



## **Request for Proposals**

### **Wake County Housing and Community Revitalization**

### **Multi-Family Affordable Housing Rehabilitation**

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#### **STATEMENT OF PURPOSE**

Wake County Housing and Community Revitalization seeks proposals for the rehabilitation and preservation of existing multi-family, affordable housing properties located in Wake County.

Properties must contain rental units affordable to individuals, families and/or vulnerable populations with incomes that are at or below 60% of the area median family income (AMI) (Attachment 2). Funds may be used to make essential repairs needed to maintain the habitability and affordability of existing housing units.

Eligible rehabilitation expenditures include labor, materials and other rehabilitation cost; refinancing, if necessary and appropriate; energy efficient improvements; evaluating and treating lead based paint; conservation costs for water and energy efficiency; landscaping, sidewalks, and driveways when accompanied with other rehabilitation; and handicap accessibility improvements. Funds may not be used for new construction, purchase of appliances, general operating or programmatic expenses.

Funds are made available through the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) and will be subject to all Federal requirements. Awards will be made in the form of a grant or an interest free loan depending on the cost of repairs. All assisted units are subject to income and rent restrictions for the period of ten (10) years, as well as associated annual monitoring for compliance.

Any questions regarding the multifamily affordable housing rehabilitation program should be addressed to Kelly Baraldi at 919-856-6318 or [Kelly.Baraldi@wakegov.com](mailto:Kelly.Baraldi@wakegov.com).

#### **ELIGIBLE PROJECTS**

To be eligible, the rehabilitation must:

- i) Provide multifamily rental housing for families, individuals and/or vulnerable populations earning at or below 60% AMI.
- ii) Be located in Wake County, excluding the City of Raleigh and the Town of Cary.

- iii) Projects must be for the rehabilitation of existing units, including the conversion of existing units to single room occupancy (SRO) or efficiency units.
- iv) The property must meet the minimum property standards, housing quality standards and all applicable building codes upon completion of construction or rehabilitation. Higher scores will be given to projects that commit to meeting Energy Star requirements or better (third party verification required upon completion of construction/rehabilitation).
- v) Properties that are not vacant should account for tenant relocation in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) and other HUD requirements such as Section 104(d) of the Housing and Community Development Act. (NOTE: Tenants cannot be asked to relocate in anticipation of applying for CDBG funds.

Developments may be mixed-income. For mixed-income developments, only the portion of the development affordable to households earning less than 60% AMI will be considered for funding. However, the compatibility and feasibility of the entire development will be considered when evaluating applications for funding.

#### **APPLICATION DEADLINE AND SCHEDULE**

August 18 to September 11: Staff available for questions and technical assistance. Please contact Kelly Baraldi at 919-856-6318 or [Kelly.Baraldi@wakegov.com](mailto:Kelly.Baraldi@wakegov.com)

September 15: Deadline for receipt of application by Wake County. All applications must be received in the Housing and Community Revitalization office by 4:00 pm.

September 15 to September 29: Staff committee evaluation of applications.

October 2: Notification of grant awards.

#### **PROPOSAL SUBMISSION, EVALUATION AND RIGHT TO REJECT**

Please submit proposals by using the attached application checklist (attachment 1). Submit an original application with three (3) copies in a 3-ring binder with tabs separating each section and one (1) electronic copy.

A review team will evaluate proposals and make funding recommendations. The review team will use criteria listed in the "Evaluation Criteria" section below to evaluate each application.

Any application scoring less than 75 out of the 100 eligible points will not be recommended for funding approval. Commitments will be valid for six (6) months from the date of approval.

Wake County reserves the right to reject any or all applications received, and to negotiate rehabilitation features and funding terms in order to best serve the interests of residents.

#### **EVALUATION CRITERIA**

The following criteria will be used to evaluate rehabilitation proposals. All projects must meet the goals set out by Wake County in the Housing Action Plan. Staff members from Wake County Housing and Community Revitalization and staff from other County Departments will

evaluate all applications. Any application scoring less than 75 out of the 100 eligible points will not be recommended for funding approval.

