

# REQUEST FOR PROPOSALS

## RFP 5228

ORANGE COUNTY

2016 AFFORDABLE HOUSING BOND FUNDS



Orange County

200 S. Cameron Street

P.O. BOX 8181

HILLSBOROUGH, NC 27278

DECEMBER 2016

CONTACT PERSON: David Cannell, Purchasing Agent

[dcannell@orangecountync.gov](mailto:dcannell@orangecountync.gov) or (919) 245-2651

**APPLICATION WORKSHOPS – February 28, 2017**

**Hillsborough 10am-noon/Chapel Hill 2pm -4 pm**

**APPLICATION DUE DATE – March 31, 2017**

# REQUEST FOR PROPOSALS

## ORANGE COUNTY 2016 AFFORDABLE HOUSING BOND FUNDS

### I. OVERVIEW REQUEST FOR PROPOSALS

Orange County is currently seeking proposals from nonprofit and for profit organizations to develop affordable housing in Orange County. The total amount of funds available is \$2.5 million dollars. Applicants are not required to make proposals using all available bond proceeds, the County will review and accept more than one proposal. **All proposals must be received electronically by Friday, March 31, 2017, 5:00 PM at the email addresses below.** No facsimile submissions will be accepted. For further information, please contact David Cannell, [dcannell@orangecountync.gov](mailto:dcannell@orangecountync.gov) or (919) 245-2651.

### II. POLICY

The BOCC's intent and policy that these funds to the greatest extent possible be used to provide affordable housing for persons who live and work in Orange County.

### III. BACKGROUND

In 2016, the BOCC approved the Orange County FY 2016-2020 Affordable Housing Strategic Plan, which includes a countywide goal of providing 1000 homes to address the greatest affordable housing needs in our community. To that end, the BOCC reviewed information, strategies and policies from staff and the community to assist them in formulating a long-range vision and action plan for decent and affordable housing in Orange County. As part of the action plan the residents approved a bond referendum in November 2016 for \$5 million dollars for affordable housing. The BOCC has approved release of up to \$2.5 million dollars in bond funds for this RFP. The BOCC at its regular meeting November 1, 2016 approved target populations based on income as provided in Attachment 1. The BOCC has also approved and evaluation criteria, as provided in Attachment 2, for new affordable housing projects assisted with county resources.

### IV. GEOGRAPHIC LOCATION

Proposals are only being considered for development of affordable housing within Orange County, North Carolina.

### V. TERMS OF ASSISTANCE IN USE OF COUNTY OWNED LAND FOR AFFORDABLE HOUSING DEVELOPMENT

Available local, state, federal and or private funds may be used to develop affordable housing that meets the income and special needs population targets (Attachment 1) and evaluation criteria (Attachment 2) approved by the BOCC. All projects will be reviewed for financial feasibility including project proformas for rental project proposals to recommend terms to the BOCC. An affordability period up to 99 years will be required running with the land and secured by a recorded Declaration of Restrictive Covenants.

## **VI. ELIGIBILITY**

The following entities are eligible to submit proposals under this solicitation:

- Non-profit housing developers
- Non-profit organizations
- For profit developers
- Faith based organizations and
- Joint ventures involving the above type organizations

All applicants will be required to supply documentation of their legal status and the names of the principal officers and/or board of directors of their firm with their proposals. Financial information pertaining to the capacity of respondents to carry out their proposed activities will be required as well. Additional information may be requested during review of the application and project implementation if approved. If the project is a joint venture, one organization must be authorized to serve as lead organization.

Organizations that are currently receiving funds from Orange County, the Town of Carrboro, or the Town of Chapel Hill local governments, and are also applying for affordable housing bond funds under this RFP must be in compliance with all terms of their current agreement(s) and must not have any outstanding audit findings, monitoring findings or concerns as determined by the municipality.

Applications may not be considered for the following reasons:

1. Project that does not align with the eligibility criteria for this RFP;
2. Applicant has demonstrated poor past performance in carrying out projects or complying with funding guidelines;
3. Applicant fails to provide required information; and or
4. Incomplete or late applications.

### Developer Experience

Review of the application will include the scope, extent and quality of the applicant's experience in housing or related services to those proposed to be served by the project and the scope of the proposed project (i.e. number of units, services, costs, development, and operation) in relationship to the applicant's demonstrated development and management capacity, as well as its financial management capability. Partnerships by local organizations are encouraged.

The amount of experience of the project applicant and the proposed development team in carrying out similar projects successfully, particularly with respect to reasonably meeting project budgets and timetables on such projects will also be considered. This would include review of the organization's track record in handling projects which used town or county local funds and/or funds awarded to the local governments in Orange County by the federal or state government.

## **VII. 2016 AFFORDABLE HOUSING BOND FUND: ELIGIBLE ACTIVITIES**

- A. Applicants may submit an application for projects under any of the eligible types of development below. The BOCC is interested in project proposals that maximize the use of the sites to yield the most suitable number of affordable units and target particular housing needs with the County. Proposals should address: 1) residents with low or moderate income and/or 2) special

needs (e.g. veterans, seniors, Housing First/Transitional/Supportive for residents experiencing homelessness or are at risk of becoming homeless. If an applicant wishes to apply for funds for more than on project affordable housing development a separate application must be completed for each proposed project.

1. Affordable Housing New Construction for Homeownership or Rental

- The county owned sites under this RFP may be used for new construction projects for first-time homebuyers and/or renters.
- The focus of the homeownership project would be housing direct assistance to eligible homeowner borrowers. An eligible homeowner is one that has not owned a home in the past three (3) years. Income eligible borrowers would be pre-qualified for first and second mortgages by the local housing non-profit agency or local lenders. All prospective homebuyers would have to complete a county-approved homebuyer education program prior to receiving approval to participate in the homeownership program. Approved agencies by the County would provide a “pre-commitment” letter to the borrower, who could then purchase the home available and affordable that sold for less than the FHA maximum sales price for this area.
- For homeownership and rental projects, the use of Housing Choice Vouchers (Section 8) must be allowed if available and feasible.

