

# REQUEST FOR PROPOSALS

## RFP 367-OC5392

ORANGE COUNTY

2023 AFFORDABLE HOUSING BOND FUNDS, CIP  
FUNDS, AND SURPLUS PROPERTY APPLICATION



Date of Issue: July 10, 2023

APPLICATION [WORKSHOP](#) – July 26, 2023, at 2:00 pm (Virtual)

APPLICATION DUE DATE – August 31, 2023, at 2:00 pm

Direct all inquiries concerning this RFP to:

Jovana Amaro

Purchasing Agent

Phone: 919-245-2651

Email: [jamaro@orangecountync.gov](mailto:jamaro@orangecountync.gov)

Electronic responses ONLY will be accepted for this solicitation

# REQUEST FOR PROPOSALS

## ORANGE COUNTY 2023 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 using Bond and Capital Improvement Plan (CIP) funds. The total amount of funds available is \$5,769,680. Also available for the use of affordable housing development are 11 surplus county-owned parcels of land.

Applicants are not required to make proposals using all available proceeds; the County will review and accept more than one proposal. **All proposals must be received electronically by August 31, 2023, 2:00 PM at the email addresses below.** No facsimile submissions will be accepted. For further information, please contact Jovana Amaro, [jamaro@orangecountync.gov](mailto:jamaro@orangecountync.gov), 919-245-2651.

### II. POLICY

The BOCC's intent and policy is 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

#### **Bonds:**

In 2016, the BOCC approved the Orange County FY 2016-2020 Affordable Housing Strategic Plan, which includes a countywide goal of providing 1,000 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. Also in November 2016, the BOCC approved target populations based on HUD's Area Median Income (AMI) calculations. 2023 AMIs are displayed in Attachment 1. Partial funds were released in 2016 and 2020; there are \$769,680 remaining bond funds to be distributed in this RFP cycle.

#### **Capital Improvement Plan (CIP) Funds:**

On June 20, 2023, the BOCC approved \$15 million in Capital Improvement Plan (CIP) funding for the affordable housing development. The funds will be released in increments of \$5 million in 2023, 2026, and 2029.

#### **Surplus County-Owned Land:**

On June 20, 2023, the BOCC declared 11 parcels of county-owned land as surplus for affordable housing. The County may:

1. Sell the properties by negotiated sale to either a public or private entity for the purpose of developing affordable housing for persons of low to moderate income (the property could be offered for below market rates to serve as a subsidy for the affordable housing project).

2. Lease the property to a public or private entity for the purpose of developing affordable housing for persons of low to moderate income (the lease rate could also be negotiated below market rate to serve as a subsidy for the affordable housing project); and

3. In the event that there are no developers interested in option (1) or (2), sell the property on the private market with the proceeds of the sale dedicated to other affordable housing projects.

The surplus properties are as follows:

| <b>PIN</b>        | <b>Location</b>    | <b>Jurisdiction</b> | <b>Acreage</b> |
|-------------------|--------------------|---------------------|----------------|
| 9865614458        | 108 Mollie Court   | Hillsborough        | 1.24           |
| <b>9865517394</b> | 229 Daye Street    | Hillsborough        | 0.64           |
| 9865622018        | Faucette Mill Road | Hillsborough        | 0.67           |
| 9844786326        | US 70 West         | Orange County       | 0.07           |
| 9844881230        | US 70 West         | Orange County       | 1.37           |
| 9844786242        | US 70 West         | Orange County       | 0.41           |
| 9778941081        | Wentworth Street   | Chapel Hill         | 0.34           |
| 9778930971        | Wentworth Street   | Chapel Hill         | 0.38           |
| 9778941099        | Wentworth Street   | Chapel Hill         | 0.17           |
| 9778631313        | NC 54              | Carrboro            | 0.91           |
| 9778635482        | NC 54              | Carrboro            | 1.95           |

#### **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 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 the 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. 2023 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 one affordable housing development project, 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.

