



REQUEST FOR PROPOSALS

CHARLOTTE MECKLENBURG HOME CONSORTIUM

HOME INVESTMENT HOUSING DEVELOPMENT PARTNERSHIPS

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

February 2024

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1 REQUEST FOR PROPOSALS (RFP) INSTRUCTIONS

1.1 Public Notice

The Charlotte Mecklenburg HOME Consortium and the City of Charlotte plan to select several housing nonprofit organizations and Community Development Housing Organizations (CHDOs) to conduct various affordable housing activities. The goal of these activities is to increase the availability and affordability of housing for low and moderate income households in Mecklenburg County.

Information related to this solicitation, including any addenda, will be posted to the City's Housing Website at:

<http://charlottenc.gov/HNS/Housing/RFP/Pages/Requests%20For%20Proposals.aspx>

For questions related to this RFP, contact:

Ruth Ippolito
Housing Projects Manager
Direct Phone: (980) 416-1069
Email: ruth.ippolito@charlottenc.gov

1.2 Project Overview

The Charlotte Mecklenburg HOME Consortium and the City of Charlotte partner with qualifying nonprofit housing partners to develop various affordable housing products for low income households. Projects must be HUD HOME funds eligible and applicants must be eligible to receive federal funds. Projects types that can be proposed include single family new construction or rehabilitation, multifamily new construction or rehabilitation and down payment assistance. Other activities may be approved on a case-by-case basis.

See attached scope of work for additional details.

The Request for Proposals process for FY 2024-2025 continues to target programs to address specific needs. Funds are available for a range of initiatives consistent with the City's Future 2040 Comprehensive Plan, and the 2021-2025 Charlotte Mecklenburg Consolidated Plan. All HOME Funding is provided in the form of a loan or grant. Terms, conditions, repayment and repayment schedule must be addressed in any response to this request for proposals. Applicants must be familiar with the guidelines/regulations that govern the HOME program which include but are not limited to: 1. Affordability requirements 2. Relocation regulations 3. Lead Based Paint 4. Conflict of Interest 5. Procurement 6. Affirmative Marketing and Fair Housing 7. Affirmative Action and Minority and Women Business Enterprises 8. Environmental Reviews 9. Any other regulations that may apply.

Applicants will be expected to provide copies of their entity's policies with respect to enforcing these requirements. All proposals will be reviewed based on HUD Regulations and presented to the Charlotte HOME funding consortium for review.

1.3 RFP Schedule and Proposal Submission

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this Project.

Advertisement of RFP:	March, 2024
Deadline for Questions:	Open following RFP launch until funding is exhausted
DUE DATE & TIME FOR PROPOSALS:	Open until funding exhausted

Each application process will consist of the non-profit submittal of:

- Non-profit Application – This is a city provided word document. The developer will complete the word document following the instructions found in the word document, convert to pdf and submit as : **Application – Project Name – Non-profit Name – HOME INVESTMENT 24.pdf**

In addition to these this document, the following section detail additional submittal requirements. Please see the submittal checklist as to what documents are required, optional or conditional. Other documents may be requested for activity specific proposals.

- For all other documents requested, please include them in pdf format unless otherwise stated, and attach them to your submittal as “document name – project name – Non-profit name – HOME FUNDING 24.pdf”. For example, Attachment 9 – organization chart – Apple Apartments – Apple Developer – HOME FUNDING FY25.pdf.

Submit application via proposal portal at: <https://charlottenc.seamlessdocs.com/f/housingsubmission>

1.4 Evaluation Criteria & Process

Proposals will be evaluated based on the Company’s ability to meet the performance requirements of this RFP. Proposals will be assessed to determine the most comprehensive, competitive and best value solution for the City based on, but not limited to the following criteria:

- Qualifications and experience
- Developer availability to complete work in a timely manner.
- Proposed approach
- Proposed cost effectiveness
- Proposed Affordability period and affordability mechanisms
- Consideration for sustainability in design, construction, end user operation and maintenance (compliance with LEED guidelines or similar accredited standard)
- Acceptance of the Terms of the contract

The City reserves the sole right to select the most qualified agency on the basis of best overall value that is most advantageous to the City.

