



**REQUEST FOR FUNDING PROPOSAL (RFP)
RFP: HCDHOUSINGDEV&CHDOMARCH2016-1**



**US Department of Housing & Urban Development (HUD)
HOME Investment Partnership Program
For
Housing Development and
Community Housing Development Organization (CHDO) Funding**

Due Date: 4:00 p.m. Thursday, March 31, 2016

It is the responsibility of the applicant to ensure application(s) are timely and arrive prior to the due date. Applications received after 4:00 p.m. will be returned to the applicant and will not be considered.

Submit Proposals to:

Fulton County Department of Housing and Community Development
Attn: CD HOME Project Manager
137 Peachtree Street SW, Suite 300
Atlanta GA 30303

Alternative formats of this document will be made available upon request.



**EQUAL HOUSING
OPPORTUNITY**

**FULTON COUNTY, GA HOUSING AND COMMUNITY DEVELOPMENT PLEDGES TO FOSTER
THE LETTER AND SPIRIT OF THE LAW FOR ACHIEVING EQUAL HOUSING OPPORTUNITY.**

FUNDING AVAILABILITY & ACTIVITY TIME FRAME

Fulton County HOME Program announces the availability of up to **\$265,355.80** in funding with the following proposed breakdown:

- **\$ 93,175.80 in set-aside reserved specifically for CHDO organizations only**
- **\$ 172,180 reserved for Non-Profits, Developers and CHDO's**

***NOTE: CHDO's are eligible for funds in both categories**

Proposals must demonstrate site control of a specific project evidenced by a deed, an executed Purchase and Sale contract to acquire the property or a preliminary financial commitment. If site control requirements, as stated above, are not provided, the project may not be considered for funding. Additionally, The County will not commit funds or secure funding for a project through an agreement until the awardee provide that all necessary financing is secured, a budget and construction schedule is established and all construction/ rehabilitation will begin within six months after notification of the award. ***The Awardee must be must be in good standing with all County departments and provide certification that neither they, nor their contractors or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in this RFP.***

GOALS

As a whole, this program seeks to advance the following goals:

- Provide affordable rental housing, promote housing opportunity and choice, and ensure the greatest number of quality affordable housing units are produced or preserved;
- Contribute to the development of housing that serves low-income seniors and people with disabilities with the appropriate levels of operating and service supports;
- Promote homeownership opportunities for individuals and families that have barriers to affordability;
- Advance the development of sustainable, transit-oriented communities that give low-income residents access to transportation, services, and economic opportunity in areas with high capacity transit stations or high frequency transit service;
- Promote cost-effective sustainable design, construction, rehabilitation, and operations of affordable housing;
- Promote preservation of affordable housing, and prevent displacement of low-income residents, through purchase and rehabilitation of existing housing; OR
- Contribute to the revitalization of communities through development and preservation of affordable housing, including mixed-income housing and housing for existing low-income residents at risk of being displaced by redevelopment and rising housing costs.

PURPOSE

Fulton County Department of Housing and Community Development is seeking proposals from eligible Community Housing Development Organizations (CHDO), For-Profit, Non-Profits and/or Developers undertaking projects that provide innovative and sustainable affordable housing opportunities, in Fulton County's jurisdictional areas, that maximize use of local partnerships and resources. The HOME programs have specific federal rules and regulations, applicable laws and internal policy and processes. Applicants are strongly encouraged to become familiar with specific and appropriate program eligibility and overall requirement. Those responding to this solicitation

**Fulton County
Housing Development & Community Housing Development Organization (CHDO)
Request for Proposal**

must commit to working with the County on the acquisition, and rehabilitation of residential properties. The County is seeking applications for the following types of projects:

- Rental units for individuals and families at or below 80% AMI
- Sustaining owner occupied units
- Senior Rental Housing Developments
- Homeownership options for families at 80% AMI or below

Proposals are requested for the following types of projects:

ELIGIBLE ACTIVITIES

- Acquisition/rehabilitation of homebuyer properties
- New construction of homebuyer properties
- Direct financial assistance (i.e. housing counseling/down payment and closing costs) to purchasers of HOME-assisted homebuyer housing owned, sponsored or developed with HOME funds
- Acquisition/rehabilitation/rental of small multi-family properties (Up to Twenty-four (24) Units)
- Acquisition/rehabilitation/rental of single family properties

****This RFP does not include funding for CHDO Operating Expenses, Capacity Building Costs, nor Technical Assistance and Site Control Loans.***

PROPERTIES

The properties may be scattered site single-family homes or existing multi-unit properties (up to twenty -four {24} units). Single-Family homes must be rented or sold to income-eligible renters or homebuyers who can qualify under the program guidelines. All projects must include private financing. long-term rental is required for Proposers opting to participate in the rental program. Eligible respondents must be able to demonstrate experience in lease to purchase conversion, single-family acquisition, property valuation, asset management, rehabilitation management, marketing and sales, and management of scattered site single-family rental units (as applicable). ***The units should include options and plans for serving individuals with disabilities, and be designed as adaptable to serving this population.***

Multi-family properties assisted with HOME funds must be operated by the Awardee as long-term permanent affordable housing and will be subject to ongoing compliance provisions throughout the period of affordability. Proposers must be able to demonstrate prior experience in ownership, redevelopment, and all phases of management of multi-family properties similar in scope to the size of the project being proposed.