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

### 2023 AFFORDABLE HOUSING BOND FUNDS, CIP FUNDS, AND SURPLUS PROPERTY

#### TIMELINE

|                           |  |
|---------------------------|--|
| June 20, 2023             | Board of County Commissioners (BOCC) Approve Release of RFPs for Bond Funds, CIP Funds, and Surplus Land |
| July 10, 2023             | RFPs Applications Released   |
| July 26, 2023             | <a href="#">Application Workshop(s)</a>  |
| July 10 – August 30, 2023 | Applicant Preparation of Applications  |
| August 31, 2023           | Application Submissions are Due  |
| September 2023            | Review Applications – County Team  |
| September 2023            | Affordable Housing Advisory Committee Review   |
| October 2023              | BOCC consider approval of recommendations  |
| November 1, 2023          | Contracts Executed & Projects Begin  |

# REQUEST FOR PROPOSALS

## ORANGE COUNTY

### 2023 AFFORDABLE HOUSING BOND FUNDS, CIP FUNDS, AND SURPLUS PROPERTY

#### APPLICATION

All organizations proposing development on 2023 Affordable Housing Bond Funds under this RFP must complete and submit this application prior to the deadline to be considered.

**Application Submission Deadline: Thursday, August 31, 2023, by 2:00 p.m.**

Questions and inquiries related to this RFP shall be submitted in writing to Jovana Amaro, Purchasing Agent at [jamaro@orangecountync.gov](mailto:jamaro@orangecountync.gov), copying Erica Cormack, Community Development Program Manager, at [ecormack@orangecountync.gov](mailto:ecormack@orangecountync.gov). Applicants should enter "RFP No:367-OC5392: Questions" as the subject for the email. Questions submittals should include a reference to the applicable RFP section. Written responses will be provided by written addendum.

Critical updated information may be included in Addenda to this RFP. It is important that all Applicants proposing on this RFP periodically check the Orange County's website <https://www.orangecountync.gov/bids.aspx> for any Addenda that may be issued prior to the bid opening date. All Applicants shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

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.)**

**Note: Non-Mandatory Pre-Submittal Virtual Conference**

**Date: July 26, 2023**

**Time: 2:00 p.m. Eastern Time**

**Instructions:**

A virtual application orientation [workshop](#) will be held on **July 26, 2023 at 2:00 PM** 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.

**The link to join the Zoom meeting: [workshop](#)**

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:**

**Electronic responses ONLY will be accepted for this solicitation.**

Applicants should enter **“RFP No: 367-OC5392: Applicant’s Name, 2023 Affordable Housing Bond Funds Application”**: as the subject for the email. Electronic (PDF Format) responses shall be submitted by 2:00 p.m. EST on Tuesday, August 31, 2023. Electronic submittals shall be emailed to [jamaro@orangecountync.gov](mailto:jamaro@orangecountync.gov) by the date specified above.

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

Submittals must include:

- The completed application in pdf format (.pdf) should be submitted to the Purchasing Agent at the email address below.
- Budget files (Excel files are preferable)
- All attachments (**CLEARLY** labeled with year, name of applicant organization, and name of document)

**Submit Applications Electronically to:**

|   |
|---|
| Jovana Amaro, Purchasing Agent  |
| Email: <a href="mailto:jamaro@orangecountync.gov">jamaro@orangecountync.gov</a> |

## 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. Complete the attached Iran Divestment Act Certification Requirements and Include it with your Submittal.
- I. Addendum Acknowledgement Form. Initial for Addendums received and include it with your submittal.
- J. Complete that attached Orange County Non-discrimination Certification Form and include it with your Submittal.
- K. Complete the attached Supplemental Vendor Information: Historically Underutilized Form and include with your submittal.
- L. 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

### 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)

**SECTION 1: APPLICANT AND PROJECT OVERVIEW**

FOR OFFICE USE ONLY

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

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

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

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

Homeownership \_\_\_\_\_

Rental \_\_\_\_\_

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

| 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> |

|                       |  |
|-----------------------|--|
| <b>4. Attachments</b> | <ul style="list-style-type: none"><li>a. <input type="checkbox"/> <b>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.</b></li><li>b. <input type="checkbox"/> <b>IRS Federal Form 990</b></li><li>c. <input type="checkbox"/> <b>NC Solicitation License</b></li><li>d. <input type="checkbox"/> <b>IRS Federal Tax-Exemption Letter</b></li><li>e. <input type="checkbox"/> <b>Certificate of Insurance</b></li><li>f. <input type="checkbox"/> <b>List of Board of Directors</b></li></ul> |
|-----------------------|--|

**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 FY23-24 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 their 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 not, please explain.