Agencies who submit proposals will be notified of the selection results. Final recommendation of any selected agency is subject to the approval of City Council or City officials.

1.5 Proposal Format & Contents

Each application submittal process will consist of the non-profit submittal of:

1. All required forms outlined in this RFP.
2. The non-profit's name, mailing address, email address, and telephone numbers.
3. A list of all the persons (including the principal and any employees or subcontractors) to be involved in carrying out the proposed work, describing each person's qualifications and proposed involvement in specific tasks. Attach a resume for each person.
4. The proposed approach and proposed approach schedule.
5. The proposed contract amount and a proposed payment schedule.
6. A list of all other work and projects to which the developer anticipates being committed during the period of performance, including the estimated period of time of the work and an estimated date of completion.
7. Detailed information on similar projects completed within the last five years.
8. Any additional information or materials relevant to the non-profits' availability, qualifications, and capacity to do the work.
9. A statement authorizing the City to verify references.
10. Other documentation as may be requested in the section titled "Scope of Work".

1.6 Qualifications

1. Ability to qualify as a Community Development Housing Organization (if applying for CDHO set aside funding).
2. Familiarity with the greater Charlotte market as evidenced by projects completed in this market and a local business presence.
3. An approach that meets the goals of this RFP.
4. A timeframe for the completion of the proposed project within 24 months, with a preference for more timely completion. Construction is expected to begin within 12 months of the contract start date.
5. Cost effectiveness. Proposed costs should be realistic and offer best value. Full consideration with regard to any startup costs should be incorporated into the assumptions.

END OF SECTION ONE

2 REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS

2.1 Communications

All communication of any nature with respect to this RFP shall be addressed to the Contracts Administrator identified in this RFP. With the exception of communications with the Contracts Administrator and Charlotte Business INclusion Officer for this RFP, prospective agencies and their staffs are prohibited from communicating with elected City officials, City staff and any selection committee member regarding this RFP or submittals from the time the RFP was released until the selection results are publicly announced. Violation of this provision may lead to disqualification of the agency's proposal for consideration.

2.2 Duties and Obligations of Agencies in the RFP Process

Interested agencies are expected to fully inform themselves as to all conditions, requirements and specifications of this RFP before submitting a proposal. Agencies must perform its own evaluation and due diligence verification of all information and data provided by the City. The City makes no representations or warranties regarding any information or data provided by the City. Agencies are expected to promptly notify the City in writing to report any ambiguity, inconsistency or error in this RFP. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, inconsistency or error.

2.3 No Collusion, Bribery, Lobbying or Conflict of Interest

By responding to this RFP, the agency shall be deemed to have represented and warranted that the proposal is not made in connection with any competing agency submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud. Furthermore, the agency certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, an officer or employee of the City in connection with this RFP.

2.4 Public Records

Upon receipt by the City, each proposal becomes the property of the City and is considered a public record except for material that qualifies as "trade secret" North Carolina General Statute 66-152 et seq. Proposals will be reviewed by the City's evaluation committee, as well as other City staff. To properly designate material as a trade secret under these circumstances, each agency must take the following precautions: (a) any trade secrets submitted by the agency should be submitted in a separate, sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Proposal," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a proposal, each agency agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to assist in the evaluation process. Furthermore, each agency agrees to indemnify 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 agency has designated as a trade secret. Any agency that designates its entire proposal as a trade secret may be disqualified from consideration.

2.5 Advertising

In submitting an RFP, proposer agrees not to use the results therefrom as part of any commercial advertising without prior written approval of the City of Charlotte.

2.6 Vendor Registration with City of Charlotte and NC Secretary of State

The selected agency and subcontractors must be registered in the City's Vendor Registration System in order to receive payment for services and/or supplies provided under any City contract.

Any agency wishing to be considered for the Services must be properly registered with the Office of the Secretary of State at the time of submission. The agency selected under this RFP will be responsible for providing all professional, technical, managerial, and administrative staff with the appropriate skills and qualifications to perform the required services.

2.7 Financial Capacity; Insurance Requirements

The selected agency must have the financial capacity to undertake the work and assume associated liability. The selected agency will be required to provide certificates of insurance evidencing coverage for automobile liability in the minimum amount of \$1,000,000; commercial general liability in the minimum amount of \$1,000,000; a fidelity bond of \$50,000; and workers' compensation insurance as required by North Carolina statutes.

