

REQUEST FOR PROPOSAL

#6760

2014 Affordable Housing RFP - Washtenaw Urban County HOME Investment Partnership Program

FOR

Washtenaw County Office of Community and Economic Development

Issued By:

Washtenaw County Purchasing
Administration Building
220 N. Main Street
Ann Arbor, MI 48104

Angela O. Perry
Purchasing Manager
(734) 222-6768



Proposal Submitted by:

Please type Bidder's Company Name & include as proposal cover



WASHTENAW COUNTY

Finance Department

Purchasing Division

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RFP #6760 (Revised)

December 20, 2013

Washtenaw County Purchasing Division on behalf of the Office of Community and Economic Development is issuing a sealed RFP #6760 for affordable housing projects. These projects will be funded through the HOME Investment Partnerships Program (HOME) which are federal grants that Washtenaw County administers for the Washtenaw Urban County. All proposals must address the needs of the jurisdictions that currently participate in the Urban County.

Sealed Proposals: Vendor will deliver one (1) unbound original and three (3) **bound copies each with the applicable Proposal Cover Sheet page flagged** to the County location specified below. In addition, vendor will also deliver a complete electronic copy on a USB drive, CD-RW, or DVD in pdf format to the location specified below:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Basement
Ann Arbor, MI 48104**

By Tuesday, February 4, 2014 at 3:00 pm EST

A **Mandatory Pre Bid meeting** will be held in the basement conference room located at 200 N. Main in downtown Ann Arbor on Tuesday, January 7, 2014 at 2:00 p.m. EST and on Wednesday, January 22, 2014 at 2:00 p.m. EST. Bidders only need to attend one of these meetings.

Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

- Your proposal submission envelope must be clearly marked, including any Fed Ex and/or UPS package labels "**SEALED RFP #6760**"
- All proposals must include all of the information and documents listed in the appropriate Proposal Submission Checklist unless the checklist specifically indicates that a document does not need to be submitted because it is on file. Failure to include all of the information may result in disqualification.

- Proposals must include page numbers and headings on each area you are submitting information on.
- Please direct purchasing and procedural questions regarding this RFP to Angela O. Perry **via e-mail only** to perrya@ewashtenaw.org
- Please direct technical questions regarding this RFP to Brett Lenart **via e-mail only** at lenartb@ewashtenaw.org.

Thank you for your interest.

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PROPOSAL INFORMATION

I. GENERAL INFORMATION FOR THIS RFP

Definitions

“Bidder”	An individual or business submitting a bid to Washtenaw County
“Contractor/Vendor”	One who contracts to perform services in accordance with a contract
“County”	Washtenaw County in Michigan
“OCED”	Washtenaw County Office of Community & Economic Development

A. PURPOSE OF REQUEST FOR PROPOSALS

Washtenaw County recognizes a growing need for affordable and decent housing and wishes to preserve the diverse economic character of the community. The HOME Investment Partnerships Program (HOME) federal funds were awarded to Washtenaw County on behalf of the member jurisdictions of the Urban County. The 2013-2017 Urban County Consolidated Strategy and Plan¹ and Affordable Housing Needs Assessment provide an analysis of the need for housing projects within Washtenaw County. The following jurisdictions are members of the HUD designated Washtenaw Urban County which are the only locations eligible for funding under this RFP: Ann Arbor Township, Ypsilanti Township, City of Ypsilanti, Pittsfield Township, Superior Township, Northfield Township, Scio Township, York Township, Salem Township, Bridgewater Township, City of Ann Arbor, City of Saline, Saline Township, Webster Township, Lima Township, Dexter Township, Manchester Township, and Manchester Village. Washtenaw County seeks proposals for affordable housing projects, which are consistent with these plans.

Washtenaw County encourages both nonprofit and for profit developers to produce income-targeted housing units by offering these federal subsidies. Applicants must demonstrate the ability to carry out the proposed activity and will be evaluated on experience, administrative capacity, construction management and green construction features. Applicants must have at least 3 years experience administering federal funds. All proposals and awards shall be subject to the requirements and guidance provided in the Office of Community and Economic Development Housing Program Guidelines.

This RFP is not intended for individuals to apply for housing funds for their own benefit. Individuals and families in need of affordable housing must work directly with the affordable housing developers and property owners to purchase or rent housing funded under this RFP.

B. General Conditions

- 1) Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the CONTRACTORS qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded and negotiations would be undertaken with that

¹ A copy of these plans can be downloaded at http://www.ewashtenaw.org/government/departments/community_development/plans_reports_data

CONTRACTOR whose proposal is deemed to best meet the County's specifications and needs.

- 2) The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.
- 3) Proposals must be signed by an official authorized to bind the CONTRACTOR to its provisions for at least a period of 120 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
- 4) In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, one (1) original and three (3) copies (one copy unbound) and an electronic version in pdf format, submitted on CD-RW, DVD or USB drive must be at the County as indicated on or before the date specified.
- 5) Proposals should be prepared simply and economically providing a straightforward, concise description of the CONTRACTOR'S ability to meet the requirements of the RFP. Proposals must be typed. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal. CONTRACTOR shall ensure that proposals are submitted using both sides of recycled paper whenever practicable.
- 6) In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County Contractors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County Contractor. For purposes of this section, Washtenaw County Contractor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box, is not, in and of itself, sufficient to establish a company as a Washtenaw County Contractor. The County shall have sole discretion under this section to determine if a company qualifies as a Washtenaw County Contractor and if two or more bids are substantially equal. All Contractors/Vendors must sign Appendix I as part of their submission.
- 7) The initial award of this contract shall be for a period of 2 year(s), with an option to renew an additional 1 year, pending agreement by both parties.
- 8) CONFLICT OF INTEREST. Contractor warrants that to the best of contractor's knowledge, there exists no actual or potential conflict between contractor and the County, and its Services under this request, and in the event of change in either contractor's private interests or Services under this request, contractor will inform the County regarding possible conflict of interest which may arise as a result of the change. Contractor also affirms that, to the best of contractor's knowledge, there exists no actual or potential conflict between a County employee and Contractor.
- 9) The bidder shall be responsible for all costs incurred in the development and submission of this response. Washtenaw County assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a bidder, the evaluation of an accepted response, or the selection of finalists. All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of Washtenaw County and will not be returned to the bidder. The applicant shall not include any such expense as part of the budget in the proposal.

- 10) Any responses, materials, correspondence, or documents provided to Washtenaw County under this solicitation are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act.
- 11) Developers and contractors are not eligible if they are presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in federal housing programs or have had a professional license suspended or revoked which is required to provide services for a project under this RFP.
- 12) Complete applications must be received by the County Purchasing Department by **3:00 pm on Tuesday, February 4, 2014**. Late or incomplete proposals will not be accepted. Proposals received after the deadline will not be reviewed or considered for funding. Regardless of the delivery method the Submitter is responsible for the actual delivery of the proposals to the Purchasing Department.
- 13) Acceptance of a proposal does not constitute a grant agreement and does not obligate the County to award funds. All proposals become the property of Washtenaw County after the deadline whether awarded or rejected.
- 14) Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in this RFP.
- 15) Additional information may be required by the County for determination of the applicant's qualification to successfully complete the project. The Manager of the Purchasing Division reserves the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine the fitness, reliability, and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts, and/or for ability to comply with conditions of the bid.
- 16) Should any prospective Submitter be in doubt as to the true meaning of any portion of this RFP, or should the Submitter find any ambiguity, inconsistency, or omission therein, the Submitter shall make a written request for an official interpretation or correction. All questions concerning the solicitation and specifications shall be submitted in writing via e-mail or fax to Angela Perry in the Washtenaw County Purchasing Department.
- 17) Questions must be submitted no later than Monday, January 27, 2014.
- 18) Any oral responses to any questions shall be unofficial and not binding on Washtenaw County. The County's staff will make such interpretation or correction, as well as any additional RFP provisions that the County may decide to include, only as an RFP addendum. Staff will mail or deliver addendums to each prospective Submitter recorded as having received a copy of the RFP. Any addendum issued by the County shall become a part of the RFP. Submitters should consider issued addendums in preparing his or her proposal.

C. Summary or Estimated Available Funds

This RFP is being issued on an estimated future HOME award, the final amount of funds available is subject to availability.

Funding Amount	Source of Funds	Type of Project
\$ 243294 ,000	HOME	CHDO-Sponsored Owner or Rental*
\$530,000	HOME	Owner, Rental, Cooperative
\$773824,000	Total Estimated Funds Available	

To be considered for CHDO reserved funds, applicants must submit CHDO certification documents included in Section III of this RFP.

D. Criteria for Ranking of Proposals

The Office of Community and Economic Development will review each proposal for content, responsiveness, conciseness, clarity, and relevance, consistency with the goals and objectives outlined in the Five-Year Consolidated Plan, and for full adherence to the instructions in this RFP. The applicant will be notified in writing if the proposal is ineligible or incomplete and will not receive further consideration for funding.

The County is working to act as an investor, selecting projects with the greatest potential for a return on the investment of HOME funds. As a result, the County will review applications to determine the range of results promised by the applicant, the likelihood that these results will actually be accomplished, and an evaluation of whether a particular project represents the best potential use of funds.

OCED staff will provide recommendations for funding to the Urban County Executive Committee along with a brief analysis of each project. The Urban County will make the final decision about which projects are approved and the level of funding awarded.

In particular, the Office of Community and Economic Development intend to consider the following criteria when awarding contracts for these funds:

- 1) Proposal contains sufficient information to complete all of the required sections identified in RFP.
- 2) Proposal demonstrates the ability, capacity and skill of the bidder to perform the contract.
- 3) Proposal compares favorably with others submitted on cost per unit and/or level of services.
- 4) Bidder shows evidence of other reliable sources of funding.
- 5) Bidder demonstrates feasible timeline for project completion.
- 6) Project to serve a defined number of low-income households in the Urban County.
- 7) Other factors may be considered by the Office of Community and Economic Development and the Urban County Executive Committee.

II. Compliance with Federal Regulations

OCEC has the responsibility to ensure adherence to federal regulations. Prospective applicants should review federal rules and regulations governing HOME and CDBG funds (as applicable) for additional terms, conditions, restrictions and/or requirements that may apply. The Office of Community and Economic Development will provide assistance as needed through technical support and monitoring.

