

RFP # BV11117
REQUEST FOR PROPOSALS
Notice of Availability of Federal HOME Program Funding

Salt Lake County Division of Community Resources and Development, Community Development & Housing administers the HOME Investment Partnership Program (“HOME”) for the Salt Lake County Consortium. In 1990, United States Congress passed the Cranston Gonzales Act that created the HOME program. To be eligible for the funding Salt Lake County sponsored the development of a Consortium. The Salt Lake County Consortium is made up of unincorporated Salt Lake County, the CDBG entitlement cities of Sandy, West Valley City, West Jordan City, and Taylorsville and the cities of Alta, Bluffdale, Cottonwood Heights, Draper, Herriman, Holladay, Midvale, Murray, Riverton, South Jordan, and South Salt Lake. Each year Housing and Urban Development (“HUD”) allocates HOME funds to the Salt Lake County Consortium, based on previous years funding, it is estimated that up to \$2,000,000 of HOME funds will be available for allocation to eligible developments and programs.

The HOME funds can be used to finance two basic housing activities:

1. Homeownership, HOME funds can be used to finance; down-payment assistance, mortgages, housing rehabilitation, and new construction of single-family homes. The households assisted must have incomes at or below 80% of median income.

2. Rental Housing; HOME funds can be used to finance the; (1) purchase and rehabilitation of rental housing, (2) development and construction of new rental units, (3) tenant based rental assistance, and (4) transitional and special needs rental housing developments. The households that would occupy these units must have incomes at or below 60% of medium income and 20% of the HOME assisted units must have incomes at or below 50% of medium income. Funding for rental housing projects will need to meet gap analysis and will provided as last in funding.

SALT LAKE COUNTY CONSORTIUM HOUSING NEEDS AND PRIORITIES

In 2009 and the first part of 2010 Salt Lake County held extensive public hearings and consultations in an effort to identify the greatest housing needs of the County. Salt Lake County’s Fiscal Year 2010 Consolidated Plan contains the input received and this input was used to set priorities. Listed below is a summary of the estimated needs and priorities. The County requests agencies to submit requests for funding for programs and developments projects that will meet the most critical housing needs. The current housing and economic crisis has amplified the needs of the community. The overall goal is to provide funding to meet the most critical needs of the community.

EVALUATION CRITERIA

Each project will be evaluated according to the criteria included in this RFP.

HOME INVESTMENT PARTNERSHIP PROGRAM REQUIREMENTS

Please review requirements at the HUD’s web page.

<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/>

AFFORDABILITY REQUIREMENTS

Each rental housing development that receives HOME Investment Partnership Funds will have a deed restriction placed on the property. This deed restriction will run with the land and cannot be released until the applicable affordability period has expired. These restrictions may conflict with requirements set forth by certain lenders. The deed restrictions will not be subordinate to any

loan. All of the HOME program requirements will need to be met as described in 24 CFR 92.252(e). It is the responsibility of the Respondent to ensure the proposed development and the funding of said development will not involve financial institutions who will not accept the affordability requirements of the HOME Investment Partnership Program.

EMPLOYEE STATUS VERIFICATION SYSTEM

The awarded Respondents shall register and participate in the Status Verification System before entering into a contract with the county as required by Utah Code Section 63G-11-103(3). The Status Verification System is an electronic system operated by the federal government, through which an authorized official of a state agency or a political subdivision of the state may inquire by exercise of authority delegated pursuant to 8 U.S.C. § 1373 to verify the citizenship or immigration status of an individual within the jurisdiction of the agency or political subdivision. An awarded Respondent is individually responsible for verifying the employment status of only new employees who work under the Respondent's supervision or direction and not those who work for another contractor or subcontractor, except each contractor or subcontractor who works under or for another contractor shall certify to the main contractor by affidavit that the contractor or subcontractor has verified, through the Status Verification System, the employment status of each new employee of the respective contractor or subcontractor. The awarded Respondents shall comply in all respects with the provisions of Utah Code Section 63G-11 – 103.

HOMELESS SERVICES

Salt Lake County may establish a subcommittee with representatives from the CEDAC, SSBG committee and HOME Consortium Committee to review all requests for funding related to the provision of services to the homeless.

INFORMATION AND INSTRUCTIONS

For information on how to apply for HOME funds contact Randy Jepperson at (801)468-3613. The complete packet of proposal forms and instructions can be downloaded from <http://www.crd.slco.org> (click on “Current Open Grants” tab). You could also obtain a copy of the Request For Proposals at www.bidsync.com. Salt Lake County will allocate HOME funds on a competitive basis to Respondents submitting proposals for eligible projects.

Proposal Instructions and Guidelines may be found at CRD's website:

<<http://crd.slco.org/communityDev/PublicNoticesComment.html>>.

Reasonable accommodations for individuals with disabilities or those in need of language interpretation services can be provided if three working days' notice is given by calling 801-468-3246. TTY/TDD users should call 7-1-1.