2.8 Ownership of Work Products

The City shall have exclusive ownership of all intellectual property rights in all documents and other work product prepared by, for, or under the direction of the selected agency pursuant to any contract under this RFP (collectively, the "Intellectual Property"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City's name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the agency a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

2.9 City Rights and Reservations

The City reserves the right, at the City's sole discretion, to take action affecting this RFP, this RFP process, or the services or facilities subject to this RFP that would be in the best interests of the City, including:

2.9.1 To supplement, amend, substitute, or otherwise modify this RFP, including the schedule, or to cancel this RFP, at any time;

2.9.2 To require any Companies to supplement or clarify its Proposal or provide additional information relating to its Proposals;

2.9.3 To investigate the qualifications, experience, capabilities, and financial standing of each Company submitting a Proposal;

2.9.4 To reject any or all Proposals;

2.9.5 To share the Proposals with City employees and contractors in addition to the Evaluation Committee as deemed necessary by the City;

2.9.6 To award all, none, or any part of the Services and enter into Contracts with one or more of the responding Companies deemed by the City to be in the best interest of the City, which may be done with or without re-solicitation;

To discuss and negotiate with any Company(-ies) their Proposal terms and conditions, including but not limited to financial terms; and
To terminate discussions and negotiations with any Company at any time and for any reason.

2.10 Contract

The contents of this RFP and all provisions of the successful proposal deemed responsive by the City of Charlotte may be incorporated, either in whole or in part, into a contract and become legally binding when approved and executed by both parties. Contents of the contract may contain changes from the City of Charlotte's perspective as a result of the RFP process and proposal(s) received. The final negotiated contract may include the scope of work as outlined in this RFP along with the successful agency's submittal and any additions or deletions made at the discretion of the City as a result of the RFP process.

2.11 NC Prohibition on Contracts with Companies that Invest in Iran or Boycott Israel

Company certifies that: (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 147-86.58 (collectively, the "Treasurer's IDA List"); (ii) it has not been designated by the NC State Treasurer pursuant to N.C.G.S. 147-86.81 as a company engaged in the boycott of Israel (such designation being referred to as the "Treasurer's IB List"); and (iii) it will not take any action causing it to appear on the Treasurer's IDA List or the Treasurer's IB List during the term of this Contract. In signing this Contract Company further agrees, as an independent obligation, separate and apart from this Contract, to reimburse the City for any and all damages, costs and attorneys' fees incurred by the City in connection with any claim that this Contract or any part thereof is void due to Company appearing on the treasurer's IDA List or the Treasurer's IB List at any time before or during the term of this Contract.

2.12 Addenda / Questions and Answers

Agencies may submit written questions concerning this RFP Ruth Ippolito via email at ruth.ippolito@charlottenc.gov. Questions received after the funding has been exhausted will not be answered. No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFP, and changes to the RFP, if any, shall be made in writing only and issued in the form of an Addendum to the RFP. Addenda and clarifications will be posted on Housing Services website at <https://charlottenc.gov/HNS/Housing/RFP/Pages/Requests%20For%20Proposals.aspx>

2.13 Charlotte Business INclusion

Pursuant to Charlotte City Council's adoption of the Charlotte Business INclusion (CBI) Policy, the Charlotte Business INclusion program promotes diversity, inclusion, and local business opportunities in the City's contracting and procurement process for Minority, Women, and Small Business Enterprises (MWSBEs) headquartered in the Charlotte Combined Statistical Area (CSA). The CBI Policy is posted at: <https://www.charlottenc.gov/Growth-and-Development/CBI>

The City of Charlotte is committed to promoting opportunities for maximum participation of certified MWSBEs on City funded contracts at both the Prime and Subcontract level. In regards to this effort, SBE participation will be required in order to meet goal compliance. For SBE participation to count towards a Goal, SBEs must meet both the certification and geographic requirements as detailed throughout this solicitation and in the CBI Policy.

