



**REQUEST FOR PROPOSALS  
TRANSIT ORIENTED DEVELOPMENT  
LAND ACQUISITION**

**City of Charlotte  
Housing & Neighborhood Services  
600 East Trade Street  
Charlotte, NC 28202-2859**

**JANUARY 2026**

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## 1. PURPOSE

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The City of Charlotte seeks innovative approaches to acquiring land zoned for transit-oriented development (TOD) for affordable housing. Projected outcomes include leveraging strategically located land in TOD corridors, developing new affordable units and promoting opportunity for well-connected and environmentally sustainable housing with efficient transportation options and urban accessibility.

Proposals should emphasize forward-thinking solutions that align with the city's transit-oriented development goals and enhance the urban fabric in a sustainable manner.

We will evaluate developers based on their capacity to demonstrate innovative funding mechanisms, understanding of TOD principles, financial feasibility, development value to the public, and previous development experience.

We prefer proposals that address land acquisition challenges and contribute to the overall livability and vibrancy of the community. Projects that integrate seamlessly into the existing urban framework, offer connectivity to transit systems, and promote sustainable urban practices will be highly regarded.

## **2. SCHEDULE**

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The City of Charlotte will begin receiving proposals in response to this RFP immediately and will continue considering proposals until funding is exhausted, or the City closes the RFP through public information.

## 3. FUNDING POLICY OVERVIEW

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The [Affordable Housing Funding Policy](#), adopted by City Council on September 9, 2024, guides the City of Charlotte's approach to addressing housing affordability, residential stability, and economic mobility. This policy prioritizes funding for projects that deliver measurable, long-term impact for Charlotte residents, particularly for populations vulnerable to displacement and lower-income workers. The core principles of the policy are as follows:

- **Economic Mobility**

The City is committed to enhancing resident's access to services that support employment, income growth, and wealth-building opportunities, particularly in high-opportunity geographies that provide access to quality education, transportation, and economic resources. Projects are encouraged to integrate services that promote workforce development, financial wellness, and reduce barriers to housing stability, ensuring that residents can thrive in environments that foster long-term success.

- **Neighborhood Affordability**

The City aims to support a diverse mix of housing options in neighborhoods across Charlotte. Funding will be directed toward developments that contribute to affordable housing stock in thriving, accessible neighborhoods, ensuring residents of all income levels can live and remain in areas with strong economic opportunities.

- **Residential Stability**

Projects funded through this RFP will promote housing stability, providing safe and quality housing for residents while incorporating supportive services as needed. Long-term affordability will be a requirement to foster stable, resilient communities.

- **Resident and Neighborhood Outcomes**

The City prioritizes not only the production and preservation of affordable housing units but also the outcomes for residents and neighborhoods. Beginning this funding cycle, the City will track outcomes beyond unit counts, including household stability, access to opportunity, and community impact to assess the effectiveness of its investments.

The 2024 Housing Bond allocations reflect these principles, with funding targeted at key investment categories:

- **Rental Housing Production**

Funding for new construction multifamily and mixed income developments, including "missing middle" housing options where appropriate.

- **Homeownership Support**

Assistance for new homeownership opportunities, including innovated models of homeownership that provide long-term affordability (e.g., land trusts, housing cooperatives, shared equity models).

- **Supportive Housing & Shelter Capacity**

Resources for permanent supportive housing, transitional housing, and emergency shelter expansion.

- **Site Acquisition & Transit-Oriented Development**

Support for acquiring sites in current and planned transit areas to facilitate transit-accessible housing options.

This Funding Policy Overview serves as a framework for applicants, clarifying the City's priorities and the specific outcomes it seeks to achieve. Proposals should demonstrate alignment with these priorities and aim to create impactful, sustainable solutions to Charlotte's housing challenges.

## 4. GOALS

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The City of Charlotte is committed to creating diverse and inclusive neighborhoods by helping to ensure that safe, decent, and affordable housing is available for low- and moderate-income households.

Housing affordability is crucial for neighborhood stability and economic mobility. Affordable housing options provide stability and security for families, with rental and homeownership options playing essential and distinct roles in meeting housing needs. Rapid population growth and increasing home prices in Charlotte have reduced the availability of affordable homes. Expanding the supply of high-quality, safe, and affordable housing is one of the three pillars of the Housing Charlotte Framework.