2. Affordable Housing New Construction Mixed Use and Mixed Income

- Mixed use and mixed income development are eligible projects under this RFP. Projects must predominantly address affordable housing needs and income targets.

B. All property must be thoroughly inspected and determined suitable for building by the applicant organization. All associated building plans must meet all applicable building codes, housing codes, zoning ordinances, and subdivision ordinances and are the responsibility of the organization approved for development of the respective site. Further, final development cost of the property may not exceed costs affordable to proposed homebuyers or renters in accordance with the approved application and income targets of populations to be served.

C. ***This RFP is not eligible for land banking.*** Actual construction must begin within six months of the original application approved date. *All housing project activities should be completed within 18 months of approval award. Approved applicants for projects will be required to submit a status report quarterly to the County during project implementation with a final report upon completion. Periodic progress reports will be provided to the BOCC. Any requests for time extensions will be granted at the discretion of the BOCC and should be submitted at least four (4) months prior to the deadline project completion date.*

## VIII. EVALUATION CRITERIA

The evaluation criteria in Attachment 2 will be used in reviewing and ranking proposals. The County reserves the right to add additional guidelines, terms and or requirements that may need to be added to these depending upon the location and nature of the project.

*All projects that score above 147 points (Total Points is 210) will be considered as long as land is available. The score of 147 points must be derived from points earned in each evaluation category.*

County owned land is available for development to assist first-time homebuyers and renters earning less than 80% of the Area Median Family Income for the Raleigh-Durham MSA (see Attachment 1). Additional points are scored for lower incomes served and for special needs populations.

## **IX. PROJECT REVIEW AND SELECTION**

Once applications are received, they are reviewed by staff for completeness and eligibility. A county team will evaluate project proposals and make funding recommendations to the Orange County Affordable Housing Advisory Board (AHAB) and to the County Manager. The county team would include the: Deputy County Manager, Asset Management Director, Finance Director, Housing and Community Development Director, the Planning Director, two members of the Orange County Housing Authority and Affordable Housing Advisory Board.

The BOCC must approve all the proposed housing development projects. Project proposals recommended by the county team, with the concurrence of the County Manager, will be placed on a regular BOCC meeting agenda for consideration of approval. The BOCC will receive a report of all applications received.

## **X. PROGRAM MONITORING AND REPORTING**

The Affordable Housing Advisory Board will review the Affording Housing Bond Funded Program at least semi-annually to monitor the program, raise policy issues with staff, and receive information. Approved projects will be monitored for progress and performance, financial and administrative management, and compliance with the terms of Performance/Development Agreement(s). Monitoring may involve site and/or office visit(s).

*Approved applicants for projects will be required to submit a status report quarterly to the County during project implementation with a final report upon completion. Periodic progress reports will be provided to the BOCC. The BOCC will receive at least bi-annually a status report on projects and the program.*

At the end of each year of program implementation, an Annual Report will be prepared detailing a review of the past year's program activities. This information will be made available to County residents and formally presented to the BOCC during a regularly scheduled meeting.

# REQUEST FOR PROPOSALS

## ORANGE COUNTY

### 2016 AFFORDABLE HOUSING BOND FUNDS

#### TIMELINE

February 7, 2017	Board of County Commissioners (BOCC) Approve Release of RFPs for Bond Funds and Surplus Land
February 16, 2017	BOCC Work Session – Discussion County Policies for Preserving Affordable Housing
February 20, 2017	RFPs Applications Released
February 28, 2017	Application Workshop(s)
February 20, 2017 – March 30, 2017	Applicant Preparation of Applications
March 31, 2017	Application Submissions are Due
April 2017	Review Applications – County Team
May 2017	Affordable Housing Advisory Committee Review
June 6, 2017	BOCC consider approval of recommendations
June 16 - July 1, 2017	Contracts Executed & Projects Begin

**REQUEST FOR PROPOSALS**  
**ORANGE COUNTY**  
**2016 AFFORDABLE HOUSING BOND FUNDS**  
**APPLICATION**

All organizations proposing development on 2016 Affordable Housing Bond Funds under this RFP must complete and submit this application prior to the deadline to be considered.

**Application Submission Deadline: Friday, March 31, 2017, at 2 PM.**

In the event of inclement weather, check the Orange County website for further instructions.

Please note that late, handwritten, or incomplete applications will not be accepted. **(Applications not signed by the Chair or President of the Board of Directors, are considered incomplete.)**

An application orientation workshop will between be held in **February 28, 2017** to review the application and submission requirements and to answer questions about the RFP. Interested applicants are encouraged to attend, although it is not mandatory.

- **Hillsborough 10am-noon. Link Building Ground floor meeting room, 200 S Cameron Street, Hillsborough**
- **Chapel Hill 2pm - 4 pm. SHSC, Meeting Room 2501 Homestead Road, Chapel Hill**

The information in this RFP is intended to provide general information regarding the development opportunity. This information is not intended or warranted to be a complete statement of potential land use issues and/or procedures to which the developer may not be subject, nor is this information intended to be a complete statement of all of the information the developer may ultimately be required to submit.

All facts and opinions stated herein and in any additional information provided by the County, its staff or its consultants, including but not limited to surveys, statistical and economic data, and projections, are based on available information and no representation or warranty is made with respect thereto.

**SUBMITTAL REQUIREMENTS**

Applications are requested to be single-spaced, with 12-point Arial font and margins no less than ½ inches.