The **Charlotte CSA** refers to the Charlotte-Gastonia-Salisbury Combined Statistical Area in effect as of April 8, 2013 consisting of; (a) the North Carolina counties of Anson, Cabarrus, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly, and Union; and (b) the South Carolina counties of Chester, Lancaster, and York. This is one criteria used by Charlotte Business INclusion to determine eligibility to participate in the program.

Agencies are highly encouraged to consider any and all possibilities for MWSBE participation. A complete list of City certified SBEs is available at www.charlottebusinessinclusion.com.

2.14 Special Provisions

The Home Investment Partnership Program (HOME) may fund all or part of the contract resulting from this RFP. The selected developer shall comply with the following provisions including 24 Code of Federal Regulations (CFR) Part 92. The contract will include guidelines for HOME developers, as regulated by the HOME program and complies with applicable Federal Statutes, Federal Rules, and other required provisions in effect as of the date of the written agreement. These requirements include, but are not limited to the following:

- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- CFR 24 Part 92 – HOME Program Regulations
- Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency (Language Access Planning)
- 2 CFR Part 184 – Build America, Buy America Act (BABA)

IMPORTANT PROGRAM REQUIREMENTS:

As Found In CFR 24 Part 92

- §92.350 – Other Federal Requirements/Nondiscrimination
- §92.351 – Affirmative Marketing
- §92.352 – Environmental Review
- §92.353- Displacement/Relocation
- §92.354 - Labor
- §92.355 – Lead Based Paint
- §92.356 – Conflict of Interest
- §92.357 – Executive Order 12372

Please refer to the applications for program specific requirements for each type of HOME assistance (New construction, Rehabilitation, DPA & TBRA).

The non-profit must submit a copy of its annual audit report within 30 days of receipt, but no later than nine months after end of the audit period. Audited financial statements must adhere to the requirements stated in 2 CFR Part 200 – “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”.

By signing the agreement, the non-profit acknowledges that he/she has read the above stated Federal Regulations for the HOME Program and 2 CFR Part 200. Failure to adhere to the federal and city compliance regulations will result in withholding or denial of contract/written agreement reimbursements.

2.14.1 Debarment and Suspension. The Developer represents and warrants that, as of the Effective Date of the Contract, developer or subconsultant(s) performing work under this Contract (at any tier) is included on the federally debarred bidder's list listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." If at any point during the Contract term the developer or subconsultant(s) performing work at any tier is included on the federally debarred bidder's list, the developer shall notify the City immediately. The developer completed Attachment 3– Vendor Debarment Certification.

2.14.2 Record Retention. The Developer certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Developer further certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three (3) years after it receives City notice that the City has submitted final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

2.14.3 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Developer certifies that: No federal appropriated funds have been paid or will be paid, by or on behalf of the Developer, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of and Federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the developer shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96)].

The Developer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including developer, subgrants, and contracts under grants, loans, and cooperative agreements) and that all developers shall certify and disclose accordingly.

2.14.4 Right to Inventions. If the federal award is a "funding agreement" under 37 CFR 401.2 and the City wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment of performance or experimental, developmental or research work thereunder, the City must comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

2.14.5 DHS Seal, Logo, and Flags. The developer shall not use the Department of Homeland Security ("DHS") seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

2.14.6 The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the City, developer, or any other party pertaining to any matter resulting from the contract.

END OF SECTION TWO

Form 1 – Execution of Proposal

The person executing the Proposal, on behalf of the Company, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Company has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of full and open competition in connection with any proposal or contract, that the Company has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Company intends to do the work with its own bona fide employees or subcontractors and is not proposing for the benefit of another company.

Submission of a response to this RFP constitutes certification that the Company and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

NC General Statute 133-32 and City Policy prohibit any gift from anyone with a contract with the City, or from any person seeking to do business with the City. By execution of this Proposal, you attest, for your organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

The information contained in this Proposal, including its forms and other documents, delivered or to be delivered to the City, is true, accurate, and complete. This Proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts.

Type of Company:
(check 1 box)

Sole Proprietor Partnership Joint Venture

Corporation _____ (*identify the State of incorporation*)

(if joint venture, complete this "Proposal Submission" sheet for each joint venture company and identify the "Name of Joint Venture" on each sheet)

NAME OF JOINT VENTURE: _____

City of Charlotte Vendor Number: _____

ACKNOWLEDGEMENT OF ADDENDA:

The undersigned acknowledges receipt of the following addenda:

No: _____ Date: _____ No: _____ Date: _____ No: _____ Date: _____

Company Legal Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Signature of Authorized Representative (or Designee)

(Print Name)

(Title)

Date

Proposal is valid for one-hundred-eighty (180) days from the Proposal due date.