**h) Organization's Budget**

- i. Is your organization currently receiving and/or requesting other government funding (from the Town of Carrboro, Town of Chapel Hill, and Orange County)? (Yes/No) \_\_\_\_\_
- ii. For development of land under this RFP? (Yes/No) \_\_\_\_\_

If yes, please list below:

Include **all** programs and **all** funding awards/requests from Carrboro, Chapel Hill, and Orange County governments (including CDBG, HOME, State, Private, etc.) for each property proposed for development.

| Property Parcel # | FY23-24 Funding Request | Source |
|-------------------|-------------------------|--------|
|                   |                         |        |
|                   |                         |        |
|                   |                         |        |
|                   |                         |        |
|                   |                         |        |
|                   |                         |        |
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|                   |                         |        |
|                   |                         |        |
|                   |                         |        |
|                   |                         |        |
|                   |                         |        |
|                   |                         |        |
|                   |                         |        |

\*Add rows or attach additional page, if needed.

- iii. Submit your Organization's Project budget.
- iv. Organization's Budgets are required to define budget amounts for the previous program year, current program year, and next program year for the following categories:
  - Revenues
    - Private Donations
    - Program Generated Revenue
    - Local Government Grants
      - Carrboro Human Services
        - Carrboro Other
        - Chapel Hill Human Services
        - Chapel Hill Other (include CDBG funding here)
        - Orange County Human Services
        - Orange County Other (Include HOME funding here)
        - Hillsborough (Any)
      - Other Government Grants
        - Triangle United Way
        - State Government

- 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, 2023 through June 30, 2024)*

**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,

| <b>Program Target Population Demographics</b> |                   |                      |                      |
|---|-------------------|----------------------|----------------------|
|   | Actual<br>2022-23 | Estimated<br>2023-24 | Projected<br>2024-25 |
| <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 |
|   |              |             |               |              |
|   |              |             |               |              |
|   |              |             |               |              |
|   |              |             |               |              |
|   |              |             |               |              |

**2023 Area Median Family Income Limits**

*U.S. Department of Housing & Urban Development (HUD)  
2023 Area Median Family Income Limits*

| <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             | 21,250          | 24,300          | 27,350          | 30,350          | 35,140          | 40,280          | 45,420          | 50,560          |
| 50% AMI             | 35,400          | 40,450          | 45,500          | 50,550          | 54,600          | 58,650          | 62,700          | 66,750          |
| 80% AMI             | 56,650          | 64,750          | 72,850          | 80,900          | 87,400          | 93,850          | 100,350         | 106,800         |

Based on the MFI of \$116,200 for households of 4 persons.

## ATTACHMENTS

### Description of Required Attachments

a) **Financial Audit**

A recent financial audit that covers **2022**, for calendar year organizations, and **FY 2021-22**, 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 Attachment 3), 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 2022 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's 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<br><br>Limits for Coverage B - Employers Liability of: \$1 million Each Occurrence<br>\$1,000,000 BID <sup>2</sup> limit | Limits for Coverage A - Statutory State NC, for each employee<br><br>Limits for Coverage B - Employers Liability of: \$100,000 Each Occurrence<br>\$100,000 BID for each employee<br>\$500,000 BID limit | Limits for Coverage A - Statutory State NC, for each employee<br><br>Limits for Coverage B - Employers Liability of: \$500,000 each accident, \$500,000 BID for each employee<br>\$500,000 for BID limit |
| Commercial General Liability       | \$100,000 Property Damage Liability<br>\$1,000,000 Bodily Injury and Property Damage Limit   | \$1 million Each Occurrence<br>\$2 million Aggregate   | \$1 million Each Occurrence<br>\$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<br>\$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 2023-24** 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.

**2. 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 |
|-----------------------------------|----------------------|-----------------------|
| <i>&lt;30% of the AMI</i>         |                      |                       |
| <i>31-60% of AMI</i>              |                      |                       |
| <i>&gt;61-80% of AMI</i>          |                      |                       |
| <i>TOTAL</i>                      |                      |                       |

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.