A. HOME Funds Summary

a. REGULATORY AUTHORIZATION

- i. Federal HOME Investments Partnership Program pursuant to Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, 42 U.S.C. §12701 et seq. ("Program") and the HOME Investment Partnership Program Rule, 24 C.F.R., all as may be amended from time to time.
- ii. Copies of the federal regulation can be downloaded at: <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/index.cfm>

b. NATIONAL GOAL

- i. To expand the supply of decent, permanently affordable housing, with primary attention to rental housing, for very-low and low income Americans;
- ii. To mobilize and strengthen the abilities of states and units of general local government throughout the United States to design and implement strategies for achieving an adequate supply of decent, safe, sanitary and affordable housing;
- iii. To provide participating jurisdictions, on a coordinated basis, with the various forms of Federal housing assistance needed to expand the supply of decent, safe, sanitary and affordable housing.

c. GENERAL requirements

- i. Eligible Expenses: Acquisition, rehabilitation, new construction, professionals/consultants such as architects and engineers, soft costs such as building permits and appraisals, developer fee.
- ii. Eligible Jurisdictions: Urban County jurisdictions of City of Ypsilanti, Ypsilanti Township, Pittsfield Township, Superior Township, Salem Township, Northfield Township, Bridgewater Township, York Township, Scio Township, City of Ann Arbor, City of Saline, Saline Township, Webster Township, Lima Township, Dexter Township, Manchester Township, Manchester Village and Ann Arbor Township
- iii. Property Standard: All housing units must be inspected and meet Housing Quality Standards and the 2009 International Property Maintenance Code before the property is occupied.
 1. The attached minimum Enterprise Foundation Green Construction standards must be met. Additional standards are optional to secure additional points under this RFP
 2. Accessible standards beyond the minimum required by the Americans with Disability Act and Section 504 Standards are encouraged. Healthy Home standards as developed by HUD are encouraged. Information located at http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/hi.
- iv. Minimum Affordability Period: is based on the per unit subsidy amount, however, the County has adopted a longer affordability period than the minimum required by HOME regulations. (See Appendix B for County Affordability Provisions, HOME minimum affordability period is below).
 1. 5 years – under \$15,000/unit
 2. 10 years - \$15,000 to \$40,000/unit

- 3. 15 years – Over \$40,000/unit and all refinancing of rental projects
- 4. 20 years for all acquisition and/or new construction projects
- v. Household Income: Subsidies are only available for units that are affordable to households that are at or below **80% of Area Median Income (AMI)** (See Appendix A).
- vi. Enforcement: Affordability shall be implemented through the execution of an affordability agreement, mortgage and note and the affordability agreement and mortgage shall be recorded with the Washtenaw County Register of Deeds.
- vii. CHDO Qualification – To be eligible to apply for funds as Community Housing Development Organization (CHDO), agency must be qualified through Washtenaw County CHDO certification process component to this RFP, and may serve as developer or owner of property, but must acquire and/or own the property for CHDO activity status.

d. **HOMEOWNERSHIP: Specific Project Requirements**

- i. Homebuyer eligibility information and income verification documentation must be provided to the County on approved forms prior to closing date(s).
- ii. Owner-occupied units shall be subject to a recapture formula to ensure continued housing availability for low-income households. (See Appendix B)
- iii. The County is requiring the homebuyer to take a minimum of 8 hours of homeownership counseling through the Washtenaw Housing Education Partners (WHEP), or equivalent program, including a home maintenance class. Classes can be found at www.ewashtenaw.org/homeownership

e. **RENTAL: Specific Project Requirements**

- i. 90% of the County's annual HOME allocation funds for HOME-assisted rental units must be rented to families that are 60% or less of Area Median Income.
- ii. In projects of 5 or more HOME-assisted units, at least 20% of the HOME-assisted units must be occupied by families at or below 50% of AMI and must not exceed the HOME Low Rent limit. All rents must not exceed the HOME High Rent limits. (See Appendix A).
- iii. The HOME subsidy may be applied as gap financing to the entire cost of the project or to subsidize/buy down the cost of a specific number of units
- iv. The County will enforce a minimum of 30 year affordability period, but HOME funds can be reinvested in the property after the minimum HOME affordability period (see above) has ended.
- v. Section 8 or other rental vouchers may not be refused as a payment method.
- vi. Tenant incomes shall be verified before tenant leases are signed. Annual income re-certifications and housing inspections will be required for the life of the contract.

III. Community Housing Development Organizations (CHDO)

Washtenaw County shall reserve a minimum of 15% of any HOME allocation exclusively for use by Community Housing Development Organizations (CHDOs). These organizations will be certified through this RFP process, and will potentially be eligible for CHDO operating support funds in addition to awarded project funds.

An estimated \$41,984 in CHDO operating funds will be awarded to support CHDO-sponsored projects awarded through this Affordable Housing RFP. CHDO certification shall be determined component to this Request for Proposals evaluation process. As part of this evaluation the County reserves the right to establish budget and spending guidelines associated with these funds. Additionally, if projects do not progress, the County reserves the right to recapture and reallocate funds to alternative CHDO projects and/or agencies.

A. General CHDO Guidelines

For CHDO operating assistance, the following guidelines apply:

- 1) Applicant must be certified as a CHDO by the Participating Jurisdiction (PJ) where the project(s) are to be developed according to in Housing and Urban Development (HUD) CFR 92.2 and the HOME Final Rule published July 24, 2013 (Subpart G - Set-Aside for Community Housing Development Organizations (CHDOs)). These documents codify these definitions, with a significant modification to the definition of "owner" of rental housing as detailed below:
 - a. Owner of rental housing. A CHDO that is an "owner" of rental housing is required to own (in fee simple absolute or long-term ground lease) multifamily or single family housing that is rented to low-income families. The CHDO must own the HOME project during development and throughout the period of affordability, and is required to oversee all aspects of the development process. At a minimum, the CHDO can own the property and hire a project manager or contract with a development contractor to oversee all aspects of the development. Under the 2013 Rule a CHDO is also permitted to acquire housing that is in standard condition (and meets the property standards) provided it owns the housing throughout the affordability period.
 - b. Developer of rental housing. A CHDO that is a "developer" of rental housing is defined the owner (in fee simple absolute or long-term ground lease) and developer of the project and must be in sole charge of all aspects of the development process, including obtaining zoning, securing non-HOME funds, selecting contractors, overseeing the progress of work, and determining reasonableness of costs. The CHDO must own the HOME-assisted housing during the development process and throughout the period of affordability.
 - c. Sponsor of rental housing. The 2013 Rule provides two definitions of a "sponsor" of HOME-assisted rental housing. CHDOs must maintain effective project control when acting as "sponsor" of rental housing. A CHDO "sponsors" rental housing when the property is "owned" or "developed" by:
 - d. A subsidiary of the CHDO (in which case the subsidiary, which may be a for-profit or nonprofit organization, must be wholly owned by the CHDO);
 - e. A limited partnership (in which the CHDO or its wholly owned subsidiary must be the sole general partner); or
 - f. A limited liability company (in which the CHDO or its wholly owned subsidiary must be the sole managing member).
 - g. If the limited partnership or limited liability company agreement permits the CHDO to be removed as sole general partner or sole managing member, respectively, the agreement must require that the removal be "for cause" and that the CHDO must be replaced by another CHDO. In addition, HOME funds must be provided to the entity that owns the project.

- h. When CHDO "sponsors" HOME-assisted rental housing in situations in which the CHDO owns and develops the housing and agrees to convey the housing to a private nonprofit organization (that does not need to be a CHDO but cannot be created by a governmental entity) at a predetermined time after completion of the project development. Such arrangements typically occur when a CHDO has development expertise and the nonprofit organization has the capacity to own and operate the housing. The CHDO is required to own the property before the development phase of the project and is required to select the nonprofit organization before entering into an agreement with the PJ that commits HOME funds to the project. The nonprofit organization assumes the CHDO's HOME obligation (including any repayment of loans) for the project. If the property is not transferred to the nonprofit organization, the CHDO sponsor remains liable for the HOME assistance and the HOME project.
 - i. Developer of housing for homeownership. For HOME-assisted homebuyer projects, the housing is "developed" by the CHDO if it is the owner (in fee simple absolute) and developer of new housing that will be constructed or existing substandard housing that is owned or will be acquired by the CHDO and rehabilitated for sale to low-income families. To be the "developer," the CHDO must arrange financing for the project and be in sole charge of construction. As part of its set-aside funds, the CHDO can provide direct downpayment assistance to a buyer of the housing it has developed with HOME funds in an amount not to exceed 10 percent of the amount of HOME development funds.
- 2) Reservation of funds to a CHDO as occurs when a the County enters into a written agreement with the CHDO committing HOME funds to a specific project to be owned, developed, or sponsored by the CHDO.
 - 3) Developer must document/demonstrate that the organization has the capacity to own, develop, or sponsor housing each time it commits CHDO funds to an organization for a specific project.
 - a. Certification requirements are included in this RFP.
 - 4) Applicant is expected to be in compliance with all HOME rules and regulations. A CHDO operating agreement will be signed at the same time as a corresponding HOME project contract.
 - 5) Applicant must have a history of serving the community within which the affordable housing project will be developed, as evidenced by
 - a. Documentation of at least one year of experience in serving the community; or
 - b. For new organizations, a positive assessment of the work plan as submitted to the Office of Community & Economic Development; and
 - c. Documentation of paid staff with experience in housing development. An organization must satisfy capacity by having experienced full or part-time staff and/or experienced independent contractor(s) who have successfully completed similar projects. Use of consultants to demonstrate capacity is only permitted during the 1st year of operation as a CHDO. CHDO's cannot meet capacity requirements based on the use of volunteers donated staff, shared staff or board members.
 - 6) Funds may only be used to pay for the following eligible expenses:
 - a. Salaries, Wages and Benefits;
 - b. Rent and Utilities;
 - c. Training and Travel;
 - d. Technical Assistance;
 - e. Equipment and Supplies;
 - f. Communications; and/or
 - g. Contracted Professional Services.
 - 7) Written agreement for CHDO Operating Assistance have an initial term of 12 months.
 - 8) The written agreement between the PJ and the CHDO must state the actual sales prices of the housing or describe the method that will be used to determine the sales price.
 - 9) The written agreement must state whether the proceeds of sale must be returned to the PJ or may be retained by the CHDO, and whether the proceeds must be used for HOME-eligible activities or other housing activities to benefit low-income families.

- 10) Funds that are recaptured during the period of affordability because housing no longer meets the affordability requirements must be reinvested in HOME-assisted activities.
- 11) All organizations must demonstrate the capacity to expand its housing stock including but not limited to proof of positive cash flow for all current properties.
- 12) CHDO Operating Assistance Funds are not to be used to support activities needed to maintain operations of current properties.
- 13) All successful proposals must address the community development needs presented in the Washtenaw Urban County Consolidated Plan, and must meet the guidelines articulated in this Request for Proposal.
- 14) All activities to be funded through this process must be targeted toward Washtenaw Urban County households earning up to 80% of the Area Median Income as defined by the most current HUD income limits.
- 15) Washtenaw County will consider pre-determined criteria when awarding contracts for these funds. The County will also evaluate proposals based on performance outcomes for each activity. The County conduct interviews with qualifying applicants to provide an opportunity to clarify the proposal and allow the applicant to advise of any additional factors which may be relevant to the delivery of the proposed services.
- 16) The Manager of the Purchasing Division reserves the right before making an award to have the premises of the bidder inspected, or to take any other action necessary to determine the fitness, reliability, and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts, and/or for ability to comply with conditions of the bid.
- 17) Invoices submitted must be itemized to include monthly costs for given time period, and include the county's purchase order number. Any additional changes need to be detailed on the invoice. If any portion of the funds is used to support salaries, applicant will be required to provide timesheets for reimbursement.