Submittals must include:

- Completed application in original WORD format (.doc/docx) and two (2) copies with attachments and one electronic copy should be submitted to the Purchasing Agent at the email address below
- Completed and signed application in scanned format (.pdf)

- Budget files (Excel files are preferable)
- All attachments (**CLEARLY** labeled with year, name of applicant organization, and name of document)

**Submit Applications Electronically to:**

David Cannell, Purchasing Agent
Email: <a href="mailto:dcannell@orangecountync.gov">dcannell@orangecountync.gov</a>
Questions? Email: <a href="mailto:dcannell@orangecountync.gov">dcannell@orangecountync.gov</a> Phone: (919) 245-2651 Orange County Purchasing Agent 200 S. Cameron Street Hillsborough, NC 27278 (919) 245-2651

## APPLICATION SUBMISSION

### Checklist of Mandatory Items for Project Consideration

- A. Site information includes geographic location, size, and price
- Floor plans, elevations, and material specifications for all proposed units
  - Existing site plan and proposed changes
  - Detailed construction budget and site improvement budget.

Note: Site control is not a necessary component for consideration. However, information on proposed acquisitions and examples of typical proposed new construction activities must be submitted for consideration. It is the Developer's responsibility to ensure that information submitted with the proposal accurately reflects the project that is to be constructed.

- B. Description of Activity to be Financed
- Project Budget, including uses and sources of funds to include proposed bond funding
  - Project Schedule to include number of houses to be addressed
  - Projected Cash Flow: 20 years of projected income and expenses (trend income and expense at 3%) (*For rental projects only*)
  - Market Studies and other market information
  - Letters or other documentation regarding the preliminary commitment of other financing, such as commitment letters, letters of interests; and/or grant awards

- D. Description of Applicant
- Narrative description of corporation, partnership entity, or limited liability company, including list of principals, board of directors, general partners, or managers, as applicable, and documentation of legal status.
  - Complete information regarding the development entity that includes a discussion of previous experience with affordable housing development.
  - List of entire development team, including architects and landscape architects, engineers, general contractors, attorneys, management company, and agency staff including pertinent experience.

E. Statement of Long-term Affordability

F. MBE Participation Plan

- G. HB786 imposes E-Verify requirements on contractors who enter into certain contracts with state agencies and local governments. The legislation specifically prohibits governmental units from entering into certain contracts "unless the contractor and the contractor's subcontractors comply with the requirements of Article 2 of Chapter 64 of the General Statutes." (Article 2 of Chapter 64 establishes North Carolina's E-Verify requirements for private employers). It is important to note that the verification requirement applies to subcontractors as well as contractors. The new laws specifically prohibit governmental units from entering into contracts with contractors who have not (or their subs have not) complied with E-Verify requirements. Complete the attached affidavit, and include it with your submittal.

H. Please complete the attached Iran Divestment Act Certification Requirements  
And Include With Your Submittal

I. Other Information

- Project Implementation Timetable
- Management/Administrative Plan
- Community Sponsorship/Support

## CHECKLIST OF REQUIRED DOCUMENTATION

### Application:

- Section 1: Applicant and Project Overview
- Section 2: Project Description
- Section 3: Performance Measurements
- Section 4: Project Budget and Pro-forma
- Section 5: Agency Description
- Section 6: Disclosure of Potential Conflicts of Interest

### Other Required Attachments:

Please provide **one copy** of each of the following documents:

- Current list of Board of Directors, including addresses, phone numbers, terms, and relevant affiliations
- Current Bylaws and Articles of Incorporation
- IRS tax determination letter [501(c)(3)] (if applicable)
- Most recent independent audit (if applicable)

Applicant Name \_\_\_\_\_

Type of Development Project: \_\_\_\_\_

Homeownership \_\_\_\_\_

Rental \_\_\_\_\_

Other (Special Needs) \_\_\_\_\_

FOR OFFICE USE ONLY

Received By \_\_\_\_\_

Date/Time \_\_\_\_\_ / \_\_\_\_\_

Section	Subsection
1. Cover Page	<ul style="list-style-type: none"> <li>a. <input type="checkbox"/> Applicant Contact Information</li> <li>b. <input type="checkbox"/> Property Requested for Development</li> <li>c. <input type="checkbox"/> Signed Application Cover Page</li> <li>d. <input type="checkbox"/> Signed Disclosure of Conflicts of Interest</li> </ul>
2. Applicant/Organization	<ul style="list-style-type: none"> <li>a. <input type="checkbox"/> Applicant/Organization Years in operation</li> <li>b. <input type="checkbox"/> Applicant/Organization Purpose/Mission</li> <li>c. <input type="checkbox"/> Applicant/Organization Types of Services Provided</li> <li>d. <input type="checkbox"/> Applicant/Organization History with Programs</li> <li>e. <input type="checkbox"/> Other Pertinent Applicant/Organization Information</li> <li>f. <input type="checkbox"/> Schedule of Positions</li> <li>g. <input type="checkbox"/> Living Wage</li> <li>h. <input type="checkbox"/> Applicant/Organization Budget</li> </ul>
3. Project Information	<ul style="list-style-type: none"> <li>a. <input type="checkbox"/> Type of Project</li> <li>b. <input type="checkbox"/> Applicant/Organization Collaboration</li> <li>c. <input type="checkbox"/> Summary of Project</li> <li>d. <input type="checkbox"/> Description of Identified Need</li> <li>e. <input type="checkbox"/> Description of Population to be Served</li> <li>f. <input type="checkbox"/> Program Staffing, Capacity, &amp; Expertise</li> <li>g. <input type="checkbox"/> Program Implementation Timeline</li> <li>h. <input type="checkbox"/> Value of Investment</li> <li>i. <input type="checkbox"/> Other Pertinent Information</li> <li>j. <input type="checkbox"/> Target Population/Beneficiary Chart</li> <li>k. <input type="checkbox"/> Project Budget, Detail, &amp; Cost per Individual/Household</li> </ul>
4. Attachments	<ul style="list-style-type: none"> <li>a. <input type="checkbox"/> Audit: Organizations receiving \$300,000 or more in Federal financial assistance, and/or organizations with more than \$500,000 of receipts and expenditures in a fiscal year, must secure an audit.</li> <li>b. <input type="checkbox"/> IRS Federal Form 990</li> <li>c. <input type="checkbox"/> NC Solicitation License</li> <li>d. <input type="checkbox"/> IRS Federal Tax-Exemption Letter</li> <li>e. <input type="checkbox"/> Certificate of Insurance</li> <li>f. <input type="checkbox"/> List of Board of Directors</li> </ul>

