

Town of Merrimac
Affordable Housing Board of Trustees

Request for Proposals

Rental Assistance Program

The Merrimac Affordable Housing Board of Trustees is seeking proposals to develop and operate the Merrimac Rental Assistance Program. The program will assist eligible households with upfront costs when entering into new rental agreements. Entities submitting an RFP must be a qualified 501.c.3 non-profit or public entity with experience providing housing services.

The selected provider will enter into a contract with the Town of Merrimac to design, market, and administer a program that assists eligible households with initial one-time payments, such as last month's rent and security deposit, required to enter into a rental agreement for a housing unit in Merrimac. The selected provider will review applications to determine if household income is below 100% of AMI and meets any other eligibility criteria set by Merrimac AHBT and the provider. The selected provider will obtain certification from the landlord that the property is in satisfactory condition and free of any health and safety hazards and obtain a W-9 form from the landlord along with a copy of the executed rental agreement. The selected provider will arrange for the approved landlord to receive up to \$2,500 from the Merrimac AHT to cover upfront costs of the qualified household.

The Merrimac AHBT proposes to enter into a two-year contract with the selected provider with an initial payment of \$4,500 to establish and market the rental assistance program and thereafter to be paid an administrative fee equal to 10% of the amount granted annually on behalf of the qualified households. Total payment to the selected provider for start-up costs and administration fees shall not exceed \$10,000 over the duration of this first two-year contract.

Proposals are due by Noon on Friday, April 10, 2026. Written proposals should be submitted to the Merrimac AHBT, Town Hall, 4 School St., Merrimac, MA 01860, Attn: Sandra Venner or emailed to affordablehousing@townofmerrimac.com. Inquiries can be directed to email above or to Sandra Venner, AHBT Chair, ph# 978-549-0706 or Brienne Walsh, AHBT Vice-Chair, ph# 978-346-9549.