B. HOME Definition of a CHDO

Community housing development organization means a private nonprofit organization that:

1. Is organized under State or local laws;
2. Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual;
3. Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. A community housing development organization may be sponsored or created by a for-profit entity, but:
 - i. The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm.
 - ii. The for-profit entity may not have the right to appoint more than one-third of the membership of the organization's governing body. Board members appointed by the for-profit entity may not appoint the remaining two-thirds of the board members; and
 - iii. The community housing development organization must be free to contract for goods and services from vendors of its own choosing;
4. Has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 (26 CFR 1.501(C)(3)-1);
5. Does not include a public body (including the participating jurisdiction). An organization that is State or locally chartered may qualify as a Community Housing Development Organization; For-profit, public/governmental agencies may serve as parent organizations. No more than one-third of the board members may be public officials or employees of the participating jurisdiction or State recipient of the membership of the organization's governing body. Board members appointed by the State or local government may not appoint the remaining two-thirds of the board members. Public includes participating jurisdictions, public housing agencies, HFA's, redevelopment authorities and Indian Tribes. Officers or employees of the

- parent company cannot serve as CHDO officers or employees (except for the permitted 1/3 of CHDO board members);
6. Has standards of financial accountability that conform to 24 CFR 84.21, "Standards for Financial Management Systems;"
 7. Has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions or by-laws;
 8. Maintains accountability to low-income community residents by:
 - i. Maintaining at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representative of low-income neighborhood organizations. For urban areas, "community" may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county, or multi-county area (but not the entire State); and
 - ii. Providing a formal process for low-income program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing;
 9. Demonstrates capacity for carrying out activities assisted with HOME funds. An organization must satisfy capacity by having experienced full or part-time staff and/or experienced independent contractor(s) who have successfully completed similar projects. Use of consultants to demonstrate capacity is only permitted during the 1st year of operation as a CHDO. CHDO's cannot meet capacity requirements based on the use of volunteers donated staff, shared staff or board members.
 10. Has a history of serving the community within which housing to be assisted with HOME funds is to be located. In general, an organization must be able to show one year of serving the community before HOME funds are reserved for the organization. However, a newly created organization formed by local churches, service organizations or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least a year of serving the community.

C. CHDO PROPOSAL SUBMISSION REQUIREMENTS CHECKLIST

_____ Narrative Description of Project(s) that agency is requesting CHDO funding for must include the following information:

- _____ Description of Planned HOME Projects as a part of this CHDO request:
- _____ Estimated Timeline for Start/Completion
- _____ Description of Project (e.g. location, unit size, target rent or sales price)
- _____ Target Population (e.g. income levels, special needs)
- _____ Strategic Plan or Board Minutes showing support for proposed projects
- _____ # of Units in each project
- _____ CHDO Operating Proposed Use of Funds
- _____ Formal Written Process for involving low-income households in program design
- _____ CHDO Certification Questionnaire
- _____ New Certification of all CHDO Board Members
- _____ Current CHDO Board Roster
- _____ Current CHDO Board Approved Operating Budget
- _____ Most Recent Agency Year-End Financial Statements showing budget & actuals
- _____ Most Recent Rental Project Year-End Financial Statements showing budget & actuals
- _____ Most Recent Audit and Management Letter
- _____ Current CHDO Organizational Chart
- _____ Resumes of Key Paid CHDO Staff members funded under this proposal
- _____ Copies of all 2013 CHDO Board Meeting Minutes (January 2013- December 2013)
- _____ Most Recent IRS Federal Form 990 Exempt Organization Return
- _____ 2013 State of Michigan Certification Letter of Good Standing

CHDO must conform to the financial accountability standards of 24 CFR 84.21, "Standards for Financial Management Systems", as evidenced by:

- _____ a certification from a Certified Public Accountant, **OR**
- _____ a notarized statement from the president or CFO; **OR**
- _____ a HUD approved audit summary.

I certify that the documents indicated on this checklist are included in this proposal.

Name	Title	Date
------	-------	------

D. CHDO OPERATING PROPOSED USE OF FUNDS

Organization Name:

CHDO OPERATING EXPENDITURES

Expenditure Type	County Funding	Other Expenditures	Program Totals
Personnel, taxes, & fringes			
Consultant & Contractual			
Space & Related Supplies			
Other:			
Totals			

CHDO OPERATING REVENUES

Revenue Type	County Funding	Other Revenues	Program Totals
Amount Requested			
Totals			

Other Revenues: *Please indicate at the bottom of this page or on a second page the sources and amounts of your expected revenues for the 2014-15 program year; and provide the status of these funds (i.e. applied for, pending, or confirmed).*

Source	Amount	Status

Name of Authorized Agency Representative

Signature of Authorized Agency Rep

Date

E. CHDO CERTIFICATION QUESTIONNAIRE AND CHECKLIST

CHDO Questionnaire

Name of Organization: _____

Executive Director: _____

Mailing Address: _____

Phone Number: _____

Fax Number/ E-mail: _____

Board Chairperson: _____ Phone Number: _____

CHDO CHECKLIST

The information contained in this checklist refers to the definition of Community Housing Development Organizations (CHDOs) in Housing and Urban Development (HUD) CFR 92.2 and the HOME Final Rule published July 24, 2013 (Subpart G - Set-Aside for Community Housing Development Organizations (CHDOs)). The checklist is a tool for participating jurisdictions concerning the documents they must receive from a nonprofit before it may be certified or re-certified as a CHDO. **Each item mentioned below must be attached to confirm evidence of compliance.**

Organizational Status & Mission

1. The nonprofit organization is organized under State or local laws, as evidenced by:
 a Charter, OR
 Articles of Incorporation.

2. No part of its net earnings benefit any member, founder, contributor, or individual, as evidenced by:
 a Charter,
 By-laws, OR
 Articles of Incorporation.

3. It has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or (4) of the Internal Revenue Code of 1986, as evidenced by:
 a 501(c)(3) or (4) Certificate from the IRS.

OR

Is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue code, as evidenced by:

a group exemption letter from the IRS that includes the CHDO.

4. Has among its purposes the provision of decent housing that is affordable to low- and moderate-income people, as evidenced by a statement in the organization's:

_____ Charter,
_____ Articles of Incorporation,
_____ By-laws, OR
_____ Resolutions

Board Composition

1. Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations as evidenced by the organizations:

_____ By-Laws,
_____ Charter, OR
_____ Articles of Incorporation.

Under the HOME program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

2. A CHDO may be chartered by a State or local government, but the following restrictions apply: (1) the State or local government may not appoint more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials (including any employees of the PJ), as evidenced by the organization's:

_____ By-laws,
_____ Charter, OR
_____ Articles of Incorporation.

3. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

_____ By-laws,
_____ Charter, OR
_____ Articles of Incorporation.

Sponsorship/Independence

1. The CHDO is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by:

 _____ the organization's By-laws, OR
 _____ a Memorandum of Understanding (MOU).

2. A Community Housing Development Organization may be sponsored or created by a for-profit entity, however:
 - (a) the for-profit entity's primary purpose does not include the development or management of housing, as evidenced by:

 _____ the for-profit organization's By-laws

 AND;
 - (b) the CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced in the CHDO's:

 _____ By-laws,
 _____ Charter, OR
 _____ Articles of Incorporation.

3. If the CHDO is sponsored by a religious organization, the CHDO is a separate secular entity from the religious organization, with membership available to all persons, regardless of religion or membership criteria, as evidenced by:

 _____ By-laws,
 _____ Charter, OR
 _____ Articles of Incorporation.

Relationship/Service to the Community

1. Has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by:

 _____ a statement that documents at least one year of experience in serving the community,

 OR

 _____ for newly created organizations formed by local churches, service or community organizations, and a statement that documents that its parent organization has at least one year of experience in serving the community.

The CHDO or its parent organization must be able to show one year of serving the community prior to the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as, developing new housing, rehabilitating existing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such

as counseling, food relief, or childcare facilities. The statement must be signed by the president or other official of the organization.

2. Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects, as evidenced by:

- _____ the organization's By-laws,
- _____ Resolutions, OR
- _____ a written statement of operating procedures approved by the governing body.

Financial Management and Capacity

1. Conforms to the financial accountability standards of 24 CFR 84.21,

"Standards for Financial Management Systems", as evidenced by:

- _____ a certification from a Certified Public Accountant,
- _____ a notarized statement from the president or CFO; OR
- _____ a HUD approved audit summary.

Development Capacity

2. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

- _____ resumes and/or job descriptions that include the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds
- _____ contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization.

Additional Required Documents (Please attach with proposal):

- _____ a copy of the most recent audit and management letter;
- _____ a copy of the most recent completed fiscal year's budget and actual;
- _____ a complete attached board roster
- _____ Certificates of Board representation for each board member

F. 2014-15 CERTIFICATION OF BOARD REPRESENTATION

All CHDO Board members must fill out at least one of the appropriate boxes below, sign the bottom of this document. All Board Members must complete a *new* 2014-15 certification form.

The undersigned has been designated as a Representative on the Board of Directors for:

(Enter name of organization)

PART 1: RESIDENTS OF LOW-INCOME NEIGHBORHOODS

I, _____, am a resident of neighborhood where 51% or more of the Residents are low-income. The neighborhood has been designated as a low-income neighborhood as documented by _____.

PART 2: LOW-INCOME RESIDENTS OF THE COMMUNITY

I, _____, qualify as a low-income resident under the HOME Program definition. My household annual gross income is less than the amount listed below for my household size.

Household Size by Number of Members						
Maximum Income (2013)	1	2	3	4	5	6
	\$45,100	\$51,550	\$58,000	\$64,400	\$69,600	\$74,750

PART 3: ELECTED BY LOW-INCOME NEIGHBORHOOD ORGANIZATION

I, _____, am an elected representative of _____
A low-income neighborhood organization. The selection process took place on _____
(date). The selection criteria or process was: _____

(briefly explain process).

PART 4: NON-CHDO QUALIFYING BOARD MEMBERS

I, _____, am a current Board member of _____
(agency name), but do not currently meet the requirements described in Parts 1-3 above.