**1. COVER PAGE**

**a) Applicant Contact Information**

Applicant Organization’s Legal Name: \_\_\_\_\_

Applicant Organization’s Physical Address: \_\_\_\_\_

Applicant Organization’s Mailing Address: \_\_\_\_\_

Applicant Organization’s Web Address: \_\_\_\_\_

Executive Director/President: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

**b) Properties Requested and Funding source for Development**  
**List all FY17-18 Funding Being Provided – For Each Property and Specify the Proposed Use of Property**

<u>Property#</u>	<u>Parcel#</u>	<u>Proposed Use</u>	<u>Total Development Costs</u>
<b># Properties</b>			

**c) To the best of my knowledge and belief all information and data in this application is true and current. The document has been duly authorized by the governing board of the applicant.**

**Signature:** \_\_\_\_\_  
 Executive Director/President Date \_\_\_\_\_  
 (Title of Authorized Officer)

**Signature:** \_\_\_\_\_  
 Board Chairperson Date \_\_\_\_\_

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**d) DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

Are any of the Board Members or employees of the organization which will be carrying out this program or members of their immediate families, or their business associates...

**YES NO**

- a) Employees of or closely related to employees of Orange County?
  
- b) Members of or closely related to members of the governing bodies of Orange County?
  
- c) Current beneficiaries of the program/project for which funds are being requested?
  
- d) Paid providers of goods or services to the program/project or having other financial interest in the program/project?

If you have answered YES to any question, **please provide a full explanation below.**

**To the best of my knowledge and belief all of the above information is true and current. I acknowledge and understand that the existence of a potential conflict of interest does not necessarily make the program ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any grant awarded.**

**Signature:** \_\_\_\_\_ Date \_\_\_\_\_  
Executive Director/President  
(Title of Organization's Authorized Officer)

**Signature:** \_\_\_\_\_ Date \_\_\_\_\_  
Board Chairperson

## CERTIFICATIONS

The undersigned applicant hereby agrees to the following certifications.

1. The undersigned applicant certifies that housing or service produced with the county owned land will be made available to eligible households within the income and occupancy limits set by the Department for the specific program/project for a specified period.
2. The undersigned applicant agrees they shall at all times remain in compliance with all applicable local, state, and federal laws, rules, and regulations including but not limited to all state and federal non-discrimination laws, policies, rules, and regulations and the Orange County Non-Discrimination Policy and Orange County Living Wage Policy (each policy is incorporated herein by reference and may be viewed at [http://www.orangecountync.gov/departments/purchasing\\_division/contracts.php](http://www.orangecountync.gov/departments/purchasing_division/contracts.php))
3. The undersigned applicant certifies that no tenant living in any residential unit in property to be rehabilitated has been forced to move by the applicant without cause in the twelve month period preceding the submission of this application and that no tenants will be forced to move without cause prior to award of land for development except to rehabilitate the project in compliance with an approved relocation plan. Applicant further agrees to comply with the relocation requirements of the Department if any residential occupant is required to be temporarily or permanently displaced as a result of the rehabilitation undertaken pursuant to this application. All relocations must be in conformance with the Uniform Relocation Act if the project will be utilizing federal funds.
4. The undersigned applicant represents and certifies that the project/program can be completed within the time schedule stated herein. The undersigned further certifies that the information contained in this application and in any attachments in support hereof is true, correct and complete to the best of the applicant's knowledge and belief and agrees to notify the Department promptly in writing of any changes in this information, including any changes in the sources and uses of funding for the project. The undersigned agrees to immediately notify the Department of a cancellation of the project, or if the project/program will not be completed within the proposed time schedule.
5. Access to Public Records Act Notice and Waiver. Applicants should give specific attention to the identification of information furnished to the Department under this application which they deem confidential, commercial or financial information, proprietary information, or trade secrets and provide any justification of why this information should not be disclosed. Applicants are advised that, upon request from a third party, the Department is required to make an independent determination as to whether the information may or must be divulged to that party. This information will be disclosed to appropriate staff of the Department or to public officials for purposes directly connected with the administration of the programs/projects for which its use is intended. Such information may be shared with State, federal or local government agencies which have a financial role in the project.
6. The undersigned applicant authorizes the Department to disclose any information known, related to the agency's prior performance, including reporting and history of related project/program completion in accordance with Performance/Development agreements, to any application review group, for the purpose of evaluating this application.
7. The undersigned applicant agrees to at all times indemnify and hold harmless the County against all losses, costs, damages, expenses and liabilities of any nature or kind (including, but not limited to attorney's fees, litigation and court costs, amounts paid in settlement, amounts paid to

discharge judgment, and any loss from judgment) arising out of, or related to acceptance, consideration, approval or disapproval of this application.