<b>Evaluation Criteria</b>	<b>County Points</b>
Cost Reasonableness	25
Project Timeline	25
Rehabilitation Quality	25
Energy Star	5
Favorable County Monitoring	20
<b>Total</b>	<b>100</b>

### **Cost Reasonableness**

To be allowable, cost must be necessary and reasonable to complete the requested rehabilitation project. Cost must be eligible and allocable to federal award under the provisions of the OMB circulars and be authorized or not prohibited under state or local laws or regulations. Cost must be consistent with policies, regulations and procedures that apply uniformly to both federal awards and other activities of the governmental unit and be determined in accordance with generally accepted accounting principles.

The credit and financial management of the owner and/or the contractor will be evaluated to ensure acceptable financial capacity to carry the project forward.

The project rehabilitation needs, the reasonableness of project costs and the relevance of the project to the housing quality need will all be considered during the evaluation. Note that after the project has been completed, the developer must furnish the Housing and Community Revitalization with a cost certification.

### **Project Timeline**

Requested rehabilitations must have a well thought out and reasonable project timeline. Preference will be given to shovel-ready projects that have an expeditious timeline with a high probability of timely completion. Project completion on or prior to February 2018 is desirable.

### **Rehabilitation Quality**

The applicant must have a well-organized and practical rehabilitation plan that includes adherence to federal, state and local guidelines for affordable housing. Projects must meet all Wake County housing and building codes, as well as basic Housing Quality Standards as defined in 24 CFR Part 982.

Consideration will be given to the capacity and experience of the rehabilitation and management team. Projects will be evaluated and rated based upon the quality of the project design, material selection and site considerations. Staff will analyze the project and thoroughly evaluate the plans and specifications. The criteria for evaluating development quality include:

- i) The building rehabilitation is compatible with the existing structure and intended use.
- ii) The overall building design is attractive and well thought out .

- iii) Material selections are of good quality, designed for normal maintenance and can be expected to perform well over the long term.
- iv) Subsidized units located within the larger development should be of comparable size and quality to the market rate units.

### **Energy Star Standards**

Developments are encouraged to commit to meeting Energy Star standards or higher. Third party verification will be required to ensure that these standards have been met at completion of rehabilitation or construction.

Projects that commit to meeting Energy Star standards will be required to submit documentation proving that these standards are met upon completion of the rehabilitation

### **Favorable County Monitoring**

Developments that have received funding from Wake County must have satisfactory results from the last monitoring visit from County staff and be documented with favorable monitoring letters.

### **AWARDS**

The first \$75,000 awarded to an application will be a grant. Any amount above \$75,000 will be awarded in the form of an interest free loan with an amortization period of 10 years.

To be considered for funding all applications must be received by **4:00 p.m. on Friday, September 15, 2017.** Original applications and three (3) hard copies with all attachments and one (1) electronic copy should be forwarded to the following person and address:

Kelly Baraldi, Administrative Services Coordinator  
Wake County Housing and Community Revitalization  
336 Fayetteville St., 4<sup>th</sup> Floor  
PO Box 550  
Raleigh, NC 27602  
919-856-5689

## **ATTACHMENT 1: APPLICATION SUBMISSION CHECKLIST**

To be considered complete, the proposal must also include the following supporting documents. **This sheet should be used as a coversheet for your proposal with all attachments in the order as listed below.**

- Cover letter briefly describing the proposed project, population to be served and the specific amounts requested from Wake County
- Signed, notarized affidavit of no conflict of interest or a statement of disclosure of conflict of interest (see Attachment 3)
- Completed and signed application
- Itemized list of anticipated improvements with a description and associated cost broken down for labor and materials
- Location map clearly indicating the project location
- Rehabilitation description and timeline
- Evidence of site control (deed)
- Outline plans and specifications, including at a minimum: elevations, floor plans and a site plan
- Letters of support from other agencies and funding sources with whom you intend to collaborate
- Short narrative describing how Energy Star will be used and any other sustainable practices that will be implemented and how that will be ensured