Further, the undersigned representative of the agency is attesting that supporting documentation of the Board Member's status is on file and available at the following address:

Name of Board Member

Signature of Board Member

Date

Name of Authorized Agency Representative

Signature of Authorized Agency Rep

Date

IV. NOTICE OF HOMEOWNERSHIP FUNDING AVAILABLE

HOMEOWNER PROGRAM TYPES

A. Common Program Requirements

- ❖ ADMINISTRATION: Homeowner programs will be administered by a Nonprofit Corporation or Community Development Corporation, with at least 3 years of experience administering federal funds.
- ❖ CONTRACT TERM:
 - FY 14/15 HOME funds are available approximately October 1, 2014 until October 1, 2016.
- ❖ NEIGHBORHOOD REVITALIZATION: Preference for projects that are part of a larger community revitalization plan and/or that positively impact the condition of a neighborhood.
- ❖ AFFIRMATIVE MARKETING: An affirmative marketing plan must be in place to ensure that the available funding is marketed to a diverse range of eligible households.
- ❖ CHDO PREFERENCE: The County has a preference for funding Community Housing Development Organizations (CHDO).
- ❖ EDUCATION: All potential homebuyers must go through the WHEP homebuyer education program, or equivalent program, prior to purchase.
- ❖ ELIGIBLE PROPERTIES: Single family homes, condominium, and manufactured homes (less than 10 years old with fee simple ownership); with a purchase price that does not exceed \$165,000.
- ❖ PROPERTY STANDARDS: All housing units must be inspected and meet Uniform Physical Condition Standards (UPCS), the 2009 International Property Maintenance Code and Model Energy Code before the property is occupied.
- ❖ HEALTHY HOMES: Healthy Home standards are encouraged to ensure that people with health issues are minimally impacted by the construction materials in their homes.
 - Residential hazards can include mold and moisture, lead-based paint, radon, asbestos, allergy triggers, combustible materials, chemical off-gassing, pests and pesticides, and poor indoor air quality
- ❖ ENERGY EFFICIENCY: Reducing the long-term operating costs is a high priority. The project must meet minimum energy efficiency and green construction standards.
- ❖ INCOME QUALIFICATION: Income/asset verification is required for all participants utilizing the online HUD income calculator at www.onecpd.info/incomecalculator
- ❖ DOWN PAYMENT ASSISTANCE: The buyer's subsidy will not exceed the affordability gap, which is based on the income of the homebuyer and the buyer's debt to income ratio. The affordability gap of the property is determined by the mortgage payment, property taxes, utilities, insurance, and other regular costs associated with homeownership.
- ❖ HOMEBUYER CONTRIBUTION: A minimum homebuyer contribution of \$1,000 shall apply to all homebuyer assistance programs.
- ❖ LOAN TERMS: 0% Interest, deferred payment, 20-year loan. If the owner remains in the home as the primary residence for 20 years, the principal and appreciation will be forgiven after 20 years.
- ❖ RECAPTURE FORMULA: The County will be repaid the principal or a percent of appreciation (based on the County's subsidy as a percent of the home's after rehab value), at the time of sale or transfer. If at the time of sale or transfer, the home has not appreciated in value or the proceeds are insufficient to repay the principal or shared appreciation, the balance of the owner's unpaid lien shall be forgiven. (See Appendix B)
- ❖ SECTION 3: HUD requires all projects of \$100,000 or more to actively try to provide employment opportunities for low-income people and low-income owner businesses.

B. Acquisition, Development, Resale (ADR)

- ❖ PROGRAM DESCRIPTION: Developer purchases and rehabilitates a house that is sold to an eligible buyer. The developer provides specifications to the Office of Community and Economic Development (OCED) for approval before the house is purchased. The developer oversees the bidding and rehabilitation of the house. A qualified buyer purchases the home and may or may not also need down payment and closing cost assistance. The developer provides the buyer's information, appraisal, loan documents, and a closing date to OCED before the closing. OCED provides funding and a affordability agreement, mortgage, and note for the closing.
- ❖ Developers seeking ADR support must demonstrate experience and current resources to effectively identify homebuyers for acquired properties. Such demonstration shall include inventory of potentially qualified buyers, timeframes for acquisition, starting rehabilitation and/or construction, and schedule for sale of each property.
- ❖ SUBSIDY AMOUNT: Up to \$37,500 to assist a homebuyer with down payment and closing cost assistance to purchase a home and rehabilitate the house.
- ❖ Any DPA component of ADR may not exceed the greater of \$15,000 or the calculated affordability gap for homebuyer purchase.
- ❖ An additional DEVELOPER FEE of 20% of County HOME project cost will be supported, not to exceed \$7,500 per property.
- ❖ DEVELOPER FEE: Up to 20% of County HOME project cost per unit to cover the cost of acquiring the unit, marketing, providing services, performing required inspections, managing the procurement process, overseeing the rehabilitation and processing the paperwork for eligible participants.
- ❖ TOTAL SUBSIDY AMOUNT: Not to exceed \$45,000 (up to \$37,500 in project costs + up to \$7,500 in Developer Fee) per unit.
- ❖ RENTAL CONVERSION: Any acquired home that is not sold to an eligible homebuyer within 9 months of rehabilitation completion, as evidenced by certificate of occupancy, must be converted to low income rental use, consistent with HOME rental requirements, or provide HOME repayment.

C. Down Payment Assistance (DPA) Funding as a Stand Alone Program

- ❖ PROGRAM DESCRIPTION: A qualified buyer applies to the Nonprofit/Community Development Corporation (NP/CDC) for down payment and closing cost assistance to purchase a home. The NP/CDC works with the buyer to find a home that meets the program guidelines, a loan product that is appropriate, and any additional assistance to close on the home. The NP/CDC provides the buyer's information, appraisal, loan documents, and a closing date to the Office of Community and Economic Development (OCED). OCED provides funding and a affordability agreement, mortgage, and note for the closing.
- ❖ DOWNPAYMENT ASSISTANCE: Downpayment assistance shall not exceed the greater of the affordability gap or \$15,000.
- ❖ DEVELOPER FEE: Up to 15% of total Downpayment Assistance is available to NP/CDC.
- ❖ TOTAL SUBSIDY AMOUNT: Up to \$17,250 per unit (up to \$15,000 in down payment assistance + up to \$2,250 in NP/CDC Developer Fee).
- ❖ INCOME LIMITS: Down Payment Assistance will be limited to households with incomes at 31-80% of AML.

D. Homebuyer Purchase & Rehabilitation (HPR) Program

- ❖ **PROGRAM DESCRIPTION:** A qualified buyer applies for down payment and closing cost assistance to purchase a home. The home also needs rehabilitation. The Nonprofit/Community Development Corporation works with the buyer to find a home that meets the program guidelines, a loan product that is appropriate, and any additional assistance to close on the home. The NP/CDC provides the buyer's information, appraisal, loan documents, and a closing date to the Office of Community and Economic Development (OCED). OCED provides funding and a mortgage and note for the closing. In addition, the NP/CDC works with the buyer and Community Development on a scope of work, and the NP/CDC bids out and oversees the rehab work.
- ❖ **INCOME LIMITS:** Households with incomes at 31% to 80% AMI.
- ❖ **SUBSIDY AMOUNT:** Up to \$37,500 to assist a homebuyer with down payment and closing cost assistance to purchase a home and rehabilitate the house.
 - Down Payment component limited to the greater of the affordability gap or \$15,000.
- ❖ **TOTAL SUBSIDY AMOUNT:** Not to exceed \$45,000 (up to \$37,500 in project costs + up to \$7,500 in Developer Fee) per unit.
- ❖ **DEVELOPER FEE:** The developer may request a developer fee of up to 20% of County HOME project costs (not to exceed \$7,500 per unit) to cover the cost of providing services, performing required inspections, managing the procurement process, overseeing the rehabilitation contractors and processing the paperwork for eligible participants.

E. Evaluation Criteria

All proposals will be reviewed and ranked on the basis of the evaluation criteria below:

22 points	Organizational Status – based on legal status and audit
18 points	Professional qualifications of development team – based on previous projects and verified by references
30 points	Implementation, project management, procurement process, and ability to complete the work within the prescribed time.
30 points	Financial package including appropriate funding sources, leveraging of funds, and ability to secure additional funds for homebuyer downpayment and closing cost assistance
50 points	Construction and commitment to energy efficiency, green construction and healthy homes.
20 points	Homebuyer Education Plan
20 points	Collaboration with real estate professionals, nonprofits and/or governmental agencies.
10 points	Marketing Plan including affirmative marketing and outreach to real estate professionals, lenders, nonprofits and media.
200 max. points	

F. HOMEOWNERSHIP PROPOSAL SUBMISSION REQUIREMENTS

Submit one (1) original and three (3) copies, and one (1) electronic copy of your completed proposal in the order shown below. **Do not staple your original request; use a paper clip to join the pages.** **Incomplete funding requests and/or requests received after the deadline will not receive consideration for funding.**

- _____ Complete this Submission Requirements Checklist
- _____ Cover page of this RFP with completed bidder information
- _____ HOMEOWNERSHIP Proposal Cover Sheet (with 1 original signature and 1 copy)
- _____ Development Team Narrative
- _____ Implementation Process
- _____ Financial Narrative and evidence of history of securing additional funding
- _____ Timeline of Project Milestones
- _____ Homebuyer Education Narrative
- _____ Green Criteria Checklist (Please see Appendix K)
- _____ Project Development Budget with Sources and Uses & Whether Funds Secured (Section VI)
- _____ Affirmative Marketing Plan (Sample HUD Form 935.2b
<http://www.hud.gov/offices/adm/hudclips/forms/>)
- _____ Local Unit of Government Certification (Appendix J)
- _____ Signed Legal Status Form (Appendix C)
- _____ Signed Release for Credit Check Form (Appendix D)
- _____ Organizational Documents (below)
 - _____ Organizational Chart*
 - _____ Current Organizational Operating Budget and Balance Sheet*
 - _____ Letters of Agreement/Memorandums of Understanding (if applicable)
 - _____ 2013 Board Roster (Appendix F)
 - _____ Most Recent Independent Audit & Management Letter (and A-133 Audit, if applicable)*
 - _____ IRS 990 Exempt Organization Return* (if applicable)
 - _____ Organization Bylaws**
 - _____ Proof of 501(c) 3 or other Tax Exempt Status (if applicable) **
 - _____ Articles of Incorporation**
 - _____ Certificate of Good Standing with State of Michigan

*Submit this document if you have not done so already in 2014.

** Submit this document if you are a new applicant to the Office of Community and Economic Development or if you have revised these documents from previous submissions.

I certify that the documents indicated on this checklist are included in this proposal.