8. The undersigned applicant hereby certifies that the project/program proposed in this application can be developed in accordance with the development budget set forth herein and operated in accordance with the operating budget set forth herein.
9. The undersigned applicant hereby certifies that they have not been identified, and have not utilized the services of any agent or subcontractor, on the list created by the State Treasurer pursuant to G.S. 147-86.58.
10. The undersigned applicant hereby certifies that they and any subcontractors of they use will are and shall remain in compliance with Article 2 of Chapter 64 of the North Carolina General Statutes.
11. The undersigned applicant hereby agrees to the terms and conditions of the County's Program/Project Development Agreement, the Declaration of Restrictive Covenants and the Orange County ninety-nine (99) year period of affordability.

IN WITNESS WHEREOF, the undersigned, being duly authorized, has caused this document to be executed in its name on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ (Legal Name of Applying Entity)

**Signature:** \_\_\_\_\_  
Executive Director/President Date \_\_\_\_\_  
\_\_\_\_\_(Print Name)

**Signature:** \_\_\_\_\_  
Board Chairperson Date \_\_\_\_\_  
\_\_\_\_\_(Print Name)

**ORGANIZATION INFORMATION (Be Very Brief and Concise)**

Please provide the following information about your agency (2 pages OR LESS):

- a) Years in Operation, Date of Incorporation (*Month/Year*): \_\_\_\_\_
  
- b) Organization's Purpose/Mission (*no more than a few sentences*):
  
- c) Types of Services the Organization's Provides (*bullet format*):
  
- d) Organization's History with Providing These Services:
  
- e) Other Pertinent Organization's Information (*Ex. Has the Organization experienced any major changes in the past year? Is there a new Executive Director? Are there new initiatives?*)

**f) Schedule of Positions (*For Entire Organization*)**

- Full Time Equivalent (FTE) staff will be noted as 1.00; half time as .50; quarter time as .25, etc.
- Calculate a Full Time Equivalent for all recorded volunteer hours using the following:  
$$\frac{\text{Total Volunteer Hours}}{2,080} = \text{Volunteer FTE}$$

# of FTE - Full-Time Paid Positions: \_\_\_\_\_

# of FTE - Paid Part-Time Positions: \_\_\_\_\_

# of Volunteers: \_\_\_\_\_ # of FTE - Volunteers: \_\_\_\_\_

**g) Living Wage**

Does this Organization pay permanent employees a minimum living wage? (Yes / No)  
\_\_\_\_\_

If yes, is this Organization an Orange County Living Wage Certified Employer?  
\_\_\_\_\_

If no, please explain.

**h) Organization's Budget**



- Federal Government (CDBG/HOME/etc.)
    - Private Foundation Grants
  - Other Revenue
- Expenditures
  - Compensation
  - Rent & Utilities
  - Supplies & Equipment
  - Travel & Training
  - Other Expenses

v. Does your Organization's budget show a Surplus or Deficit? \_\_\_\_\_

Is there a significant change for last year, current year or projected for next year?

Yes/No \_\_\_\_\_

Please provide a brief explanation for Surplus or Deficit, and significant changes.

vi. What is your agency's fiscal year? \_\_\_\_\_  
 (Example: July 1, 2016 through June 30, 2017)

**Additional Program Information**

**a) Target Population**

Complete the following tables, with **numbers** (not percentages) of **households** served and to be served, to the best of your ability,

**Program Target Population Demographics**

	Actual 2015-16	Estimated 2016-17	Projected 2017-18
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<b>Gender</b>			
Male			
Female			
<b>Total</b>	0	0	0

<b>Ethnicity</b>			
African-American			
American Indian or Alaska Native			
Asian			
Caucasian			
Native Hawaiian or other Pacific Islander			
Other: specify _____			
<b>Total</b>	0	0	0

Of the above, how many Hispanic/Latino			
Of the above, how many non-Hispanic/Latino			
<b>Total</b>	0	0	0

<b>Age</b>			
0-5 years			
6-18 years			
19-50 years			
51+ years			
<b>Total</b>	0	0	0

<b>Geographic Location</b>			
<b>Orange County Breakdown</b>			
Town of Chapel Hill			
Town of Carrboro			
Town of Hillsborough			
City of Mebane (Orange County)			
Orange County (Outside Municipalities)			
<b>Total</b>	0	0	0

<b>Income Level</b>			
< 30% Area Median Income			

31-50% Area Median Income			
51-80% Area Median Income			
> 80% Area Median Income			
<b>Total</b>			

<b>Special Needs</b>			
Elderly (Over 62)			
Disabled (not elderly)			
Homeless			
People with HIV/Aids			
<b>Total</b>			

Required for Area Benefit Activities (Infrastructure and Public Facilities)				
Street	Census Tract	Block Group	Total Persons	#LMI Persons

**2016 Area Median Family income Limits**

*U.S. Department of Housing & Urban Development (HUD)  
2015 Area Median Family Income Limits  
Effective March 28, 2016*

<b>Income Level</b>	<b>1 person</b>	<b>2 people</b>	<b>3 people</b>	<b>4 People</b>	<b>5 people</b>	<b>6 people</b>	<b>7 people</b>	<b>8 people</b>
30% AMI	\$14,850	\$17,000	\$20,160	\$24,300	\$28,440	\$32,580	\$36,730	\$40,890
50% AMI	\$24,750	\$28,300	\$31,850	\$35,350	\$38,200	\$41,050	\$43,850	\$46,700
80% AMI	\$39,600	\$45,250	\$50,900	\$56,550	\$61,100	\$65,600	\$70,150	\$74,650

Based on the MFI of \$74,900 for households of 4 persons.