The City's Housing Policy embraces the following national goals established by the United States Department of Housing and Urban Development and aligns with the City Council priorities as set forth in the Housing Charlotte Framework:

- Provide decent and affordable housing
- Provide a suitable living environment
- Expand economic opportunities for low- and moderate-income households

This RFP aims to strategically secure affordable housing development locations in transit-oriented development areas. Development locations are meant to support the affordable housing development goals of Charlotte City Council.

In evaluating proposals for acquisition loans, the city considers several key factors.

- Site location
- Public purpose (but for the city investment, the project would not be feasible for the targeted income group)
- Ability of the proposed development to help achieve the city's affordable housing policies and goals
- Financial feasibility
- Developer's capability and experience
- Acquisition and development of the site must be completed within three years of site acquisition
- Number of affordable housing units and targeting of incomes
- Long-term affordability
- Completeness of proposal (incomplete or confusing proposals will not be considered).

To ensure city-financed affordable housing developments adhere to the city's affordable housing goals, each affordable housing development must:

- Maintain the affordability of units using long-term deed restrictions. The minimum length of the affordability period will be 60 years, but longer terms are preferred
- Comply with the city's zoning, land development and other housing policies and regulations

## **5. INVESTMENT ELIGIBILITY CRITERIA & PREFERENCES**

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The City of Charlotte's approach to affordable housing funding is designed to address diverse community needs and leverage resources for the highest impact. To this end, the City prioritizes development projects that align with specific housing goals, provide long-term affordability, and support key populations. These preferences and priorities guide the allocation of funds across rental, homeownership, and supportive housing initiatives, ensuring that resources benefit vulnerable residents, promote inclusive communities, and create pathways to stability and economic opportunity.

### **Eligibility Requirements**

For this RFP, the City will only consider multifamily rental developments located on sites:

- currently zoned for Transit-Oriented Development (TOD); or
- located within ¼ mile of planned transit lines

### **Community and Location-Based Priorities**

The City emphasizes the importance of location, particularly in terms of transit access, areas of opportunity, and geographies vulnerable to displacement. Funding preferences favor projects located in:

- Transit-oriented development zones to reduce transportation barriers for residents and promote sustainable growth.
- High-opportunity neighborhoods with access to quality schools, employment, and services, to improve life outcomes for low-income households.
- Areas identified as at risk of displacement, where affordable housing can stabilize communities and protect existing residents from rising costs.

All sites will be scored using the City's Housing Locational Score tool, found here:

<https://community.charlottenc.gov/pages/housing-locational-tool>

### **Affordability & Long-Term Impact**

All funded developments are required to record long-term deed restrictions to ensure sustained affordability and compliance with source of income protections. The City's commitment to affordability extends to deepening subsidies and exploring creative financing models that allow developers to offer lower AMI units. Additionally, federal, state, and local funds will be allocated strategically to optimize each project's capacity to contribute to the City's overarching housing goals, addressing both immediate housing needs and broader, systemic challenges.

### **Rental Housing Priorities**

The City prioritizes rental developments that target households with the greatest needs. Projects that include deeply affordable units (serving households at or below 60% AMI, with an emphasis

on extremely low-income families living at or below 30% AMI) are favored, as they address the most significant gaps in housing affordability.

The City also seeks rental developments that:

- Provide larger unit sizes to accommodate families, particularly with 3- and 4-bedroom units.
- Are in transit-accessible areas or within resource rich neighborhoods to support residents' access to employment, education, and services.
- Offer integrated resident services that enhance stability and opportunity, such as workforce development, healthcare, and financial wellness programs.
- Provide affordable housing options without leveraging the Low-Income Housing Tax Credit program (LIHTC).
- Are part of a larger, transformational development/redevelopment effort.

### **Resident Services**

Beyond housing, the City is investing in the upward mobility and holistic wellness of our residents. Proposals that include a comprehensive, well-integrated resident services plan that goes beyond typical multifamily rental offerings will receive preference. These services should meaningfully support household stability, upward mobility, and quality of life for residents—particularly those with low incomes.

To be considered for this preference, proposals must:

- Describe the scope, frequency, and delivery method of the resident services to be provided.
- Identify the service provider(s) and their qualifications, including any partnerships with nonprofit or community-based organizations.
- Provide evidence of an established relationship with the service provider(s), such as a Memorandum of Understanding (MOU), partnership agreement, or letter of commitment.
- Demonstrate that services are aligned with the needs of the target population (e.g., job training, financial literacy, after-school programs, health and wellness, food access, digital literacy).
- Explain how services will be funded, staffed, and sustained over time.
- Detail how resident feedback will inform service design and improvement.