- Acquisition
- Infrastructure/site improvements
- New construction for homeownership
- New construction for rental
- Mixed Use
- Mixed Finance
- Owner-occupied rehabilitation
- Rental rehabilitation
- Emergency shelter
- Transitional housing
- Supportive housing
- Second Mortgage Assistance
- Other (Specify): \_\_\_\_\_

2. **Project Description.** Please provide a general overview of your project, including what you are planning to produce and how you are planning to be 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 2024, 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 the 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.). \_\_\_\_\_



**HUD'S 2023 AMI LIMITS:**

| FY 2023<br>Income Limit<br>Area                       | Median<br>Family<br>Income | FY 2023 Income<br>Limit Category             | Persons in Family |        |        |        |        |        |         |         |
|---|----------------------------|--|-------------------|--------|--------|--------|--------|--------|---------|---------|
|   |                            |  | 1                 | 2      | 3      | 4      | 5      | 6      | 7       | 8       |
| Durham-<br>Chapel Hill<br>NC HUD<br>Metro FMR<br>Area | \$116,200                  | Extremely Low<br>(30%) Income<br>Limits (\$) | 21,250            | 24,300 | 27,350 | 30,350 | 35,250 | 40,280 | 45,420  | 50,560  |
|   |                            | Very Low (60%)<br>Income Limits (\$)         | 48,804            | 55,776 | 62,748 | 69,720 | 75,298 | 80,875 | 86,453  | 92,030  |
|   |                            | Low (80%) Income<br>Limits (\$)              | 56,650            | 64,750 | 72,850 | 80,900 | 87,400 | 93,850 | 100,350 | 106,800 |



## ATTACHMENT 2

### AFFORDABLE HOUSING PROGRAM EVALUATION: SCORING CRITERIA

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

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

#### B. Local Residency (5 points)

| Percent of Orange County residents at sale or lease-up | Points to be Awarded |
|--|----------------------|
| 80-100%  | 5                    |
| 50-80%   | 2                    |
| 0-50%  | 0                    |

#### C. Leveraging (52 points)

| Percent Funded by Bonds and Other County Funding  | Points to be Awarded |
|---|----------------------|
| 81-100%   | 0                    |
| 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<br><i>These criteria do not apply to nonprofit sponsored projects</i>  | 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 Project: The project serves more than one income category and minimizes the concentration of affordable housing projects in a particular geographic area.</i> | 10                   |
| 4. The Project is a <i>Mixed Use Project: The project includes uses in addition to residential uses that offer access to employment opportunities, daily needs and health and human services.</i> | 10                   |

**D. Building and Site Design (20 points)**

| <b>Scoring Criteria</b>  | <b>Maximum Points to Be Awarded</b> |
|--|-------------------------------------|
| 1. Project incorporates sustainable design elements, such as smaller building sizes, use of local/recycled building materials, energy efficient features, LED lighting, water conservation fixtures, efficient HVAC systems, etc.  | 5                                   |
| 2. Project provides handicap accessibility and/or incorporates Universal Design  | 5                                   |
| 3. Project incorporates sustainable community and environmental design elements, such as flexible lot design, low impact development, storm water controls, reduced impervious surface areas, natural or drought-resistant landscaping, or any other additional element that would serve to minimize negative environmental impacts, as Orange County regulations allow. | 5                                   |
| 4. 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.  | 5                                   |

**E. Community Design (20 points)**

| <b>Scoring Criteria</b>   | <b>Maximum Points to be Awarded</b> |
|---|-------------------------------------|
| 1. The project contributes to a mix of housing within an existing neighborhood.   | 3                                   |
| 2. Bonus points for building appearance, quality of construction, compatibility with surrounding housing, ability to foster a sense of a secure community, and contribution to neighborhood revitalization and/or affordable housing preservation (details must be provided by applicant) | 5                                   |
| 3. Project is accessible to services such as healthcare, schools, groceries, etc.   | 4                                   |
| 4. Public transportation, to include a bus route or on-demand service (or equivalent), and related facilities are available (e.g., bus shelters, accessible stops, etc.)  | 5                                   |
| 5. Project is located in an area of the county traditionally underserved by housing development   | 3                                   |

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

| <b>Scoring Criteria</b>   | <b>Maximum Points to be Awarded</b> |
|---|-------------------------------------|
| 1. Applicant can show evidence that they coordinated with other organizations to complement and/or support the proposed project.  | 6                                   |
| 2. Applicant can show evidence that they involved the intended beneficiaries of the project in the planning process and that the outreach and marketing plan is inclusive.  | 6                                   |
| 3. 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 related to the proposed project. | 4                                   |
| 4. Applicant has developed, or can demonstrate plans to develop, links with other community activities to provide holistic community services.  | 4                                   |