The initial purchase price or after-rehabilitation value of homeownership units assisted with HOME funds must not exceed 95 percent of the area median purchase price for single-family housing. This is also referred to as the HOME Maximum Purchase Price. Please refer to the latest release from HUD located at the following link for maximum values.

<https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>

Priority will be given to agencies who demonstrate the following:

- **Geographical Targeting**
 - Housing units must be located within Fulton County and in areas that make a substantial impact on neighborhoods such as acquiring, rehabbing and renting in multiple units within close proximity to each other and/or adjacent to other grant funded projects such as parks, sidewalks and street improvements.
- **Energy Efficiency**
 - Extra priority will be given to projects that can clearly show energy efficiency design such as the use of energy star appliances, materials and products, sustainable construction materials, reduced water usage, solar panels, storm water management and creation of green space.
- **Innovative Partnerships**
 - Those agencies that are able to demonstrate innovative partnerships with organizations that can contribute resources or provide additional funding for this project from supplementary sources.

EVALUATION CRITERIA

A Fulton County review committee will evaluate each proposal based on the criteria below:

Readiness to proceed	20%
Financial capacity/responsibility	20%
Evidence of Need in Geographically Targeted Areas	20%
Prior Experience/Past Performance Record	15%
Use of Innovative Energy Efficiency	10%
Use of Partnerships, Cost Proposal, Leverage and Match Contribution	5%
Minority/Women Business Enterprise/ Section 3 Concerns	5%
Number of Beneficiaries	5%
Total Maximum Points: 100%	

Ten (10) bonus points will be awarded to projects that demonstrate capacity to serve Veterans, Homeless/those at risk of Homelessness, Seniors/Elderly, persons with AIDS/AIDS related diseases and the disabled.

PROPOSAL SUBMISSION REQUIREMENTS

The attached proposal forms must be submitted to Fulton County no later than **4:00 p.m. on Thursday, March 31, 2016**. All submitted proposals will be time and date stamped. If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery. Any proposals received after this appointed schedule will be considered late and will be returned, unopened, to the proposer at the expense of the proposer. The proposal due date can be changed only by addendum. All proposers are responsible to check their email and the Fulton County website for updates: <http://www.fultoncountyga.gov/fchhs-divisions-and-programs/housing-and-community-development>. Proposals that are faxed will not be accepted. *Hand delivery of a complete package is the preferred method for submission of the proposal.*

SUBMISSION INSTRUCTIONS:

Fulton County
Housing Development & Community Housing Development Organization (CHDO)
Request for Proposal

1. Number all pages of the proposal and label subject(s) by tabs
2. Include the RFP Cover Page and a brief description of the project. All attachments must be labeled and all signatures and certifications must be included;
3. Complete the CHDO or Housing Developer Application - All necessary attachments to the application must be labeled and certifications must be completed;
4. Submit (1) one original and (4) four copies of the proposal in a sealed envelope that is clearly marked with the RFP identification number (**RFP: HCDHOUSINGDEVCHDOMARCH2016-1**);
5. Submit a Performa/Budget for the project to include, sources and uses for all years during the affordability period;
6. Submit Letters of Commitment describing the terms, amount, and/or type of support;
7. Submit two (2) years of audited financials including any responses to the results;
8. Provide a map of city/cities where activity will be completed;
9. If the project is located within a flood plain, attach, certified map(s) verification and date of the map(s);
10. Supportive Services Information: Provide a description of services and rationale for service selection, how services will be provided, service provider and financing;
11. Preliminary site plans and schematics for new construction, engineering reports for rehabilitation, and preliminary market justification, are expected to be complete at the time of application

Terms and Conditions:

- All costs associated with the proposal preparation are the responsibility of the bidder.
- All responses to this RFP become the property of Fulton County and shall be subject to any applicable open records statutes.
- Submission of this proposal does not guarantee funding or obligate the County to select, procure or contract for any services whatsoever.
- Any agreement resulting from this RFP will be subject to the availability of governmental fiscal funding. If such funds become reduced or unavailable, any contract agreement shall be subject to immediate modifications, reduction or termination on the expiration date or date in which the funds have been eliminated.
- The successful Proposer shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the RFP or of any of all of its rights, title or interest therein without prior written consent of the Fulton County Board of Commissioners.
- The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the County depending on available competition and timely needs of the County. There is no obligation on the part of the County to award the contract to the lowest Proposer and the County reserves the right to award the contract to the responsible Proposers submitting responsive proposals with resulting agreements most advantageous and in the best interest of the County. The County shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any Proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the Proposer.
- The County reserves the right to change or alter the schedule for any events associated with this RFP and, if required, notify the Proposers. A Proposer, by submitting a Proposal, agrees to be bound by any modifications made by the County.