Preference will be based on the depth, relevance, and sustainability of the proposed services—not simply on the number of offerings.

### **Capacity Building Partnerships**

The City strongly encourages development practices that support industry growth through capacity building and long-term participation. Preference will be given to proposals that demonstrate meaningful partnerships with certified Minority-, Women-, and Small Business Enterprise (MWSBE) developers or faith-based organizations (FBO), particularly those focused on expanding technical capabilities, leadership experience, and sustainable development roles.

To be considered for this preference, proposals must:

- Clearly identify the MWSBE or FBO development partner(s) and describe the structure of the partnership.
- Outline the specific roles, responsibilities, and scope of work assigned to the MWSBE or FBO partner(s).
- Demonstrate how the partnership contributes to the growth and capacity of the MWSBE developer or FBO partner (e.g., access to financing, co-development experience, ownership stake, mentorship, or technical assistance).
- Provide a signed letter of intent or agreement between all development partners.

Preference will be evaluated based on the depth, intentionality, and equity of the partnership—not solely on MWSBE or FBO participation percentages.

### **Local Preference Policy**

The City is in the process of developing a local preference policy intended to strengthen connections between publicly supported affordable housing developments and the communities they serve. As currently envisioned, this policy would provide a structured mechanism for residents on a community-wide affordable housing waiting list to access units within developments supported by City gap financing. While the policy is still being finalized, applicants should anticipate that participation in the local preference framework may be required as a condition of funding, pending compliance approval from the North Carolina Housing Finance Agency (NCHFA). Further guidance and implementation details will be provided once the policy is adopted.

### **Assistance Terms**

Loans will be up to 90% loan to value, with a maximum of a three-year term. The City will retain a Right of First Refusal to ensure timely commencement of construction. Additional terms will be negotiated in the final loan agreement.

## 6. SUBMISSION INSTRUCTIONS & DOCUMENTATION

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Using the checklist in Section 9, submit the documentation required per the project type. Requirements are listed as “R” in the checklist document. Documents listed a “C” are conditional, refer to the checklist for submittal requirements. Items listed at “O” are optional documents and may be submitted if desired but are not required. Submit completed applications at <https://charlottenc.seamlessdocs.com/f/housingsubmission>.

- Developer Application – This is a city provided Excel document. The developer will complete the Excel form following the instructions found within the document, and submit as: *Application.pdf*

In addition to this document, the following section detail additional submittal requirements. Please see the submittal checklist as to what documents are required, optional or conditional. For all documents requested, please include them in pdf format unless otherwise stated.

- **Developer References:** Please submit at least three references from parties familiar with your development experience, with preference for references from state or local governmental funding partners.
- **Appraisal:** The appraisal for the proposed project must be conducted by a licensed commercial real estate appraiser in North Carolina. It should be dated within one year of the application submittal date and clearly state the purpose and function of the appraisal. The appraisal should identify the specific parcels being appraised, outline the assumptions made and the definition of market value used, describe the valuation approach(es) employed, specify the property rights being appraised, provide a detailed site description along with any existing improvements, list any limitations, and include the qualifications of the appraiser.
- **Project Budget:** The project budget should detail the full project cost including acquisition costs, relocation costs, site improvements, vertical construction costs, all soft costs, developers fee, and contingencies. Costs must be provided per eligible unit and costs per square foot (include documentation in the form of construction contract or source of the cost estimates). Detail all developer fees and equity shares. If the project includes acquisition, provide evidence that acquisition cost is not more than sixty (70%) of the total replacement costs.
- **Evidence of Site Control:** Site control can be evidenced by a signed option to purchase, fully executed purchase and sale agreement, deed or a lease that exceeds the proposed period of affordability.