FORM 2 – CHDO DOCUMENT CHECKLIST*

*to be completed only if applying as a CHDO

- Charter
- Articles of Incorporation
- A 501(3) or 501(c)(4) Certificate from the IRS
- By-laws
- Resolutions
- Most recent Audit
- Organizational Chart
- Narrative describing organization's development experience and capacity
- Resumes and job descriptions for key housing staff
- Payroll report, W-2 or W-4 for key housing staff
- Contracts for Employment, W-9 and 1099 for contract staff (if applicable)
- Signed Secondary Employment Questionnaire for governing board members and staff (including contract staff and consultants if applicable)
- Governing Board List
- Signed CHDO Board Member Certifications for all board members
- Signed Conflict of Interest Statements for all governing board members and staff (including contract staff and consultants if applicable)

FORM 3 – CHDO BOARD MEMBER CERTIFICATIONS

COMMUNITY HOUSING DEVELOPMENT Board Member Certifications

Public Official or Governmental Employee

I currently hold a publicly elected or appointed office or I am an employee of a governmental agency.

For the purposes of this certification, a "public official" is any elected or appointed representative of City of Charlotte or Mecklenburg County. Employees of City of Charlotte or Mecklenburg County, as well as other employees of governmental agencies including State or Federal agencies that are located in or serve City of Charlotte or Mecklenburg County are also considered a "public official."

Member of a Low-Income Household

I am low-income resident of a community in the applicant's service area:

In order to qualify, the board member must be a low-income resident of a community that the CHDO is planning to serve or currently serves. Low-income is defined as 80% or less of area median family income

Resident of a Low-Income Area

I am a resident of a low-income neighborhood in the applicant's service area:

In order to qualify, the board member must live in a low-income neighborhood where 51% or more of the residents are low-income. The board member does not have to be low-income.

Elected Representative of a Low-Income Group

I am an elected representative of a neighborhood organization whose membership is open to all residents of a defined neighborhood in which at least 51% of the households are low-income. My position on our governing body is primarily as a representative of that neighborhood organization:

In order to qualify, the board member must be elected to serve on the CHDO board by a neighborhood organization composed primarily of residents of a low income neighborhood. The neighborhood organization's primary purpose must be to serve the interests of the neighborhood residents. Attach a copy of the signed resolution from the neighborhood organization naming the individual as their representative to the CHDO

Not a Low-Income Representative

Signature

Date

Name

FORM 4 – CONFLICT OF INTEREST POLICY

No employee, agent, consultant, elected official, or appointed official of _____ (the “CHDO”) may obtain a financial interest or unit benefits from a HOME-assisted activity, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. This prohibition includes the following:

- Any interest in any contract, subcontract or agreement with respect to a HOME-assisted project or program administered by the CHDO or the proceeds thereunder; or
- Any unit benefits or financial assistance associated with HOME projects or programs administered by the CHDO including:
 - Occupancy of a rental housing unit in a HOME-assisted rental project;
 - Receipt of HOME tenant-based rental assistance;
 - Purchase or occupancy of a homebuyer unit in a HOME-assisted project;
 - Receipt of HOME homebuyer acquisition assistance; or
 - Receipt of HOME owner-occupied rehabilitation assistance.

This prohibition does not apply to an employee or agent of the CHDO who occupies a HOME assisted unit as the on-site project manager or maintenance worker.

In addition, no member of Congress of the United States, official or employee of HUD, or official or employee of the City of Charlotte shall be permitted to receive or share any financial or unit benefits arising from the HOME-assisted project or program.

Prior to the implementation of the HOME-assisted activity, exceptions to these provisions may be requested by the CHDO in writing to the City of Charlotte. The CHDO must demonstrate and certify that the policies and procedures adopted for the activity will ensure fair treatment of all parties, and that the covered persons referenced in this policy will have no inside information or undue influence regarding the award of contracts or benefits of the HOME assistance. The City may grant exceptions or forward the requests to HUD as permitted by 24 CFR 92.356, 85.36 and 84.42, as they apply.