<https://www.huduser.gov/portal/datasets/il/il16/FY16-IL-nc.pdf>

**Description of Required Attachments**

**a) Financial Audit**

A recent financial audit that cover **2015**, for calendar year organizations, and **FY 2015-16**, for fiscal year agencies. For agencies with prior year revenues totaling \$500,000 or more a financial audit, prepared by a certified public accountant is required. Organizations with prior year revenues of less than \$500,000 may submit a completed [Schedule of Receipts and Expenditures](#) form (see application materials), in lieu of an audit/report. Organizations with a certified audit/report should not complete the form.

**b) IRS Federal Form 990**

A copy of the organization's 2014 Form 990 is required. The specific form depends upon the agency's financial activity. Review the [IRS' table guide](#), for more details. For Form 990-N (e-postcard) filers, include a copy of the postcard, with the agency's application materials.

**c) NC Solicitation License**

A copy of the organization's current solicitation license is required. Organizations that solicit contributions in North Carolina, directly or through a third party, must renew their licenses annually. For more details, refer to the NC Secretary of State's [licensing website](#) and its [Frequently Asked Questions Guide \(PDF\)](#), about exemptions. If exempt per N.C.G.S. § 131F-3, include a copy of the exemption letter with the agency's application materials.

**d) IRS Federal Tax-Exemption Letter**

A copy of the organization's IRS tax-exempt letter that confirms its nonprofit status is required. An agency can request a copy of its letter from the [IRS' Customer Account Services](#).

**e) Certificate of Liability Insurance**

A copy of the organization's current certificate, from the organization's insurance carrier. Table 1 below outlines insurance types and minimums required, for each jurisdiction. If exempt from Worker's Compensation compliance, include a statement explaining why, with the agency's application materials. *\*Note: If Approved for Funding: Approved agencies must provide an updated insurance certificate. The update should reflect the funding jurisdiction as an additional insured party and certificate holder and provide coverage for the duration of the funding period (July 1 – June 30). Renewal certificates must be sent to the jurisdiction 30 days prior to any expiration date, cancellation or modification of any stipulated insurance coverage.*

**Table 1. Forms of Liability Insurance and Minimum Policy Amounts Required**

INSURANCE	TOWN OF CARRBORO	TOWN OF CHAPEL HILL	ORANGE COUNTY <sup>3</sup>
Worker's Compensation <sup>1</sup>	Limits for Coverage A - Statutory State NC, for each employee  Limits for Coverage B - Employers Liability of: \$1 million Each Occurrence \$1,000,000 BID <sup>2</sup> limit	Limits for Coverage A - Statutory State NC, for each employee  Limits for Coverage B - Employers Liability of: \$100,000 Each Occurrence \$100,000 BID for each employee \$500,000 BID limit	Limits for Coverage A - Statutory State NC, for each employee  Limits for Coverage B - Employers Liability of: \$500,000 each accident, \$500,000 BID for each employee \$500,000 for BID limit
Commercial General Liability	\$100,000 Property Damage Liability \$1,000,000 Bodily Injury and Property Damage Limit	\$1 million Each Occurrence \$2 million Aggregate	\$1 million Each Occurrence \$2 million Aggregate
Automobile Liability	Not Applicable	\$1 million Each Occurrence	\$500,000 Each Occurrence
Professional Liability	Not Applicable	Not Applicable	\$1 million Each Occurrence \$2 million Aggregate

1. Visit the [NC Industrial Commission's website](#) for more information regarding Coverage A. Also, note that if an agency uses subcontractors, it must require subcontractors to have workmen's compensation insurance.
2. Bodily Injury by Disease (BID)
3. Please visit Orange County's [contracts webpage](#) for more information about the County's risk assessment procedures.

**f) List of Board of Directors**

Provide the following information about each board of director's member: name, telephone number, address, occupation or affiliation of each member and the list must identify the principal officers of the governing body, and length of term.

**g) Solid Waste Program Fee (SWPF) Verification**

This fee finances Orange County's recycling and waste reduction program. Submit either a) proof of payment of the agency's **FY 2016-17** Solid Waste Program Fee, OR b.) a statement on agency letter head indicating exemption and specify the person(s), business, etc. that is responsible for paying this fee.

**PROJECT DESCRIPTION**

*Please provide a thorough description of the project (by answering the "who," "what," "when," and "where" questions about your project). **Do not assume the reader knows anything about the project.***

**A. Project Name**

1. Project Name. \_\_\_\_\_

**B. “Who”**

1. Who is the target population to be served and how will their needs be addressed through this project? \_\_\_\_\_

2. Please indicate the income of the beneficiaries (households) to be served through the proposed project. Please see **Attachment 1** for the current income limits for the Durham-Chapel Hill MSA.

Income Group (Area Median Income)	Number of Households	% of Total Households
<30% of the AMI		
31%-50% of AMI		
51-60% of AMI		
>60-80% of AMI		
TOTAL		

**3. Project Staff.** Please provide names of staff, contractors, and/or volunteers that will be involved with the project. Describe their responsibilities with the project and track record in successful completion of similar projects in the past. \_\_\_\_\_

**C. “What”**

**1. Type of Activity.** Please check each category under which your project falls.

- |   |   |
|---|---|
| <input type="checkbox"/> Acquisition                        | <input type="checkbox"/> Second Mortgage Assistance |
| <input type="checkbox"/> Infrastructure/site improvements   | <input type="checkbox"/> Other (Specify): _____     |
| <input type="checkbox"/> New construction for homeownership |   |
| <input type="checkbox"/> New construction for rental        |   |
| <input type="checkbox"/> Mixed Use                          |   |
| <input type="checkbox"/> Mixed Finance                      |   |
| <input type="checkbox"/> Owner-occupied rehabilitation      |   |
| <input type="checkbox"/> Rental rehabilitation              |   |
| <input type="checkbox"/> Emergency shelter                  |   |
| <input type="checkbox"/> Transitional housing               |   |
| <input type="checkbox"/> Supportive housing                 |   |

**2. Project Description.** Please provide a general overview of your project, including what you are planning to produce and how you are planning to carrying out the project. \_\_\_\_\_

**D. “Where”**

**1. Project Location.** Please identify the county owned property proposed for affordable housing development (Map # and parcel #) be as specific as possible. \_\_\_\_\_

**2. Project Size (if applicable).** Please provide the size of development site: \_\_\_\_\_ acres

Please attach the following:

- Site map showing lot boundaries, locations of structure(s), and other site features
- General location map (at least ½ mile radius)

**E. "When"**

Attach a **detailed** timetable showing when each work task will be completed (e.g., planning; obtaining financial commitments; design; environmental review; bidding; loan closing; key milestones in construction; marketing; final inspection; occupancy; etc.)