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

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

**H. Developer Experience (40 points)**

| <b>Scoring Criteria</b>  | <b>Maximum Points to be Awarded</b> |
|--|-------------------------------------|
| 1. Applicant has experience carrying out comparable projects to that proposed and has met regulatory compliance for previous projects. | 10                                  |
| 2. Applicant has a proposed team with demonstrated development, managerial and financial management capabilities in prior projects.    | 10                                  |
| 3. Applicant and team members have a successful record of meeting proposed budgets and timelines                                       | 10                                  |
| 4. Project sponsor is a nonprofit housing provider.  | 10                                  |

**TOTAL POTENTIAL  
POINTS: 232**

## ATTACHMENT 3

### Schedule of Receipts and Expenditures For Agencies with Revenues Less than \$500,000

**Purpose:** This form is for agencies with receipts less than \$500,000 that do not have a financial audit (or a financial report), prepared by a certified public accountant (CPA). An agency does not need to complete this form if it has a prepared audit/report it can submit for the calendar year ending December 31, 2017 or the fiscal year ending June 30, 2023. Agencies with receipts totaling \$500,000, from any source, must submit a CPA-certified financial audit.

**Directions:** Tab through each field to enter information. The Receipts/Amounts columns will calculate totals for each section/subsection row. You will be unable to modify locked cells.

| 1. Agency Information  |                                   |   |
|--|-----------------------------------|---|
| Agency Name:   |                                   |   |
| Mailing Address  |                                   |   |
| Agency Fiscal Year End: (mm/dd/yyyy)   |                                   |   |
| <b>2. Preparer:</b> [PLEASE INDICATE WHO PREPARED THIS INFORMATION BY PLACING AN "X" IN THE CORRECT BOX: | <input type="checkbox"/> Employee | <input type="checkbox"/> CPA/Accountant |
| Name of Preparer:  |                                   |   |
| Preparer's Title:  |                                   |   |
| Daytime Phone Number:  |                                   |   |
| Email Address:   |                                   |   |
| 3. Receipts  |                                   |   |
| Funding Source   | Purpose                           | Dollar Amount                           |
|  |                                   | -                                       |
|  |                                   | -                                       |
|  |                                   | -                                       |
|  |                                   | -                                       |
|  |                                   | -                                       |
|  |                                   | -                                       |
|  |                                   | -                                       |
|  |                                   | -                                       |
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|  |                                   | -                                       |
|  |                                   | -                                       |
|  |                                   | -                                       |
|  |                                   | -                                       |
|  |                                   | -                                       |
|  |                                   | -                                       |
|  |                                   | -                                       |
| <b>Total Receipts:</b>   |                                   | \$ -                                    |

| 4. Expenditures   |             |               |
|---|-------------|---------------|
| Category  |             | Dollar Amount |
| Personnel   |             | -             |
| Contracted Services   |             | -             |
| <b>(a)Total Personnel/Contracted Services Costs:</b>                  |             | <b>\$ -</b>   |
| Office Supplies & Materials   |             | -             |
| Service Related Supplies  |             | -             |
| <b>(b)Total Supplies &amp; Material Costs:</b>                        |             | <b>\$ -</b>   |
| Travel  |             | -             |
| Communications & Postage  |             | -             |
| Utilities   |             | -             |
| Printing & Binding  |             | -             |
| Repair & Maintenance  |             | -             |
| Meeting/Conference Expense  |             | -             |
| Employee Training (no travel)   |             | -             |
| Classified Advertising  |             | -             |
| In-State Board Meeting Expenses                                       |             | -             |
| <b>(c)Total Non-Fixed Operating Expense:</b>                          |             | <b>\$ -</b>   |
| Office Rent (Land, Buildings, etc.)                                   |             | -             |
| Furniture Rental  |             | -             |
| Equipment Rental (Phones, Computers, etc.)                            |             | -             |
| Vehicle Rental  |             | -             |
| Dues & Subscriptions  |             | -             |
| Insurance & Bonding   |             | -             |
| Books/Library Reference Materials                                     |             | -             |
| Mortgage Principal, Interest and Bank Fees                            |             | -             |
| <b>(d)Total Fixed Charges &amp; Other Expenses:</b>                   |             | <b>\$ -</b>   |
| Buildings & Improvements  |             | -             |
| Leasehold Improvements  |             | -             |
| Furniture/Non-Computer Equip., \$500+ per item                        |             | -             |
| Computer Equipment/Printers, \$500+ per item                          |             | -             |
| Furniture/Equip., under \$500 per item                                |             | -             |
| <b>(e)Total Property &amp; Equipment Outlay:</b>                      |             | <b>\$ -</b>   |
| Purchase of Services  |             | -             |
| Contracts with Service Providers                                      |             | -             |
| Stipends/Scholarships/Bonuses/Grants                                  |             | -             |
| <b>(f)Total Services/Contracts:</b>                                   |             | <b>\$ -</b>   |
| Food  |             | -             |
| Other Expense (provide description here):                             | Description | -             |
| Other Expense (provide description here):                             | Description | -             |
| Other Expense (provide description here):                             | Description | -             |
| Other Expense (provide description here):                             | Description | -             |
| <b>(g)Total Other Expenses:</b>                                       |             | <b>\$ -</b>   |
| <b>Total Expenditures (Sum of subtotals a through g):</b>             |             | <b>\$ -</b>   |
| <b>Unexpended cash balance (do NOT use with reimbursement grants)</b> |             |               |
| Beginning of the year cash balance                                    |             | \$ -          |
| End of the year cash balance  |             | \$ -          |