***Fulton County
Housing Development & Community Housing Development Organization (CHDO)
Request for Proposal***

- The County reserves the right to reject all Proposals and components thereof to eliminate all Proposers responding to this RFP from further consideration, and to notify such Proposers of the County's determination.
- The County may cancel this RFP without the substitution of another RFP and terminate this procurement at any time without any liability whatsoever.
- The County reserves the right to waive any technicalities or irregularities in the Proposals.
- To the extent deemed appropriate by the County, the County reserves the right to eliminate any Proposer who submits incomplete or inadequate responses or is not responsive to the requirements of this RFP.
- The County may request Proposers to send representatives to the County for interviews and presentations.
- To the extent deemed appropriate by the County, the County may select and enter into discussion and negotiations with the Proposer(s) submitting Proposal(s), which are found to be reasonably susceptible for award.
- The County reserves the right to discontinue negotiations with any selected Proposer.
- The County reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP.
- Neither the County, its staff, its representatives, nor any of its consultants or attorneys will be liable for any claims or damages resulting from the solicitation, collection, review, or evaluation of responses to this RFP.
- The County, including its representatives and consultants, reserves the right to visit and examine any of the facilities referenced in any Proposal and to observe and investigate the operations of such facilities.
- The County reserves the right to reject any responder that is not in good standing on any Fulton County Government contract(s) and on any State or Federal debarment, suspension or limited suspension list.
- The County reserves the right to conduct investigations of the Proposers and their responses to this RFP and to request additional evidence to support the information included in any such response.

COMMUNICATIONS RELATED TO THIS RFP

All questions regarding this RFP are to be submitted, in writing via e-mail to Lolita.Collins@fultoncountyga.gov. All questions, comments and requests for clarification must reference the RFP number on all correspondence to Fulton County. Any oral communications shall be considered unofficial and non-binding. It is the policy of Fulton County that the evaluation and award process for County HOME contracts be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

- No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.

**Fulton County
Housing Development & Community Housing Development Organization (CHDO)
Request for Proposal**

- All written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation.
- Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by Fulton County Government and the entity will be determined in violation and deemed “non-responsive”, and same shall not be considered for award.

Only written responses to written communication shall be considered official and binding upon the County. The County reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification. Answers and any other program updates will be posted on the County’s website <http://www.fultoncountyga.gov/fchhs-divisions-and-programs/housing-and-community-development> under HOME Housing Development/CHDO FAQ 032016. **Vendors are solely responsible for frequently checking the website for updates.**

OTHER HOME RESOURCES: HOME PROGRAM, HOME REQUIREMENTS, OR CHDO REQUIREMENTS MAY BE RESEARCHED AT THE FOLLOWING SITES

HOME Federal Regulations/HOME Investment Partnerships Program Final Rule 24 CFR Part 92 September 16, 1996 (updated through December 22, 2004):
<http://hud.gov/offices/cpd/affordablehousing/lawsandregs/regs/finalrule.pdf>

HUD HOME Website: <https://www.hudexchange.info/home/>

HUD HOME 2013 HOME Final Rule Changes: <https://www.hudexchange.info/home/home-final-rule>

Final Rule in the Federal Register (Changes Only) - On July 24, 2013 HUD announced that amendments to the HOME Investment Partnerships (HOME) Program regulations had been updated. These amendments to the HOME regulations represent the most significant changes to the HOME Program in 17 years.

HOME Final Rule: CHDO Roles webinar:
<https://www.hudexchange.info/resource/3171/home-final-rule-chdo-roles-webcast/>

DEFINITIONS

CHDO- A CHDO is a certified private, nonprofit, community-based service organization that has staff with the capacity to develop affordable and decent housing for low- income people meeting the HUD regulations at 24 CFR 92 Section 92.2. Organizations will only be certified immediately prior to applying for funding. There will no longer be an annual streamlined recertification every year.

ELIGIBLE CHDO DESIGNATION APPLICANTS-

Eligible applicants include community-based nonprofit 501{c} (3), 501{c} (4) or section 905{subordinate organization of a 501 {c} organization} organizations with the provision of decent housing that is affordable to low income persons among the purposes of the organization. In addition, these organizations must meet and satisfactory demonstrate the prescribed requirements in this guidelines in accordance with the HOME Final Rule Subpart A, 24 CFR 92.2

FULTON COUNTY'S JURISDICTIONAL GEOGRAPHIC AREA-

Fulton County provides services and program funding to following eleven cities Alpharetta, Chattahoochee Hills, College Park, East Point, Fairburn, Hapeville, Johns Creek, Milton, Mountain Park, Palmetto and Union City and unincorporated Fulton County. The cities of Roswell, Sandy Springs, and Atlanta each receives entitlement funding directly from HUD and is not eligible for Fulton County's grant funding.

By responding to this RFP, Proposers acknowledge and consent to the rights and conditions set forth in this RFP