Signature

Date

Print Name

Title

G. HOMEOWNERSHIP PROPOSAL COVER SHEET

Name of Applicant/Organization: _____

Address: _____ City, ST, Zip _____

Federal Tax ID Number: _____ DUNS #: _____

Partner Organization(s): _____

(Attach Letter of Agreement or Memorandum of Understanding to describe relationship)

Total Project Cost: \$ _____ Total Amount of Request: \$ _____

Amount of Request by program and funding source:

	DPA	HPR
HOME	\$ _____	\$ _____

Executive Director: _____ Telephone: _____

E-mail: _____ Website: _____

Contact Person for Application:

Name: _____ Telephone: _____

Email: _____ Fax: _____

I have read the request for proposals and to the best of my knowledge and belief, all information is true and documentation complete. I also certify that the submission of this application has been approved by the Board of Directors. I recognize that the County reserves the right to accept or reject this proposal, seek additional information, and to negotiate regarding the services to be provided or awards of funding.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

H. Additional Homeownership Submission Requirements

Provide a brief narrative or bullet points addressing the following issues, as applicable:

1. Development Team Narrative:
 - Indicate the team member/s that will be performing the following functions:
 1. property selection and feasibility analysis
 2. acquiring financing/working with lenders and other funders
 3. homebuyer qualification
 4. property acquisition
 5. developing scope of work
 6. construction management
 7. financial accounting
 - Include the resumes of every development team member referenced above Include a list of similar housing projects developed by each key development member, including project location, the year completed, number of units in project, and funding types leveraged for each project. This information is used to assess the capacity and experience of each development team member as well as the team as a whole.
 - If applicable, include a memorandum of understanding or similar document between partner organizations. Please *do not* include general letters of support or endorsement.
2. Implementation Process
 - Provide a short summary of the role each key development team member will be performing and how the process will be managed and coordinated.
 - Include a description of processes that are in place to ensure that your proposal will be successful, including construction management Indicate whether your organization is targeting a specific neighborhood as part of a neighborhood revitalization plan and describe the non-housing activities.
 - Attach adopted procurement procedures
3. Include a timeline of projected milestones (with target dates), including the following, as applicable:
 - Secure each funding source
 - Marketing of program
 - Property acquisition
 - Send out bids for construction
 - Complete rehabilitation
 - Homebuyer purchase, including identified potentially eligible purchaser to meet timing requirements
4. Financial Narrative
 - Provide evidence of developers history of leveraging additional funds for homebuyers by providing letters of commitment from funders or 3 settlement statements of previous clients with the client information redacted
 - Describe any requirements of other funding sources in the development budget that will impact implementation of this proposal (i.e. a funder that requires specific construction standards, timeframe or other restrictions).
 - Describe any property, materials, or labor that will be donated
5. Homebuyer Education Narrative
 - Describe how your organization will ensure that potential homeowners will receive at least 8 hours of homeownership education before purchase by a HUD or MSHDA certified agency
 - Include a detailed description of the homeownership education program and the qualification of the agency or person's providing the education

- Provide the fee schedule for the education program, if applicable.
- If the homebuyer education is free or a reduced cost, include the sources of funding subsidizing the program.

I. Green Criteria Checklist: Construction

OCED recognizes that each house is unique and has different rehabilitation needs. The Construction checklist is a commitment checklist for your homeownership projects. If the applicant checks a box off, then the applicant is committing to the item indicated and will be required to incorporate that item into every property address. **(50 points maximum)** Please complete the Green Criteria Checklist found in Appendix K of this RFP for your Homeownership projects.

V. NOTICE OF RENTAL FUNDING AVAILABLE

A. Common Program Requirements

- ❖ **ADMINISTRATION:** Rental projects will be developed by either for profit or non-profit affordable housing developers with at least 3 years of experience administering federal funds.
- ❖ **MIXED INCOME:** The County encourages mixed-income neighborhoods and will carefully evaluate the addition of low-income housing in existing low-income neighborhoods. The County does encourage improving the existing low-income housing stock in low-income neighborhoods.
- ❖ **RELOCATION:** The federal Uniform Relocation Act (URA) is applicable. If residents will be permanently or temporarily displaced, a relocation plan and budget is required.
- ❖ **CHDO PREFERENCE:** The County has a preference for funding Community Housing Development Organizations (CHDO).
- ❖ **ELIGIBLE PROPERTIES:** Acquisition & rehabilitation of existing multi-family units with a preference for at least 12 units. Rehabilitation of existing subsidized rental projects to preserve the long-term affordability of existing units. New construction of rental properties that include a minimum of 10% supportive housing units.
- ❖ **PROPERTY STANDARDS:** All housing units must meet the 2009 International Property Maintenance Code and Model Energy Code and receive a Certificate of Occupancy before the property is occupied.
- ❖ **ENERGY EFFICIENCY:** Reducing the long-term operating costs is a high priority. Rehabilitation that maximizes energy efficiency is required.
- ❖ **ACCESSIBILITY:** The County encourages the creation of barrier free, accessible and visitable units to the greatest extent possible. The Fair Housing Act, the Americans with Disabilities Act, the Architectural Barriers Act and Section 504 standards apply to all federally funded projects.
- ❖ **HEALTHY HOMES:** Healthy Home standards are encouraged to ensure that people with health issues are minimally impacted by the construction materials in their homes.
 - Residential hazards can include mold and moisture, lead-based paint, radon, asbestos, allergy triggers, combustible materials, chemical off-gassing, pests and pesticides, and poor indoor air quality
- ❖ **INCOME QUALIFICATION:** Income/asset verification with source documentation is required for all tenants at initial occupancy as well as annual re-certifications by affidavit or source documentation.
- ❖ **AFFIRMATIVE MARKETING:** An affirmative marketing plan must be in place to ensure that the available funding is marketed to a diverse range of eligible households.
- ❖ **LOAN TERMS:** 0% interest, deferred payment, 30-year loan. If the property continues to provide affordable housing after 30 years, the loan will be forgiven.
- ❖ **RECAPTURE FORMULA:** The County will be repaid the principal or both the principal and a percent of appreciation, at the County's discretion (based on the County's subsidy as a percent of the property's after rehab value), at the time of sale or transfer. If at the time of sale or transfer, the property has not appreciated in value or the proceeds are insufficient to repay both the principal and shared appreciation, the balance of the owner's unpaid lien shall be forgiven.
- ❖ **DAVIS BACON:** HUD requires that all contractors and subcontractors comply with Davis-Bacon Labor Standards for housing projects that include 12 or more units in HOME funded projects and 8 or more units in CDBG funded projects.
- ❖ **SECTION 3:** HUD requires all projects of \$100,000 or more to actively try to provide employment opportunities for low-income people and low-income owner businesses.

- ❖ MARKET STUDY: A market study will be required for projects with 24 or more units as a condition prior to contract execution. The market study must support the development of the site.
- ❖ TRANSIT ACCESSIBILITY: Proximity and accessibility to public transit will be considered as part of evaluation process.
- ❖ A Phase I Environmental Site Assessment will be required for Acquisition and/or new construction as a condition prior to contract execution

B. Evaluation Criteria

All proposals will be reviewed and ranked on the basis of the evaluation criteria below:

22 points	Organizational Status – based on legal status and audit
24 points	Professional qualifications of development team – based on previous projects and verified by references
15 points	Population targeting objectives including homeless, special needs & 30% AMI rental. Mixed income.
65 points	Financial package including appropriate funding sources, leveraging of funds, supportive services funding if applicable, and operating pro forma is reasonable.
30 points	Implementation: Proposed work plan and ability to complete the work within the prescribed time
50 points	Construction and commitment to energy efficiency, green construction and healthy homes.
10 points	Quality of Life
14 points	Property Management: Tenant selection and property maintenance plan
15 points	Support Services Plan
245 points maximum	

C. RENTAL PROPOSAL SUBMISSION REQUIREMENTS

Submit one (1) original, three (3) copies, and one (1) electronic copy of your completed proposal in the order shown below. **Do not staple your request; use a paper clip to join the pages. Incomplete funding requests and/or requests received after the deadline will not receive consideration for funding.**

- _____ Complete this Submission Requirements Checklist
- _____ Cover Page of this RFP with completed bidder information
- _____ RENTAL Proposal Cover Sheet (with 1 original signature and 1 copy)
- _____ Development Team Narrative
- _____ Population Targeting and Financial Narrative
- _____ Project Development Budget with Sources and Uses & Whether Funds Secured (Section VI)
- _____ Operating Budget (Section VI)
- _____ Supportive Services 1 year revenue and expense budget (if permanent supportive housing)
- _____ Implementation Process Narrative
- _____ Timeline of Project Milestones
- _____ Deed (rehab) OR Purchase Agreement/Option to Purchase (acquisition)
- _____ Title Search
- _____ Relocation Plan (if applicable)
- _____ Property Management and Maintenance Plan
- _____ Property Inspection by Licensed Property Inspector (for acquisitions)
- _____ Capital Needs Assessment (for rehabilitation of existing projects)
- _____ Rehabilitation Specs and Cost Estimate (rehabilitation)
- _____ Architectural concept or drawings (new construction) – provide most up to date information available for the stage the project is in
- _____ Lead Based Paint Assessment (Acquisition built prior to 1979)
- _____ Energy Audit (for rehabilitation)
- _____ Affirmative Marketing Plan (Sample HUD Form 935.2a
<http://www.hud.gov/offices/adm/hudclips/forms/>)
- _____ Check list for Support Services and Quality of life (p. 25)

- _____ Signed Legal Status Form (Appendix C)
- _____ Signed Release for Credit Check Form (Appendix D)
- _____ Chart of Proposed Units (Appendix E)
- _____ Environmental checklist for proposed project (Appendix G)
- _____ Green Criteria Checklist (Appendix K)
- _____ Local Unit of Government Certification (Appendix J)
- _____ Organizational Documents (below)
 - _____ Organizational Chart*
 - _____ Current Organizational Operating Budget and Balance Sheet*
 - _____ Letters of Agreement/Memorandums of Understanding (if applicable)
 - _____ 2013 Board Roster (if applicable) (Appendix F)
 - _____ Most Recent Independent Audit & Management Letter (and A-133 Audit, if applicable)*
 - _____ IRS 990 Exempt Organization Return* (if applicable)
 - _____ Organization Bylaws** (if applicable)
 - _____ Proof of 501(c) 3 or other Tax Exempt Status (if applicable)**
 - _____ Articles of Incorporation/Organization**
 - _____ Certificate of Good Standing with State of Michigan

*Submit this document if you have not done so already in 2014.

** Submit this document if you are a new applicant to the Office of Community and Economic Development or if you have revised these documents from previous submissions.

I certify that the documents indicated on this checklist are included in this proposal.

Signature _____ Date _____

Print Name _____ Title _____

D. RENTAL PROPOSAL COVER SHEET

Name of Applicant/Organization: _____

Address: _____ City, ST, Zip _____

Federal Tax ID Number: _____ DUNS #: _____

Partner Organization(s):

(Attach Letter of Agreement or Memorandum of Understanding to describe relationship)

Property Address: _____ City, ST, Zip _____

Total Project Cost: \$ _____ Total Amount of Request: \$ _____

Total Units: _____

Amount of Request by funding source:

Urban County HOME \$ _____

Executive Director/Senior Officer/Owner: _____ Phone: _____

E-mail: _____ Website: _____

Contact Person for Application:

Name: _____ Telephone: _____

Email: _____ Fax: _____

I have read the request for proposals and to the best of my knowledge and belief, all information is true and documentation complete. I also certify that the submission of this application has been approved by the Board of Directors (for organizations that have a Board). I recognize that the County reserves the right to accept or reject this proposal, seek additional information, and to negotiate regarding the services to be provided or awards of funding.

Authorized Signature²: _____ Date: _____

Printed Name _____ Title: _____

² Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 120 days. Any individual that provides the official signature for the proposing organization must read and agree to the Washtenaw County standard contract provisions, terms, and conditions, which are outlined in this document.