\_\_\_\_\_  
Signature - Agency's Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**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.

**\*\*\*\*\*Contractor, Vendor or Bidder – Return This Form with All Other Required Documentation\*\*\*\*\***

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 \_\_\_\_\_, 20\_\_.

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

State of North Carolina, \_\_\_\_\_ County

Signed and sworn to (or affirmed) before me, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires:  
\_\_\_\_\_

Notary Public

(Affix Official/Notarial Seal)

## **ADDENDUM ACKNOWLEDGEMENT FORM**

Consultants must acknowledge receipt of addendums posted by Orange County before the RFP/RFQ deadline. Please initial for Addendums received.

Addendum No 1 \_\_\_\_\_

Addendum No 2 \_\_\_\_\_

Addendum No 3 \_\_\_\_\_

## ORANGE COUNTY NONDISCRIMINATION CERTIFICATION

The undersigned bidder or proposer hereby certifies and agrees that the following information is correct:

1. In preparing its enclosed bid or proposal, the undersigned bidder or proposer has considered all bids and proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in discrimination as defined in Section 12-52 of the Orange County Non-discrimination Ordinance.
2. Without limiting any other remedies that Orange County may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for Orange County to reject the bid or proposal submitted with this certification, and terminate any contract awarded based on such bid or proposal. It shall also subject the bidder or proposer to disqualification from participating in county contracts or bid processes for up to two years.
3. As a condition of contracting with Orange County, the undersigned bidder or proposer agrees to promptly provide to Orange County all information and documentation that may be requested by Orange County from time to time regarding the solicitation and selection of suppliers and subcontractors in connection with this solicitation process. Failure to maintain or failure to provide such information constitutes grounds for Orange County to reject the bid or proposal and to terminate, without penalty to Orange County, any contract awarded on such bid or proposal. All such information and documentation shall be maintained for a period of three years after the expiration of the contract.
4. As part of its bid or proposal, the undersigned bidder or proposer shall provide to Orange County a list of all instances within the past ten years where a complaint was filed or pending against bidder or proposer in a legal or administrative proceeding alleging that bidder or proposer discriminated against its subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.
5. As a condition of submitting a bid or proposal to Orange County the undersigned bidder or proposer agrees to comply with the Orange County Non-discrimination Ordinance. Falsification of this certification shall constitute a violation of the Orange

County Non-Discrimination Ordinance and shall be grounds for rejection of the bid or proposal or termination of an existing contract, without fault or further obligation to Orange County.

6. As a condition of submitting a bid or proposal to Orange County the undersigned bidder or proposer agrees that Orange County may consider the information submitted as part of this certification in its determination of the responsibility of the undersigned bidder or proposer. The undersigned bidder or proposer, as the case may be, waives the right to challenge the rejection of a bid or proposal when such rejection is based, in its entirety, on information submitted as part of this certification.

The bidder or proposer certifies the undersigned has full authority to sign on its behalf.

By: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

On behalf of \_\_\_\_\_

\_\_\_\_\_  
Company or Corporate name



### **Supplemental Vendor Information: HISTORICALLY UNDERUTILIZED BUSINESSES**

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the County invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFP/RFQ. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

1) Is Vendor a Historically Underutilized Business?  **Yes**  **No**

2) Is Vendor Certified with North Carolina as a Historically Underutilized Business?  **Yes**  **No**

If so, state HUB classification:

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