**F. Project Details**

If the questions below are not applicable or the requested information is not currently available, please insert N/A.

**1. Property Acquisition.**

- a. Has your agency acquired real property in order to carry out the project, or is property acquisition planned? \_\_\_\_\_
- b. Is the property currently occupied? If so, attach a description of your plan to relocate. \_\_\_\_\_

**2. Construction Detail.**

- a. How many units will be newly constructed? \_\_\_\_\_
- b. How many units will be rehabilitated? \_\_\_\_\_
- c. What is the square footage of each unit? \_\_\_\_\_
- d. What is the number of bedrooms in each unit? \_\_\_\_\_
- e. What is the number of bathrooms in each unit? \_\_\_\_\_
- f. How many units will have full ADA accessibility? \_\_\_\_\_
- g. Please attach the following:
  - Floor plan(s)
  - Elevation(s)
  - List of Energy Efficiency measures included in the project (if applicable)
- h. How many households will have direct access to improved infrastructure, please describe.
  - List of Universal Design principles included in the project (if applicable)

**4. Affordability, Marketing, and Supportive Services.**

- a. Describe any methods to ensure long-term affordability of housing units, including subsidy recapture, equity sharing, deed restrictions, etc.: \_\_\_\_\_
- b. What are the proposed rents (including utility costs) or sales prices for completed units? \_\_\_\_\_

- c. Explain your organization’s process for marketing to ensure an adequate pool of income-eligible renters or homebuyers: \_\_\_\_\_
- d. Explain your organization’s process for marketing to ensure effective outreach to all the diverse population groups of the county?
- e. What supportive services, if any, will be provided through this project? \_\_\_\_\_

**Section 3: PERFORMANCE MEASUREMENTS**

**A. Goals and Objectives**

Please complete the following chart with information about the project’s goals and objectives.

Goal/Objective	Measurement
<i>Ex: Provide housing for low- to moderate-income households.</i>	<i>Ex: By October 2017, build eight rental units that are affordable to low income households. ≤ 50% median income.</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**B. Alignment with County Affordable Housing Needs.**

1. Please explain how the proposed project aligns with the County’s affordable housing needs and strategies \_\_\_\_\_
2. Why is use of county owned land for this project a good investment for the community (i.e. Added value)?
3. What would happen as your alternative if county owned land was not awarded?

**Section 4: PROJECT BUDGET AND PRO-FORMA**

**A. Project Budget**

Attach a **detailed project budget** showing all sources and uses of funds. Attach funding commitment letters where available or list of funding applications previously submitted and status including to whom, date of notification.

**B. Terms of Project Funding**

Please specify each type and source of funding for the project and terms of funding (affordability period, grant or loan rate if applicable, etc.).

**C. Pro-forma (for rental property only)**

If you are developing a property for rent, please attach a 20-year pro-forma showing estimated income, expenses, net operating income, debt service, and cash flow.

## Section 5: AGENCY DESCRIPTION

### A. Organization

What is your organization's . . .

1. Mission statement? \_\_\_\_\_
2. Incorporation date (Month and Year)? \_\_\_\_\_
3. Estimated Total Organization Budget for this fiscal year? \$ \_\_\_\_\_
4. Total number of Organization staff (full time equivalents): \_\_\_\_\_
5. Date of Organization's strategic plan and period covered and how project aligns with it?

### B. Agency Track Record and Community Support

Please describe your agency's experience and ability to carry out the proposed project, including:

1. Evidence of coordination of this application with other organizations to complement and/or support the proposed project
2. Involvement of intended beneficiaries of the project in the planning process
3. Past achievements in carrying out similar projects and evidence of successful record of meeting proposed budgets and timetables
4. List household members, collaborative relationships with other organizations to enhance or accomplish project results.
5. Plans to develop linkages with other programs and projects to coordinate activities so solutions are holistic and comprehensive
6. Any other features relating to organization capacity that you consider relevant, (i.e. property management experience, including accepting Section 8 Vouchers for rental or homebuyer homes etc.). \_\_\_\_\_



**County Funds to Help the County Reach a Countywide Shared Goal of up to 1,000 Affordable Housing Units in Five Years: 2016 – 2020**

**TARGETING INCOME and SPECIAL NEEDS by UNITS and PERCENT of FUNDS**

Household Income Range	Target Units	Percent of Funds	Examples of Population Served
0 to ≤ 30%	No Cap	No Cap	Minimum Wage Earners, Childcare Providers, Restaurant Service Workers and Artists
>30% to ≤ 60% Area Median Income	No Cap	No Cap	Maintenance Workers, Nursing Assistants and Health Aides, Teacher Assistants and Construction Helpers
> 60% to ≤ 80% of Area Median Income	No Cap	20%	Workforce employees, teachers, small business owners and first responders
Special Needs Populations	No Cap	No Cap	Residents with disabilities, older adults/seniors, residents experiencing or at risk of homelessness, and victims/survivors of domestic violence
<b>Total</b>	1,000		

