructed on a permanent foundation or crawl space and include ownership of the underlying land
- Be comparable in quality, design, energy-efficiency, resilience and durability with site-built, single-family homes in the context of the community and local housing market
- Appraise for and appreciate comparably to traditional site-built homes
- Be financeable to homebuyers through conventional mortgage products

3. Scalability and Replicability

It is anticipated that the housing production model(s) used in the Pilot Program can be replicated or expanded to produce additional single-family homeownership opportunities across Massachusetts.

4. Financing Structure

It is anticipated that RFP Awards will be structured as loans to enable Qualified Developers to pay for the purchase, delivery and installation of the home(s) and associated eligible development costs.

5. Eligible Costs

Move-In MA will be used for eligible project costs typical of delivering a complete, occupancy-ready home.

6. Award Commitment

Following the announcement of RFP Awards, MassHousing will issue a commitment detailing terms and conditions.

7. Disbursement of Funds

It is anticipated that up to 90% of the loan will be available for requisition by the Qualified Developer during the construction period. Funds will be disbursed in installments on a reimbursement basis after satisfactory inspections and approval of documented, eligible expenses.

The remaining funds will be disbursed following final unit sale and upon MassHousing's approval of a final development budget at Project Completion.

8. Inspections

MassHousing will require verification from a qualified lender advisor of progress at both the manufacturer and project site(s) during the development process as well as during delivery, installation and final completion of the units.

MassHousing may engage a qualified professional to provide the agency with regular written reports on cost review and construction monitoring services.

9. Move-In MA Subsidy

MassHousing expects that Move-In MA subsidy will be capped depending on geography and affordability. Subsidy must be substantiated to overcome an appraisal gap or to deepen affordability for lower-income homebuyers. The subsidy will be covered by converting a portion of the RFP Award into a grant to subsidize affordability for the end homebuyer. With MassHousing and EOHLC approval, this portion of the funding will not be required to be repaid.

10. Permitted Developer Fee

MassHousing expects that the maximum permitted developer fee and overhead will be set at the time of RFP Award. The maximum permitted developer fee and overhead in the aggregate will not exceed 10% of the total development cost prior to calculation of overhead and developer fee in the development budget approved by MassHousing at such time (the “Awarded TDC”).

The maximum permitted developer fee and overhead will include all profits, distributions, fees and other payments to members and managers of the Qualified Developer and any affiliates thereof, and any payments to third-party development consultants, in each case, unless otherwise approved by MassHousing.

11. Cost Savings or Excess Sales Proceeds

If the final development budget following sales reflects a net surplus of funds, such funds will be subject to a mechanism for allocation to be determined by MassHousing and EOHLC at the time of the RFP issuance.

12. Marketing and Homebuyer Selection

MassHousing expects Qualified Developers who receive RFP Awards to move as quickly as possible to install the new units. Even before installation occurs, Qualified Developers will want to market the new units.

- Qualified Developers will be required to submit an Affirmative Fair Housing Marketing Plan (“AFHMP”) to MassHousing. The AFHMP must propose a fair and equitable marketing process, including a lottery overseen by an experienced lottery consultant.
- No marketing of the new units can begin until MassHousing has approved the AFHMP.
- MassHousing will require a summary report from each Qualified Developer on the results of the marketing and lottery selection process.

13. Sale of Completed Homes

- Units will be restricted at a sale price affordable to income eligible first-time homebuyers at initial sale and at resale.
- Qualified Developers will be responsible for selecting and determining initial homebuyer eligibility under the program and in accordance with the approved AFHMP.
- Prior to each sale, MassHousing will collect all appropriate information used to determine eligibility.
- Qualified Developers will be required to certify that there are no legal or ethical conflicts following the marketing and lottery selection process.
- Qualified Developers will be expected to record all mortgages and homebuyer restrictions as part of each unit sale to homebuyers.

14. Project Completion

Upon completion of construction and sale of the homes, Qualified Developers will be responsible for satisfying all final reporting, compliance and loan payment obligations established under the RFP Award and documents, including:

- Submitting documentation demonstrating completion of construction and the sale of each home for MassHousing's review and approval.
- Certifying final project costs and compliance with the loan documents and all applicable Program requirements.
- Satisfying any other conditions required by MassHousing to close out the RFP Award.

Any conversion of all or a portion of the loan to a grant to subsidize a home will be subject to MassHousing's review and written confirmation that these requirements have been satisfied.