## 7. SUBMISSION CHECKLIST

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Submission Checklist	Type
Housing Development Funding Application (provided excel sheet)	Required
References - <b>Attachment 1 – Developer References.pdf</b>	Required
<b>Financial Statements</b>	
<ul style="list-style-type: none"><li>• Current year financial statement and previous two years financial statements - <b>Attachment 2 – Financial Statements.pdf</b></li></ul>	Required
<ul style="list-style-type: none"><li>• Most recent independent audit and auditor's management letter - <b>Attachment 3 – audit.pdf</b></li></ul>	Required
<ul style="list-style-type: none"><li>• Form 990 (current &amp; prior year if applicable – nonprofit applicants only) <b>Attachment 4 – 990.pdf</b></li></ul>	Conditional
<ul style="list-style-type: none"><li>• Verification that all state and federal taxes are current (including IRS withholdings) <b>Attachment 5 – tax certification.pdf</b></li></ul>	Required
<b>Applicant's organization / background information</b>	
<ul style="list-style-type: none"><li>• Articles of Incorporation and current bylaws <b>Attachment 6 – articles.pdf</b></li></ul>	Required
<ul style="list-style-type: none"><li>• IRS 501c (3) determination letter (if non-profit) <b>Attachment 7 – 501c3.pdf</b></li></ul>	Conditional
<ul style="list-style-type: none"><li>• List of Board of Directors including address and telephone numbers; list of officers and their positions for non-profits <b>Attachment 8 – Board of Directors.pdf</b></li></ul>	Conditional
<ul style="list-style-type: none"><li>• Current organizational chart <b>Attachment 9 – org chart.pdf</b></li></ul>	Required
<ul style="list-style-type: none"><li>• Certificate of Good Standing from the North Carolina Secretary of State or State where the developer/development team is incorporated <b>Attachment 10 – cert of good standing.pdf</b></li></ul>	Required
<ul style="list-style-type: none"><li>• Verification of any committed and/or anticipated funding for the project (e.g. approval letters, letters of intent, feasibility letters.) <b>Attachment 11 – funding commitments.pdf</b></li></ul>	Required
<b>Site Specific</b>	
Commercial Appraisal <b>Attachment 12 - apprasial.pdf</b>	Required
Proforma <b>Attachment 13 – proforma.xls</b>	Required
Project Budget (including relocation costs if applicable) <b>Attachment 14 – budget.pdf</b>	Required
Project Schedule <b>Attachment 15 – schedule.pdf</b>	Required

## 8. FORM 1: ADDENDA RECEIPT CONFIRMATION

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Please acknowledge receipt of all addenda by including this form with your Proposal. All addenda will be posted at <https://www.charlottenc.gov/Streets-and-Neighborhoods/Housing/Resources-for-Developers-and-Contractors/Request-for-Proposals>

Addendum #	Date Downloaded

I certify that this proposal complies with the specifications and conditions issued by the City except as clearly marked in the attached copy.

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Print Name

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Date

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Authorized Signature

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Title

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Company Name

## 9. APPENDIX C: LEGAL

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It is imperative to carefully review and adhere to all requested items contained in the Request for Proposals ("RFP") packet. Development Teams are required to submit proposals in strict accordance with the requirements outlined in the RFP documents. The entire set of documents enclosed in the RFP packet constitutes the RFP, and the Developer must ensure that all necessary information is submitted for proper analysis. The city will only consider complete proposal packets for review, and incomplete packets will not be accepted.

Each Developer shall fully comply with all federal, state, and local ordinances and statutes governing residential housing development.

Request for Proposals will be accepted only in accordance with the instructions provided in this request and documents in the submittal checklist. Developers are solely responsible for the timely and accurate submission of their Proposals.

### **RFP Not an Offer**

This RFP does not constitute an offer by the city. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the city unless the city and the respondent execute a Contract. No recommendations or conclusions from this RFP process concerning the Respondent shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina.

### **Trade Secrets and Personal Identification Information**

#### Definition

Upon receipt by Housing & Neighborhood Services, all materials submitted by a respondent (including the Proposal) are considered public records except for (1) material that qualifies as "trade secret" information under N.C. Gen. Stat. § 66-152 et seq. ("Trade Secrets") or (2) "personally identifiable information" protected by state or federal law, to include, but not be limited to, Social Security numbers, bank account numbers, and driver's license numbers ("Personally Identifiable Information" or "PII").

#### Instructions for Marking and Identifying Trade Secrets

If any Proposal contains Trade Secrets or PII, such Trade Secrets and PII must specifically and clearly be identified in accordance with this section by clearly separating them from the rest of the Proposal. For hard copy documents, it must be submitted in a separate, sealed envelope, marked either "Personally Identifiable Information – Confidential" or "Trade Secret—Confidential and Proprietary Information." For electronic submissions it must also be submitted on a separate flash drive. In both hard copy or electronic format, the confidentiality caption stated above must appear on each page of the Trade Secret or PII materials.

#### Availability of Proposals to City Staff and Contractors

By submitting a Proposal, each Respondent agrees that the City may reveal any Trade Secret materials and PII contained therein to all City staff and City officials involved in the selection process, and to any outside consultant or other third parties who serve on the Evaluation Committee or who are hired or appointed by the City to assist in the evaluation process.