**U.S. Department of Housing and Urban Development (HUD) Income Limits as of April 13, 2016: Area median income for Orange County is \$74,900 (family of four)**

- 30%-\$21,200**
- 50%-\$35,350**
- 60%-\$42,420**
- 80%-\$56,550**



**ATTACHMENT 2**

**County Funds to Help the County Reach a Countywide Shared Goal of up to 1,000 Affordable Housing Units in Five Years: 2016 – 2020**

**AFFORDABLE HOUSING PROGRAM EVALUATION: SCORING CRITERIA**

**A. Income Targeting and Special Needs (45 points)**

Household Income Range	Points to be Awarded
0 to ≤ 30%	25
>30% to ≤ 60% of Area Median Income	15
> 60% to ≤ 80% of Area Median Income	10
<b>Special Needs Populations</b>	20

**B. Leveraging (55 points)**

Percent Funded by Bonds and Other County Funding	Points to be Awarded
60 – 80%	3
40 – 59%	6
20 – 39%	9
10 – 19%	15
<10%	20
Other Criteria	Points to be Awarded
1. The project pays property taxes	2
2a. The project repays the bond funds – principal only.	3
2b. The project repays the bond funds – both principal and interest.	10
3. The Project is a <i>Mixed Income</i> Project: The project serves more than one income category and minimizes the concentration of affordable housing projects in a particular geographic area.	10
4. The Project is a <i>Mixed Use</i> Project: The project includes uses in addition to residential uses that offer access to employment opportunities, daily needs and health and human services.	10

**C. Building Design (25 points)**

<b>Scoring Criteria</b>	<b>Maximum Points to Be Awarded</b>
1. The project meets or exceeds the NC Housing Finance Agency Energy Efficiency Criteria.	3
2. The project is accessible to needed services for the target population such as healthcare, schools, and or grocery shopping.	4
3. The project provides for handicap accessibility and/or utilizes the principles of Universal Design in the building design.	5
4. Additional points may be awarded for meeting aspects associated with functionality, maintenance and dispersal.	2
5. The project is connected to water and sewer service or will connect to existing service or will use a community well and sewer system consistent with water and sewer boundary agreements and local standards.	6
6. Public transportation and related facilities and improvements are available where applicable, e.g., bus shelter, accessible stops, etc.	5

**D. Community Design (10 points)**

<b>Scoring Criteria</b>	<b>Maximum Points to be Awarded</b>
7. The project contributes to a mix of housing within an existing neighborhood.	3
8. Additional points may be awarded for criteria associated with building appearance, quality of construction, compatibility with surrounding housing, ability to foster a sense of a secure community, and contributes to neighborhood revitalization and or affordable housing preservation. (Details must be provided by applicant)	3
9. Environmental impacts are identified with plans included to adequately address minimizing impact on environment, e.g. reuse of building materials recycling, storm water management and water conservation.	4

**E. Community Sponsorship/Support (20 points)**

<b>Scoring Criteria</b>	<b>Maximum Points to be Awarded</b>
1. The applicant can submit explicit evidence that they coordinated the application with other organizations to complement and/or support the proposed project.	6
2. The applicant involved the intended beneficiaries of the project in the planning process and describes outreach and marketing plan to be inclusive.	6
3. The applicant can demonstrate that it has been actively involved, or describes the steps it will take to become actively involved in the Community's Consolidated Planning process to identify and address a housing need or problem that is related in whole or part to the proposed project.	4
4. The applicant has developed, or describes plans to develop linkages with other community activities so solutions are holistic and comprehensive.	4

**F. Project Feasibility (30 points)**

<b>Scoring Criteria</b>	<b>Maximum Points to be Awarded</b>
1. The applicant can demonstrate site control, zoning, compliance, and a timely construction schedule that is feasible.	10
2. Funding (other than bond or other County funding) is in place at the time of application.	10
3. The applicant's proposal is complete and presents a proposed project budget and financial model that is sustainable and based on reasonable assumptions.	10

**G. Developer Experience (25 points)**

<b>Scoring Criteria</b>	<b>Maximum Points to be Awarded</b>
1. Experience of the applicant in carrying out projects of comparable scope and nature (e.g., new construction, rental housing, rehabilitation, etc.) to that proposed, and has met regulatory compliance for prior projects.	10
2. Applicant has proposed a team with demonstrated development, managerial and financial management capabilities in prior projects.	5
3. Applicant has successful record of meeting proposed budgets and timetables.	10

**TOTAL POTENTIAL POINTS: 210**

STATE OF NORTH CAROLINA

AFFIDAVIT

ORANGE COUNTY

\*\*\*\*\*

I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and on behalf of \_\_\_\_\_ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

- 1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
- 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
- 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
  - a. YES \_\_\_\_\_, or
  - b. NO \_\_\_\_\_
- 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This \_\_\_\_ day of \_\_\_\_\_, 201\_.

\_\_\_\_\_  
Signature of Affiant  
Print or Type Name: \_\_\_\_\_

State of North Carolina Orange County

Signed and sworn to (or affirmed) before me, this the \_\_\_\_ day of \_\_\_\_\_, 2014.

My Commission Expires:

\_\_\_\_\_  
Notary Public

(Affix Official/Notarial Seal)

**IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S.  
143C-6A-5(a)**

Name of Contractor, Vendor or Bidder: \_\_\_\_\_

As of the date listed below, the contractor, vendor or bidder listed above, and all subcontractors utilized by the contractor, vendor or bidder listed above, is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the contractor, vendor or bidder listed above to make the foregoing statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

***Notes to persons signing this form:***

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address [www.nctreasurer.com/Iran](http://www.nctreasurer.com/Iran) and will be updated every 180 days.