Signature

Date

Name

FORM 5 – COMMERCIAL NON-DISCRIMINATION CERTIFICATION

COMPANY NAME: _____

RFP NAME: Non-profit Housing Partners

The undersigned Company hereby certifies and agrees that the following information is correct:

1. In preparing its bid/proposal, the Company has considered all bids/proposals submitted from qualified, potential subcontractors and suppliers and has not engaged in discrimination as defined in Section 2 below.
2. For purposes of this section, *discrimination* means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Without limiting the foregoing, *discrimination* also includes retaliating against any person or other entity for reporting any incident of discrimination.
3. Without limiting any other remedies that the City may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the bid/proposal submitted with this certification and terminate any contract awarded based on such bid/proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Company to any remedies allowed thereunder, including possible disqualification from participating in City contracts for up to two years.
4. As a condition of contracting with the City, the Company agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of subcontractors and suppliers. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the bid/proposal and to terminate any contract awarded on such bid/proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Company to any remedies that are allowed thereunder.
5. As part of its bid/proposal, the Company shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against the Company in a legal or administrative proceeding alleging that the Company discriminated against its subcontractor, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.
6. As a condition of submitting a bid/proposal to the City, the Company agrees to comply with the City's Commercial Non-Discrimination Policy as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder.

Signature of Authorized Representative (or Designee)

(Print Name)

(Title)

(Date)

Form 6 - E-VERIFY CERTIFICATION

COMPANY NAME: _____

RFP NAME: Non-profit Housing Partners

This E-Verify Certification is provided to the City of Charlotte (the "City") by the company signing below ("Company") as a prerequisite to the City considering Company for award of a City contract (the "Contract").

1. Company understands that: a. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies to enable employers to verify the work authorization of newly hired employees pursuant to federal law, as modified from time to time.

b. Article 2 of Chapter 64 of the North Carolina General Statutes requires employers that transact business in this state and employ 25 or more employees in this state to: (i) verify the work authorization of newly hired employees who will be performing work in North Carolina through E-Verify; and (ii) maintain records of such verification (the "E-Verify Requirements"). Section 126-7.1 of the North Carolina General Statutes requires state agencies to verify their employees' work statuses through E-Verify.

c. North Carolina General Statute 160A-20.1(b) prohibits the City from entering into contracts unless the contractor and all subcontractors comply with the E-Verify Requirements.

2. As a condition of being considered for the Contract, Company certifies that: a. If Company has 25 or more employees working in North Carolina (whether now or at any time during the term of the Contract), Company has complied and will comply with the E-Verify Requirements with respect to Company employees working in North Carolina; and

b. Regardless of how many employees Company has working in North Carolina; Company will take appropriate steps to ensure that each subcontractor performing work on the Contract that has 25 or more employees working in North Carolina complies with the E-Verify Requirements.

3. Company acknowledges that the City will be relying on this Certification in entering into the Contract, and that the City may incur expenses and damages if the City enters into the Contract with Company and Company or any subcontractor fails to comply with the E-Verify Requirements. Only in the manner and to the extent permitted by the North Carolina Tort Claims Act, N.C.G.S. §143-291, et seq., and without waiver of its sovereign immunity, company agrees to indemnify and save the City harmless from and against all losses, damages, costs, expenses obligations, duties, fines and penalties (collectively "Losses") arising directly or indirectly from violation of the E-Verify Requirements by Company or any of its subcontractors, including without limitation any Losses incurred as a result of the Contract being deemed void.

Signature of Authorized Representative (or Designee)

(Print Name)

(Title)

(Date)

FORM 7 – Staffing

COMPANY NAME: _____

RFP NAME: Non-profit Housing Partners

List the full names of all **employees** whom you intend to assign to this program/ project. Describe their specific role/responsibility and availability. Add additional pages with résumés as necessary.