#### Availability of Proposals via Public Records Requests

Any person or entity (including competitors) may request Proposals submitted in response to an RFP. Only those portions of RFPs properly designated as Trade Secret or PII are not subject to

disclosure. The public disclosure of the contents of a Proposal or other materials submitted by a Respondent is governed by N.C. Gen. Stat. §§ 132 and 66-152, et seq.

When determining whether to mark materials as Trade Secret, please note the following:

- Entire Proposals may not be marked as Trade Secret
- Pricing may not be marked as Trade Secret

The City may disqualify and Respondent that designates its entire Proposal as a trade secret, or any portion thereof that clearly does not qualify under applicable law as a Trade Secret or PII. Each Respondent agrees to indemnify, defend, and hold harmless the City and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the Respondent has designated as a Trade Secret or PII. This includes an obligation on the part of the Respondent to defend any litigation brought by a party that has requested Proposals or other information that the Respondent has marked Trade Secret or PII.

#### **Amendments to RFP**

If the city amends this RFP, addenda will be posted to the IPS website at [www.ips.state.nc.us](http://www.ips.state.nc.us) and the city's HNS RFP Site. Companies are required to acknowledge receipt of each addendum by including the Addenda Receipt Confirmation Form (Form 1) with their Proposals.

#### **Proposal Terms Firm and Irreversible**

The signed Proposal shall be considered a firm offer on the part of the Respondent. The City reserves the right to negotiate price and other terms. All Proposal elements (including all statements, claims, declarations, prices, and specifications) shall be considered firm and irrevocable for purposes of future Contract negotiations unless specifically waived in writing by the City. The Respondent chosen for award should be prepared to have its Proposal and any relevant correspondence incorporated into the Contract, either in part or in its entirety, at the City's election.

#### **Proposal Binding for 120 Days**

Section 6, Form 3 contains a statement to the effect that the Proposal is a firm offer for one-hundred- twenty (120) calendar day period from the date of the opening. This statement must be signed by an individual authorized to bind the Respondent. All prices quoted shall be firm and fixed for the full Contract period. The City shall have the option to accept subject to exception by Contract.

#### **Charlotte Business INClusion Program**

Pursuant to Charlotte City Council's adoption of the Charlotte Business INClusion (CBI) Policy, the CBI program promotes diversity, inclusion, and local business opportunities in the City's contracting and procurement process for Minority-owned, Woman-owned, and Small Business Enterprises (MWSBEs) with a significant business presence in the Charlotte Combined Statistical Area. The CBI Policy is posted at [www.charlottebusinessinclusion.com](http://www.charlottebusinessinclusion.com).

The City is committed to promoting opportunities for maximum participation of certified MWSBEs on City-funded contracts at both the prime and subcontract level. For MWSBE participation to count towards a Subcontracting Goal, MWSBEs must meet both the certification and geographic requirements as detailed throughout this solicitation and in the CBI Policy.

The City intends to negotiate utilization of MWSBE(s). The Respondent is required to submit Form 2 attached herein. Failure to submit this form with the Proposal shall render the Proposal non-responsive.

### **Equal Opportunity**

The City has an equal opportunity purchasing policy. The City seeks to ensure that all segments of the business community have access to supplying the goods and services needed by City programs. The City provides equal opportunity for all businesses and does not discriminate against any Companies regardless of race, color, religion, age, sex, and national origin or disability.

### **Advertising**

No advertising, sales promotion, or other materials of the Respondent or its agents or representatives may identify or reference the City in any manner absent the prior written consent of the City.

### **Withdrawal for Modification of Proposals**

Companies may change or withdraw a previously-submitted Proposal at any time prior to the Proposal due date. Only formal written requests addressed in the same manner as the Proposal and received by the City prior to the Proposal due date will be accepted. The request must be in a sealed envelope that is plainly marked "**Modifications to Proposal.**" No oral modifications will be allowed. If the Respondent complies with this Section, after the Proposal due date, the Proposal, will be withdrawn or corrected in accordance with the written request(s).

### **No Bribery**

In submitting a response to this RFP, each Respondent certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed, or attempted to bribe, an officer or employee of the City in connection with the Contract.

### **Exceptions to the RFP**

Other than exceptions that are stated in compliance with this Section and Section 4.2.4.5, each Proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this RFP. All exceptions taken must be identified and explained in writing in your Proposal and must specifically reference the relevant section(s) of this RFP. If the Respondent provides an alternate solution when taking an exception to a requirement, the benefits of this alternative solution and impact, if any, on any part of the remainder of the Respondent's solution, must be described in detail.