E. Additional Rental Proposal Submission Requirements

Provide a brief narrative or bullet points, addressing the following issues, as applicable:

1. Development Team Narrative
 - Indicate the team member/s that will be performing the following functions:
 1. Project manager
 2. Property feasibility analysis
 3. Property acquisition
 4. Acquiring financing/working with lenders and other funders
 5. Developing scope of construction work
 6. Construction management
 7. Financial accounting
 8. Property Management
 - a. Maintenance
 - b. Affirmative marketing and fair housing
 - c. Tenant selection and qualification
 - Include the resumes of every development team member listed above.
 - Include a list of similar housing projects developed/managed by each development team member, including project location, the year completed, number of units in project, and funding types leveraged for each project. This information is used to assess the capacity and experience of each development team member as well as the team as a whole.
 - Include a memorandum of understanding or similar document between partner organizations. Please *do not* include general letters of support or endorsement.

2. Population Targeting and Financial Narrative
 - Indicate whether the target population includes special needs populations such as people with disabilities, veterans, the elderly, or youth. Also complete Appendix E, chart of units.
 - Describe any requirements of other funding sources in the development budget that will impact implementation of this proposal (i.e. LIHTC secured and MSHDA's LIHTC rent and income limits must be used).
 - Indicate whether project based vouchers are secured or applying for
 - Indicate the terms requested for the HOME funds (years, interest rate, amortized? Etc.) in narrative or attached proformas
 - Indicate whether a PILOT (payment in lieu of taxes) is secured or will be applied for and what the PILOT terms are
 - Describe any property, materials, or labor that will be donated
 - Permanent Supportive Housing must provide a separate budget showing how support services will be paid for.

3. Operating Proforma / Budget: Include revenue and expense projections for 15 years
 - A minimum of \$300/unit/year is required for replacement reserves for all units with 1 bedroom or greater. A minimum of \$100/unit is required for replacement reserves for SRO units.
 - 2% maximum annual rent increases
 - 3% minimum annual operating increases (except replacement reserves can be 2%)
 - 7% minimum vacancy rate
 - 1.2 minimum debt service coverage
 - Indicate in a footnote the number of units by bedroom size and rent targets
 - Indicate in a footnote all projected refinancing and estimated terms

-
- 4. Implementation Process Narrative
 - Is the property zoned appropriately? (What is it currently zoned? If re-zoning is needed, what zoning designation will be requested?)
 - If a site plan is required, what is the status of site plan approval?
 - Property can be acquired before applying for County funds. However, all expenses that occur before an Environmental Assessment is completed by the County are ineligible for reimbursement with County funds except purchase options and soft costs related to determining project feasibility.
 1. Provide purchase option or deed
 2. Title Search must be provided to determine if potential issues will cloud title
 - Provide a short summary of the role each key development team member will be performing and how the process will be managed and coordinated. Include a description of processes that are in place to ensure that your proposal will be successful, including construction management
 - Describe or attach adopted procurement procedures
- 5. Include a timeline of projected milestones (with dates or 1 month after funding approval or month 2 etc. including the following, as applicable:
 - Secure each funding source
 - Property acquisition
 - Approval of specs/drawings/site plan
 - Send out bids for construction
 - Complete rehabilitation/construction
 - Certificates of Occupancy
 - Lease up of Units
- 6. Relocation
 - If there are residents living in any of the units to be acquired, a list of all existing residents, their addresses and a copy of their lease (if they are renters) must be provided.
 - Relocation estimates must be included in the development pro forma/sources and uses.
 - For Rehabilitation applicants only, if the residents will be temporarily displaced, please describe the temporary relocation plan and cost.
- 7. Construction
 - Please complete the Green Criteria Checklist found in Appendix K
 - Rehabilitation of existing property
 1. Provide capital needs assessment
 2. Provide scope of service and cost estimate
 3. Provide lead based paint assessment
 4. Provide energy audit
 - Acquisition and rehabilitation
 1. Provide copy of licensed inspector report
 2. Provide scope of service and cost estimate
 3. Provide lead based paint assessment
 4. Provide energy audit
 - New Construction
 1. Architectural drawings
 2. Site plan

F. Rental Check-Off List: Supportive Services and Quality of Life

Supportive services on-site: If the project includes homeless, special needs, or extremely low-income households, are there appropriate support services to ensure that the tenants stay housed? **(15 points maximum)** Please check all that apply:

- Dedicated service staff, utilized as needed by residents (5 pts)
- Substance abuse counseling offered on site (1 pt)
- ESL or literacy programs offered on site (1 pt)
- Employment training or job preparedness offered on site (1 pt)
- Financial literacy or budget counseling offered on site (1 pt)
- On-site day care (1 pt)
- After school programming (1 pt)
- Resident council (1 pt)
- Security guard or front desk screening (5 pts)
- Other _____(1 pt each)

Quality of Life:

- (10 point maximum)** Please check all that apply:
- Hard-wired alarm system in every unit (1 pt)
- Internet access provided for each unit (2 pt)
- OR Internet access and computers provided in Community Room (1 pt)
- Community garden on site (1 pt)
- Laundry hook-up in each unit (2 pts)
- OR Laundry facilities in each building (1 pt)
- Individual porch or balcony for each unit (1 pt)
- Card access security control system at entrance (1 pt)
- Includes community room, indoor recreation space or playground equipment (2 pt)

G. Green Criteria Checklist:

OCED recognizes that each project is unique and has different rehabilitation needs. The Construction checklist is a commitment checklist for your projects. If the applicant checks a box off, then the applicant is committing to the item indicated and will be required to incorporate that item into every property address. Please review the moderate/substantial rehabilitation standards to evaluate project applicability. **(50 points maximum)** Please complete the Green Criteria Checklist found in Appendix K of this RFP for your project.

VI. NOTICE OF COOPERATIVE MEMBERSHIP ASSISTANCE FUNDING AVAILABLE

A Cooperative is a modified homeownership model, where the home buyers own a share of the cooperative. Cooperatives may apply for funds to subsidize the initial membership fee so that units are affordable to low-income buyers. The County wishes to help very low-income households move into these Cooperatives by eliminating the barrier of providing a membership fee to move in. The County also wishes to help Cooperatives maintain financial stability by keeping vacancies rates to a minimum.

A. Common Program Requirements

- ❖ **ADMINISTRATION:** Cooperatives may apply for funding to enable households at 50% of Area Median Income (see Appendix A) pay for the membership fee.
- ❖ **CONTRACT TERM:** August 1, 2013 until funds expended
- ❖ **SUBSIDY AMOUNT:** The applicant/owner must pay a minimum of \$500 for the membership fee.
- ❖ **AFFIRMATIVE MARKETING:** An affirmative marketing plan must be in place to ensure that the available funding is marketed to eligible households.
 - Partnering with a non-profit/s is strongly encouraged to ensure that households that income qualify and have high barriers to affordable housing are able to access the program.
- ❖ **PROPERTY STANDARDS:** All housing units must meet Housing Quality Standards before the property is occupied.
 - Energy Efficiency, Accessibility, Green Construction and Healthy Home standards are encouraged
- ❖ **INCOME QUALIFICATION:** Income/asset verification is required for all applicants.
- ❖ **REPORTING:** Cooperative will provide quarterly reports to OCED, tracking all loan draws from OCED, loans made to members, and loan repayments

B. Permanent Unit Set-Aside Requirements

- ❖ **ADMINISTRATION:** Cooperatives may apply for funding to permanently set-aside a portion of its units for households at 50% of Area Median Income (see Appendix A) by using the funds to purchase the membership fees of those units.
- ❖ **GRANT TERMS:** Cooperatives that permanently set-aside units for households at 50% AMI or less through a deed, covenant or other permanent method will be a grant.

C. Membership Fee Loan Fund Requirements

- ❖ **ADMINISTRATION:** Cooperatives or non-profits may apply for a loan fund to help applicants at 50% AMI or less pay for the membership fee.
- ❖ **LOAN FUND:** The member/owner will repay the Cooperative the amount paid with HOME funds for the membership fee. The owner will recoup the amount of the membership fee the owner paid as well as any equity increase in the membership fee. The Cooperative will track all loan repayments and re-loan the funds to another applicant/owner to buy a membership fee. The new applicant/owner must also income qualify.
- ❖ **LOAN TERMS:** 0% interest, 20-year loan for the loan from County to Cooperative. Cooperative loan term to member is set by Cooperative, with approval from County.

D. Evaluation Criteria

All proposals will be reviewed and ranked on the basis of the evaluation criteria below:

30 points	Professional qualifications of team – based on previous projects and verified by references
65 points	Implementation Process and ability to complete the work within the prescribed time.
21 points	Financial package including appropriate funding sources, leveraging of funds, per unit funding request, and cost analysis.
10 points	Collaboration with nonprofits, governmental agencies and others.
20 points	Marketing Plan including affirmative marketing
30 points	Quality of Life
176 Points Maximum	

E. COOPERATIVES PROPOSAL SUBMISSION REQUIREMENTS

Submit one (1) original, ~~three~~ ~~one~~ (4 3) copies, and one (1) electronic copy of your completed proposal in the order shown below. **Do not staple your request; use a paper clip to join the pages.**
Incomplete funding requests and/or requests received after the deadline will not receive consideration for funding.

_____ Complete this Submission Requirements Checklist (with 1 original signature and 1 copy)

_____ Cover Page of this RFP with completed bidder information

_____ COOPERATIVE Proposal Cover Sheet (with 1 original signature and 1 copy)

_____ Key People Narrative

_____ Implementation Process Narrative

_____ Property Maintenance Plan

_____ Membership Selection Policy

_____ Check off list for Quality of Life

_____ Project Budget

_____ Affirmative Marketing Plan (Sample HUD Form 935.2b
<http://www.hud.gov/offices/adm/hudclips/forms/>)

_____ Signed Legal Status Form (Appendix C)

_____ Organizational Documents (below)

_____ Organizational Chart*

_____ Current Organizational Operating Budget and Balance Sheet*

_____ Letters of Agreement/Memorandums of Understanding (if applicable)

_____ 2013 Board Roster* (Appendix F)

_____ Most Recent Independent Audit & Management Letter* (and A-133 Audit, if applicable)

_____ IRS 990 Exempt Organization Return** (if applicable)

_____ Organization Bylaws**

_____ Proof of 501(c) 3 or other Tax Exempt Status** (if applicable)

_____ Articles of Incorporation**

*Submit this document if you have not done so already in 2013.

** Submit this document if you are a new applicant to the Office of Community and Economic Development or if you have revised these documents from previous submissions.

I certify that the documents indicated on this checklist are included in this proposal.

Signature

Date

Print Name

Title

F. COOPERATIVE PROPOSAL COVER SHEET

Name of Applicant/Organization: _____
Federal Tax ID Number: _____ DUNS #: _____
Address: _____ City, ST, Zip _____

Partner Organization(s): _____

(Attach Letter of Agreement or Memorandum of Understanding to describe relationship)

Total Project Cost: \$_____ Total Amount of Request: \$_____

Executive Director/Senior Officer/Owner: _____
Telephone: _____
E-mail: _____ Website: _____

Contact Person for Application:
Name: _____ Telephone: _____
Email: _____ Fax: _____

I have read the request for proposals and to the best of my knowledge and belief, all information is true and documentation complete. I also certify that the submission of this application has been approved by the Board of Directors. I recognize that the County reserves the right to accept or reject this proposal, seek additional information, and to negotiate regarding the services to be provided or awards of funding.