Employee Name & Title	Project Role	Availability	Education / Experience
John Smith, Counselor	Program eligibility client services & counseling	Full time staff assigned 50% to this program	MSW

Form 8 - Scope of Work

The Charlotte Mecklenburg HOME Consortium and the City of Charlotte plan to select several housing nonprofit organizations and Community Development Housing Organizations (CHDOs) to conduct various affordable housing activities. The goal of these activities is to increase the availability and affordability of housing for low- and moderate-income households in Mecklenburg County.

Project types that can be proposed include single family new construction or rehabilitation, multifamily new construction or rehabilitation, down payment assistance and tenant based rental assistance. Other activities may be approved on a case-by-case basis.

HOME funds may be only used as gap financing. HUD defines gap financing as the funding needed in a housing project to balance project sources (loans, grants, sales proceeds and/or income) and project uses (hard costs, soft costs and fees). All funds provided to the partner will be done so in the form of a grant and paid on a reimbursement basis after eligible expenses are incurred. Projects must conform to HOME financial guidelines. Each project will be underwritten to ensure the appropriate amount of subsidy was applied.

All projects require environmental review. During the environmental review period, no choice limiting actions may be conducted. The review process may take up to six months to complete depending on the type of project proposed.

In order to preserve and increase the availability of affordable housing within the footprint of the HOME consortium, the city is keen to receive proposals that offer extended affordability periods. Any affordability periods that are in excess of the prescribed HOME funding requirements will be managed by way of an extended use affordability period within the contract which will be reflected in the deed restrictions or covenants running with the land. In this way, the homes will remain available and affordable to low- and moderate-income residents with the HOME funding restrictions only remaining in place for the prescribed HOME affordability period.

Single Family New Construction

Nonprofits may participate in the creation of new single-family homes. Single family detached, townhomes and other types of ownership projects may be proposed. All units produced must be sold to households at or below 80% area median income. For projects that will deliver

Eligible costs will include acquisition of land and existing structures, site preparations or improvements including demolition, securing buildings and construction materials and labor.

Multifamily New Construction or Rehabilitation

Partners may propose multifamily family projects that result in income restricted housing units for low- and moderate-income households. Partners must demonstrate expertise and experience in multifamily housing development. Further, to be awarded funds the project must be far enough along to demonstrate city funds can be used and the project completed within 18 months of funding request.

For new construction, eligible costs will include acquisition of land and existing structures, site preparations or improvements including demolition, securing buildings and construction materials and labor.

For rehabilitation, HOME funds may be used for eligible hard costs including meeting rehabilitation standards, applicable codes, standards and ordinances, essential improvements, energy-related improvements, lead-based paint hazard reduction, Accessibility for disabled persons, repair or replacement of major housing systems required for continued occupancy, site improvements or utility connections that correct existing deficiencies.

Single Family Rehabilitation

Partners may propose single family rehabilitation projects for either owner occupied or rental units.

HOME funds may be used for eligible hard costs including meeting rehabilitation standards, applicable codes, standards and ordinances, essential improvements, energy-related improvements, lead-based paint hazard reduction, Accessibility for disabled persons, repair or replacement of major housing systems required for continued occupancy, site improvements or utility connections that correct existing deficiencies.

Down Payment Assistance

Down payment assistance programs may be established to provide financial assistance to homebuyers purchasing properties in certain jurisdictions. Funds may be used for down payment, closing costs or principle reduction. Assistance shall be provided in the form of a deferred forgivable loan for a period not less than required by HOME regulations. Each loan will be underwritten to ensure the borrower is not being over subsidized.

Tenant Based Rental Assistance

The City of Charlotte is seeking qualified non-profit agencies to administer Tenant Based Rental Assistance (TBRA) programs in partnership with and existing program or programs that will provide financial assistance for monthly rental costs. **Only requests for services provided outside the city limits shall be considered under this RFP.**

The proposed TBRA funding will allow flexibility in many program design areas. The HOME Investment Partnership Program guidelines permit for participating jurisdictions to establish local preferences for special-needs groups within its broad, community-wide programs. For this funding, the City has established the following preferences:

- 1) Homeless and participating in coordinated assessment
- 2) Self-Sufficiency Program
- 3) Low Income Households

The TBRA program will follow all HOME regulations such as tenant occupancy and income requirements, unit and payment standards, and administrative performance. The City of Charlotte will also examine program performance indicators, such as program participation levels, outreach efforts, sustainability of persons transitioning off the program, and other performance indicators that will be incorporated into all contracts.