Authorized Signature³: _____ Date: _____

Printed Name : _____ Title: _____

³ Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 120 days. Any individual that provides the official signature for the proposing organization must read and agree to the Washtenaw County standard contract provisions, terms, and conditions, which are outlined in this document.

G. Additional Cooperative Submission Requirements

Provide a brief narrative or bullet points addressing the following issues:

1. Personnel – provide a short summary of each key person and their role for the following activities:
 1. Project Manager
 2. Marketing
 3. Member Qualification
 4. Financial Management
 5. Ensuring that units pass local code inspections
 6. Quarterly reporting to OCED
 - Include the resumes or summary of qualifications of key persons
 - Include a memorandum of understanding or similar document between partner organizations, if applicable. Please *do not* include general letters of support or endorsement.
2. Implementation Process
 - Describe how your program will be managed for quality control and success
 - Include the cooperative membership fee structure
 - Indicate the income target of the recipients
 - Provide a copy of the member application
 - Indicate the year HUD's affordability requirement expires for any current HUD loans
 - Provide a property maintenance plan (annual and ongoing maintenance, work order process)
 - Provide member selection policy
3. Financial
 - Include a project budget with source and uses of funds
 - Include other sources of funding, term of funds (loan term, grant), and whether secured or applying for
 - Describe any requirements of other funding sources in the development budget that will impact implementation of this proposal

H. Cooperative Check-off List: Construction & Quality Of Life

Quality of Life: (30 points maximum), please check all that apply:

- Hard-wired alarm system in every unit (2 pt)
- Internet access provided for each unit (3 pts)
- OR Internet access in Community Center (2 pt)
- Individual porch or balcony for each unit (3 pt)
- ESL or literacy programs offered on site (2 pt)
- Employment training or job preparedness offered on site (2 pt)
- Financial literacy or budget counseling offered on site (2 pt)
- After school programming (3 pts)
- Resident council with input on the operations of the property (3 pts)
- Community Garden on site (2 pts)
- Other _____ (2 pt each)

VII. SAMPLE BUDGETS (OPTIONAL FORMAT)

A. Development Budget (Rental or Homeownership Projects)

Sample Project Development Budget – A more detailed budget required if funded			
Hard Costs		Total	Per Unit
Acquisition		\$	x
Demolition		\$	x
Site Work		\$	x
Construction (details in scope of work)		\$	x
Construction Contingency (percent)	%	\$	x
Total hard costs		\$0	\$0
Soft Costs		Total	Per Unit
Architectural/Engineering		\$	x
Environmental/Appraisal/Survey		\$	x
Taxes		\$	x
Market Study		\$	x
Legal		\$	x
Transition Insurance, Utilities, other		\$	x
Relocation		\$	x
Financing Charges		\$	x
Developer Fee (percent)	%	\$	x
[NAME type] Reserves		\$	x
Other:		\$	x
Soft Cost Contingency (percent)	%	\$	x
Total soft cost		\$0	\$0
Total project cost		\$0	\$0
Revenue Sources (indicate terms & whether secure)		Total	Per Unit
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Revenue		\$0	\$0

B. Sample Operating Proforma (Rental Projects Only)

Operating Proforma																
Project Name:																
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Operating Income																
Gross rents		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
less: vacancies		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other income		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gross Income		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Expenses																
Management fee		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contracted Services		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Legal		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Maintenance staffing		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Maintenance/Repair		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities - electric		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities - heating		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities - water/sewer		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Property Insurance		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Property taxes		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replacement Reserves		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Reserves		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Operating Expenses		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Operating Income		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service Ratio																
Cash Flow		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Percent annual increase																
Rent		0		0	0	0	0	0	0	0	0	0	0	0	0	0

VIII. SAMPLE STANDARD PROVISIONS FOR CONTRACTS

SERVICE CONTRACT - FEDERAL FUNDED

CR _____

AGREEMENT is made this _____ day of _____, 2013, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 ("County") and (**NAME OF CONTRACTOR**) located at (**CONTRACTOR'S ADDRESS**) ("Contractor").

Federal Awarding Agency	
Federal / State Contract Number	
Federal Program Title	
CFDA Number	
Federal Funding %	

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will (***SPELL OUT SCOPE OF SERVICE***)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed (***SPELL OUT DOLLAR AMOUNT***).

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to (***DEPARTMENT HEAD TITLE***) and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on **(MONTH, DAY, YEAR)** and ends on **(MONTH, DAY, YEAR)**, with an option to extend an additional _____ year(s).

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: **INSERT DEPARTMENT & CR#**_____, **Street Address**, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI – DEBARMENT AND SUSPENSION

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

ARTICLE XII – LOBBYING

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities,” in accordance with its instructions;
3. This language shall be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ARTICLE XIII - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing an on-going drug-free awareness program to inform employees about—
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, *and* employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;
- f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

ARTICLE XIV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations section 2 CFR Part 215.4 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$11.64 per hour with benefits or \$ 13.65 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2014 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XVII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XVIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIX - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XX - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XXI - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XXII- PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXIV - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXV - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

APPENDIX A: INCOME LIMITS, RENT & SALE REQUIREMENTS

HUD determines the annual Area Median Income (AMI), which is used to determine the income eligibility of renters or owners. Following is a 2013 chart indicating the % of AMI for various family sizes.

Household Size	1	2	3	4	5	6	7	8
120% Median	\$70,800	\$80,800	\$91,000	\$101,000	\$109,200	\$117,200	\$125,400	\$133,400
Median income	\$59,000	\$67,400	\$75,800	\$84,200	\$91,000	\$97,700	\$104,500	\$111,200
*Low income (80% / 75%)	\$45,100	\$51,550	\$58,000	\$64,400	\$69,600	\$74,750	\$79,900	\$85,050
Low income (60%)	\$35,400	\$40,400	\$45,500	\$50,500	\$54,600	\$58,600	\$62,700	\$66,700
Very low income (50%)	\$29,500	\$33,700	\$37,900	\$42,100	\$45,500	\$48,850	\$52,250	\$55,600
Extremely low income (30%)	\$17,700	\$20,200	\$22,750	\$25,250	\$27,300	\$29,300	\$31,350	\$33,350

*Note: the 80% median income level may not exceed the U.S. median income level, consequently it is actually 75% of median.

Effective 1.1.2013. Data Location: <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/index.cfm>

Rental Projects:

- The 2012 high and low HOME rent levels are listed below. Rents can be lower than the low rent level but not higher than the high rent level.
- Group Homes use the Fair Market Rent (FMR) for the # of bedrooms in the home and tenants pay no more than the pro rata share of monthly rent.
- FMR is calculated by HUD as the rental rate in the 40th percentile for units rented in past 15 months not including public housing and units less than 2 years old
- Rents include utilities (water, sewer, electricity, heat).

HOME Rents	Studio	Efficiency	1 Bedroom	2 Bedroom	3 bedroom	4 bedroom
High	\$502	\$669	\$763	\$927	\$1,232	\$1,590
Low	\$517	\$689	\$773	\$940	\$1,136	\$1,267
FMR	\$473	\$630	\$760	\$901	\$1,232	\$1,596

Ownership Projects:

The Maximum monthly housing costs should not exceed 30% of the household income and includes a utility allowance, mortgage payment, taxes, insurance and condominium fees, if applicable.

2013 Maximum Target Housing Expense Levels by Household Size (30% of gross monthly income)

	1	2	3	4	5	6	7	8
120% Median Income	\$1,770	\$2,020	\$2,275	\$2,525	\$2,730	\$2,930	\$3,135	\$3,335
Median income	\$1,475	\$1,685	\$1,895	\$2,105	\$2,275	\$2,443	\$2,613	\$2,780
Low income (80% / 74%)	\$1,128	\$1,289	\$1,450	\$1,610	\$1,740	\$1,869	\$1,998	\$2,126
Low income (60%)	\$885	\$1,010	\$1,138	\$1,263	\$1,365	\$1,465	\$1,568	\$1,668
Very low income (50%)	\$738	\$843	\$948	\$1,053	\$1,138	\$1,221	\$1,306	\$1,390
Extremely low income (30%)	\$443	\$505	\$569	\$631	\$683	\$733	\$784	\$834

*Note: Includes utilities (except telephone) for rental. Includes taxes, utilities, condo fees, and insurance for homeownership.

Effective: 1.1.2013 Data Location: <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/index.cfm>

APPENDIX B: AFFORDABILITY RECAPTURE PROVISIONS

HOMEOWNERSHIP PROGRAMS

A 20-year 0% interest, deferred payment loan shall be secured by a mortgage placed on the property for the amount of the Note ("Subsidy Amount"). The Subsidy Amount includes the subsidy provided by the County to Developer and the homebuyer (including acquisition, construction, soft costs, closing costs and down payment assistance but not including developer fees). If Homebuyer sells or transfers Property or an interest therein to a person or entity that does not comply with Exhibit B or discontinues use of Property as a primary residence on or before the twenty year period, the Subsidy Amount shall be repaid according to the following:

- a) After-Rehabilitation Value. A certified Appraiser shall determine the value of the Property after the rehabilitation has been completed.
- b) County Appreciation Percentage. The County Appreciation Percentage shall be determined by taking the Subsidy Amount and dividing it by the After-Rehabilitation Value. The County Appreciation Percentage shall then be multiplied times the total amount of Appreciation; and
- c) Appreciation. "Appreciation" of Property shall be determined by taking the difference between the Homebuyer's original After-Rehabilitation Value and the appraised value at the time Homebuyer sells, transfers, or discontinues using Property as a primary residence. Homebuyer expenses such as after acquired liens, equity liens, or other encumbrances shall not be considered in computing Appreciation and the County Repayment Amount; and
- d) County Repayment Amount. The County Appreciation Percentage shall be multiplied times the Appreciation to determine the amount that must be repaid to County ("County Repayment Amount"). In the event that the County Repayment Amount is equal to or greater than the County lien, then that amount shall be repaid to the County. In the event that the County Repayment Amount is less than the lien, then the Homebuyer shall be responsible for the balance of the Subsidy Amount at the time of closing. In the event that the total amount available to the Homebuyer at the time of closing after paying the first mortgage, closing costs, realtor commissions, and recovering the initial Homebuyer cash investment is less than the Subsidy Amount, then that amount shall be paid to County and Homebuyer shall be relieved of any further obligation under the terms of this Lien Agreement.
- e) Forgiveness of Subsidy Amount. In the event Homebuyer retains and resides in the Property continuously for a period of twenty (20) years, all obligations to repay the Subsidy Amount shall be forgiven and this Lien shall be discharged.

Recapture Formula

Initial Appraised After-Rehabilitation Value (IARV)	\$90,000
Initial Purchase Price (IPP)	\$75,000
HOME investment (\$15K DPA & \$20K Rehab)	\$35,000
HOME investment as percent of IARV	39%

Sold 10 years later with significant increase in value

Appraised Value (AV)	\$200,000
Increase in Appraised Value (AV - IARV)	\$110,000
39% of Increase in Value	\$42,900

\$42,900 is greater than \$35,000, so the Homebuyer repays \$42,900

Sold 10 years later with moderate increase in value

Appraised Value (AV)	\$150,000
Increase in Appraised Value (AV - IARV)	\$60,000
39% of Increase in Value	\$23,400
Net proceeds	\$80,000

\$23,400 is less than \$35,000 and the net proceeds are greater than \$35,000, so the Homebuyer repays \$35,000

Sold 10 years later with decrease in value

Appraised Value/Sales Price	\$85,000
Homebuyer Private Mortgage Lien repayment	-\$60,000
Homebuyer initial cash investment	-\$1,000
Closing Costs and Realtor	-\$6,000
Balance	\$19,000

\$19,000 is repaid instead of \$35,000

RENTAL PROGRAMS

A minimum of a 30-year lien will be placed on all rental housing projects. The lien will be equal to the amount of assistance provided to the buyer (acquisition and rehabilitation). At the time of sale or transfer of the property or discontinuation as a rental property, the lien must be repaid in full or based on a formula, whichever is approved by the Office of Community and Economic Development. The formula is based on a shared increase in the appraised value at the time of sale or transfer. At the time of initial purchase, the percent of subsidy funds as a percent of the appraised value will be calculated. At the time of sale or transfer, the same percent of increase in the appraised value between the initial purchase and the new appraised value will be repaid to Washtenaw County. The greater of this formula and the actual lien amount will be repaid out of net sales proceeds (after paying all liens, closing costs, realtor fees and deducting the initial owner cash investment).

APPENDIX C: LEGAL STATUS OF BIDDER

Washtenaw County
Procurement Department
PO Box 8645
Ann Arbor, Michigan 48107-8645

Ladies and Gentlemen:

The undersigned declares that this Proposal is made in good faith, without fraud or collusion with any person or persons submitting a proposal on the same Contract; that the undersigned has carefully read and examined the "Request for Proposal" documents, including Information and Instructions, information required, all Addenda (if any), and understands them. Further, the undersigned declares that it has extensive experience in successfully providing the services required under the specifications of this Request for Proposal.

The undersigned acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from Washtenaw County, its agents or employees, and that this Proposal is based solely upon the undersigned's own independent business judgment.

If the County accepts this Proposal and the undersigned fails to contract and furnish the insurance documentation by October 1, 2014 then the undersigned shall be considered to have abandoned the Contract.

In submitting this Proposal, it is understood that the right is reserved by the County to accept any Proposal, to reject any or all Proposals, to waive irregularities and/or informalities in any Proposal, and to make the award in any manner the County believes to be in its best interest.

COMPANY NAME: *
STREET/P. O. BOX:
CITY, STATE, AND ZIP CODE:
DATE:
TELEPHONE:
FAX:
TAX IDENTIFICATION:

AUTHORIZED SIGNATURE:
PRINTED NAME OF SIGNER:
TITLE OF SIGNER:
EMAIL OF SIGNER:

* NOTE: If the BIDDER is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officer or agents. If BIDDER is a partnership, the true name of the firm shall be set forth with the signature of the partners authorized to sign contracts on behalf of the partnership. If BIDDER is an individual, his signature shall be placed above.

*NOTE: Interested Organizations may establish a partnership of more than one Organization to provide the services identified in the Scope of Services.

APPENDIX D: AUTHORIZATION FOR RELEASE OF CREDIT INFORMATION

Authorization for Release of Credit Information

I hereby authorize the Washtenaw County to verify and further investigate any of the information hereby provided. I understand and agree that the County may conduct credit checks and review with federal, state and local public sources to obtain such verification, and to obtain further information and that any of the sources named herein may be contacted in order to obtain verification and further information. I certify that all information provided is true, correct and complete to the best of my knowledge.

Signature

Date

Name

Title

Company/Agency Name

Address

Social Security Number or Tax ID#

APPENDIX E: CHART OF PROPOSED UNITS – rental only

No. of Units	AMI Target	Unit Bedrooms*	Unit Approx. Square feet	No. Baths**	Monthly Rent	Utilities included in rent***	Laundry ****	Rent Subsidy?	Accessible or Visitable?

* SRO, efficiency or studio, 1 bdr, 2 bdr etc.
** A bathroom without a tub or shower is consider .5 bath
*** Utilities include water, sewer, electricity & gas. Indicate all that are included in the monthly rent column by initials “w”, “s”, “e”, “g”
**** Laundry is either included in unit, hook-up in-unit, laundry room (for a shared laundry room), or none

APPENDIX F: BOARD MEMBER ROSTER

Name of Organization: _____

Name	Board Position	Address and Phone	Current Job and/or experience related to development	Race*	Gender M/F	Term on Board

*RACE (as defined by HUD): American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; White; American Indian/Alaska Native and White; Asian and White; Black/African American and White; American Indian/Alaskan Native and Black/African American; Other. In addition, please indicate Hispanic if it also applies.

APPENDIX G: ENVIRONMENTAL CHECKLIST FOR PROPOSED PROJECT (RENTAL)
--

Project Name:

Project Address:

Environmental Review Questions

	Yes	No
(1) Is the property located in a 100 year flood plain?	<input type="checkbox"/>	<input type="checkbox"/>
(2) Is the property within 3,000 feet of a railroad?	<input type="checkbox"/>	<input type="checkbox"/>
(3) Is the property within 1,000 feet of a highway or other major road?	<input type="checkbox"/>	<input type="checkbox"/>
(4) Is the property more than 50 years old?	<input type="checkbox"/>	<input type="checkbox"/>
(5) Do any man-made hazards exist (e.g. underground tanks, above ground hazards, asbestos, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX H: COUNTY AFFIRMATIVE MARKETING PLAN

The Washtenaw Urban County is committed to non-discrimination and equal opportunity in housing. As the administrator of HOME and CDBG funds for the Urban County Executive Committee, Washtenaw County will follow and enforce an affirmative marketing policy. This policy will identify actions to provide information and attract eligible persons to available housing without regard to race, color, religion, sex, national origin, age, disability, or familial status.

In accordance with federal regulations (24 CFR 92.351), Washtenaw County has established these procedures to affirmatively market units assisted with federal funds and local match funds. These procedures are intended to further the objectives of Title VII of the Civil Rights Act of 1968 and Executive Order 11063 and the Fair Housing Amendments Act of 1988. The Urban County's commitment to the affirmative marketing policy will be implemented for rental and homebuyer projects containing five (5) or more HOME or CDBG-assisted housing units. These goals will be carried out by a set of steps to be followed by the County and participating nonprofit housing providers.

Methods of Informing HOME or CDBG-assisted Owner/Developers, Tenants, & Public

- The County will inform applicants for HOME or CDBG funds that compliance with an affirmative marketing policy will be a condition of funding approval for their project.
- The County will require that owner/developers of rental rehab projects and homebuyer projects (with 5 or more units) write and follow an affirmative marketing policy.
- The County will assist any owner/developer to perform an affirmative marketing analysis to determine which (if any) groups are underrepresented in an eligible HOME or CDBG-assisted project.
- The County will require that owners/developers inform potential tenants of housing availability by the use of local newspapers and minority publications, if available.
- The County will require that owners/developers document their efforts to solicit applications from persons not likely to apply without special outreach.
- The County will inform the general public about Federal Fair Housing laws and the County's Affirmative Marketing Policy.
- The County will use the Equal Housing Opportunity logo in all public notifications.
- The County will distribute this affirmative marketing policy to all housing owner/developers that apply for HOME or CDBG funds.

Monitoring of Affirmative Marketing Compliance

- The County will conduct an annual review of marketing procedures for units completed during the HOME or CDBG Program year.
- In the event of non-compliance, the County will issue to owner/developer a written warning stating specific corrective action to be taken. A follow-up review will be conducted six months after the annual review to determine if corrective action has been taken. A written assessment will report actions taken to achieve compliance.
- If, after a further six months, compliance is still not achieved, the owner/developer will be deemed in default and the County will take necessary actions as specified by the Affordability Agreement.

Marketing Requirements of HOME or CDBG-assisted Owner/Developers

- During the affordability period determined for the project and stated in the affordability agreement, the owner/developer must contact the entities described in the Affirmative Marketing Plan to request tenant referrals.

- When vacancies exist, the owner/developer must advertise the availability of units in local newspapers and minority publications (if available), displaying the Equal Housing Opportunity logo.
- The owner/developer must submit their affirmative marketing plan to the Urban County for review.
- The owner/developer of any HOME or CDBG-assisted project must include the following components in their affirmative marketing plan:
 - a) Special Outreach
 - i. The owner/developer must maintain an updated list of community organizations, places of worship, employment centers, fair housing groups, or housing counseling agencies within the housing market area; and
 - ii. The owner/developer must make reasonable efforts to directly contact these local organizations (i.e., mail, phone, e-mail) to solicit applications for available housing units.
 - b) Recordkeeping Requirements
 - i. The owner/developer must maintain on file for at least two years a record of the dates of notifications to the community organizations and copies of newspaper advertisements showing the date of publication.
 - ii. The owner/developer must maintain for the duration of the affordability period stated in the project documents a record of tenants referred or considered for occupancy as a result of the owner/developer compliance with its marketing and outreach policy.

APPENDIX I: WASHTENAW COUNTY COMPANY SIGNATURE PAGE

SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City, County, St. Zip
_____ Telephone #	_____ Fax #
_____ Federal Tax ID #	_____ Email Address for Purchase Orders

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 120 days.

Signature page must be signed and returned as part of vendor proposal.

By checking this box we hereby certify that we are a Washtenaw County company. If proven otherwise, company may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.

APPENDIX J: LOCAL UNIT OF GOVERNMENT CERTIFICATION

This certification is required where indicated on checklists as part of submission. The certification is intended to ensure preliminary project support for an application as well as the suitability of the proposed use relative to local unit ordinances. If Bidders have any question on the appropriate local unit contact, please contact Brett Lenart at lenartb@ewashtenaw.org for guidance.

Proposed Project Information (To be completed by Bidder)

Bidder Information (Name, address, website, etc.)

--

Project Address (if known):

Parcel ID# (if known):

--	--

Project Description (number, type of units, targeted population, etc.)

--

Certification (completed by Local Unit of Government)

For the purposes of project evaluation, the compliance of the proposed project will be a factor in evaluation of any proposal. **Note to Bidders:** any certification on this form is not intended as demonstration/compliance of any local ordinance, but it solely for the purpose of determining the potential viability of a proposed project by Washtenaw County. Any information provided here does not replace locally required permits, reviews, or other regulations.

Zoning Compliance

- The proposed project appears to meet community ordinance requirements.
- The proposed project does not appear to meet community ordinance (please describe finding):

--

Local Unit Support

- Community supports the evaluation of this proposed project by the Urban County.
- Community objects to the evaluation of this proposed project by the Urban County (please describe finding):

For: _____
(Jurisdiction Name)

Signature: _____ Date: _____

Print Name: _____

Title: _____