The intent of this RFP is to identify agencies that can best administer a TBRA programs to end and prevent homeless and return households to self-sufficiency. The proposing agency must be agreeable to run the program and agree to comply with all HOME regulations and City contract requirements.

Market Study

Nonprofit's must provide documentation that demonstrates sufficient market demand and need for the project (New Construction and Rehabilitation only). This can be in the form of a conventional market analysis produced by a third-party market research firm for conventional rental or for sale housing developments. The characteristics of the subject property in the market study must be identical to characteristics of project proposed in the application. Proposed rents, vacancy rates, and other assumptions used in the application must be supported with evidence. If the project proposes to serve a specific population, such as senior citizens, the documentation must demonstrate the need for this type of housing. The City of Charlotte has sufficient evidence related to the need for affordable housing and the market study does not need to address this aspect of the project.

APPLICATION

Instructions: Please complete by editing the provided word document and submit with proposal. This document and indicated required attachments is required to enable successful review of applications.

Agency Name: Name
Agency qualifies as a CHDO: Yes/No
Agency- Years in Operation: Years
Project Type: Single Family New Construction, Multifamily New Construction, Single Family Rehabilitation, Multifamily Rehabilitation, Downpayment Assistance, Tenant Based Rental Assistance
Funding Request: Provide amount of HOME funds requested
Project Description: Provide a concise description of the project to include the number of proposed units, the area median income of households served and the location of the project. Example – This project will provide housing rehabilitation services to four households at or below 60% AMI. All households will be located in the town limits of Matthews.

Additional Required Documentation Checklist

Please include the following attachments to your application and refer to activity specific applications for any other information required:

Submittal Checklist							
✓	Document	SF Reha b	SF New Cons t	MF Reha b	MF New Cons t	DPA	TBR A
R= Required, C= Conditional, O=Optional							
	Submittal Checklist (attachment 1)	R	R	R	R	R	R
	Activity Specific Application (attachment 2)	R	R	R	R	R	R
	Form 990 (attachment 3)	R	R	R	R	R	R
	Narrative components of RFP response (attachment 4)	R	R	R	R	R	R
Site Specific							
	Floor Plan and Site Plan (attachment 5)	O	R	R	R	O	O
	Evidence of site control and zoning (attachment 6)	R	R	R	R	O	O
	Evidence of Community Engagement (attachment 7)	C	R	C	R	O	O

	Affirmative Marketing plan (attachment 8)	R	R	R	R	R	R
	Management Plan (attachment 9)	C	R	R	R	O	O
	Sources and Uses (provided excel workbook) (attachment 10)	R	R	R	R	R	O
	Proforma (Rental and Sale) (Provided excel workbook) (attachment 11)	R	R	R	R	R	R
	Proof of other funding (attachment 12)	R	R	R	R	R	R
	Project Schedule (attachment 13)	R	R	R	R	R	R
	Project Budget (attachment 14)	R	R	R	R	O	O
	Project Cashflow (attachment 15)	R	R	R	R	O	O
	Commercial Site appraisal (attachment 16)	R	R	R	R	O	O
	Market Study (attachment 17)	R	R	R	R	O	O
	Planning Department Submittal (if applicable) (attachment 18)	C	C	C	C	O	O
	Acknowledgement \$35 Management Fee Per Unit (attachment 19)	R	R	R	R	R	O
	Relocation plan and statement of proposed relocation assistance (if applicable) Attachment 16 – relocation plan.pdf (attachment 20)	C	C	C	C	O	O
	Screenshot of locational site score (https://community.charlottenc.gov/pages/housing-locational-tool) (attachment 21)	R	R	R	R	R	O
Applicant's organizational information							
	Recent Audited Financial Statements (attachment 22)	R	R	R	R	R	R
	Articles of Incorporation and current Bylaws (attachment 23)	R	R	R	R	R	R
	IRS 501c (3) determination letter (attachment 24)	R	R	R	R	R	R
	Accounting Certification (attachment 25)	R	R	R	R	R	R
	Résumés of Key Staff (attachment 26)	R	R	R	R	R	R
	Board of Directors (attachment 27)	R	R	R	R	R	R