Proposals are to be submitted through BidSync by the date and time posted. No responses will be accepted after that date and time. Answers to questions regarding this RFP will be posted in Bid Sync until the question deadline. Please scan and attach your proposal and related exhibits into BidSync when entering your electronic RFP submittal. If you do not have scan capability or are unable to submit documents through BidSync, please email your proposal to Sharon Pierce, Salt Lake County Contracts and Procurement at SPierce@slco.org. Proposals may also be submitted to 2001 South State St, Suite N4500, Salt Lake City, Utah 84190. Proposals are due no later than 1:00 p.m. on Thursday, February 16, 2012.

Section 3: Any job created will have to meet and be part of Salt Lake County's Section 3 plan.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/section3/section3

Federal Housing Equal Opportunity (“FHEO”): All outreach will need to meet Salt Lake County’s FHEO requirements <http://www.crd.slco.org>

LANGUAGE ASSISTANCE PLAN

In accordance with the HUD’s notice in the *Federal Register* on January 22, 2007, vol. 72, no. 13, pp. 2732-2754, regarding “Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons” (“LEP persons”), Salt Lake County is requesting information on each Respondent’s Language Assistance Plan (“LAP”). Failure to provide that LEP persons can effectively participate in, or benefit from, federally assisted programs may violate Title VI’s prohibition against national origin discrimination. The “Guidance” does not increase Title VI requirements, but merely clarifies existing requirements. Ensuring LEP persons’ participation is a component of HUD recipients’ certification that they will Affirmatively Further Fair Housing (AFFH), and applies to all operations and subsidiaries of an organization or municipal agency receiving federal financial assistance. If you don’t currently have an LAP, or for more information about Limited English Proficiency, see the federal website at <http://www.lep.gov>.

TERMS OF FUNDING

Developments and Programs must be located in Salt Lake County.

Community Housing Development Organizations (CHDO) must submit the CHDO qualifying checklist before it can be designated as a CHDO, it must be designated as a CHDO before the organization can receive an allocation of CHDO set aside funding and CHDO operating funding.

Whether a contract award is given as a grant or a loan is determined by: (a) the benefits to low and very low-income households; (b) the program or development providing housing for those with special needs; and (c) the financial viability of the program or development.

Grant: Tenant Based Rental Assistance, project delivery costs, CHDO (Community Housing Development Organization) operating funds, and lead based paint hazard reduction, energy retrofits, and project delivery costs are programs and projects that can receive a grant.

0% Deferred and Payback Loans: Down-payment assistance, special needs housing for households at or below 40% of median income, payments of principal will be structured to fit into the feasibility of the development. A cash flow loan will be provided if there is a demonstrated, documented need for it.

3% Payback Loans: Special needs housing, mortgages, and single family and rental housing development loans, loans for rental housing developments where the set-aside units will be occupied by a targeted special needs population. Cash flow loans will be provided if there is a demonstrated, documented need for it. The financial viability of the project will be considered as the term, and start of payments are determined.

The final budget for the HOME Investment Partnership Program has not been finalized at the time of the preparation of this Request for Proposals. It is estimated that \$2 million of HOME, matching dollars, and CHDO funds will be available to fund approved projects and activities.

Evaluation Criteria

100 Points Possible

Priority in the awarding of points will be given to the funding of developments which have developed a complete project (business plan) which includes a commitment for all funding, experienced developer, contractor, and management team.

Priority in the awarding of points will be given to those developments and programs that provide assistance or transitional housing for the homeless and that involve the purchase and rehabilitation of foreclosed and abandoned properties.

FACTOR 1

Needs Statement (40 possible Points)

Provide a summary of why this program or development is needed.

1. Special Needs: (a) Describe how this development will provide housing for those with special needs, such as homeless, at risk population, physically disabled, mentally disabled, abused women and children, frail elderly, individuals with AIDS, TB and those who are terminally ill, and (b) Service Enriched Housing, foreclosure prevention and purchase and rehabilitation of foreclosed properties, describe how the support services and case management will be tied to the housing.

2. Market Studies, Consolidated Plan and Critical Needs: (a) Cite the priority need in the Consolidated Plan or provide a summary of any applicable market studies, (b) describe relationship between your proposal's request for funding and the Consolidated Plan, and (c) include input from special needs agencies on critical needs not being met.

FACTOR 2

Capacity of Organization and Soundness of Approach (30 possible points)

Provide the following:

1. Description of Agency: Describe years of housing experience, principal owners, accountant, project manager, and attorney. Attach the resume of Executive Director or Program Manager.

2. Program Requirements: (a) Describe programs or developments previously funded through the CDBG, HOME, Low Income Housing Tax Credit (LIHTC) Programs and other affordable housing programs, and (b) if the housing involved was built before 1978, describe how the program and development will comply with Lead Based Paint Hazard Control requirements.

3. Housing Development Experience:

- (a) housing development experience,
- (b) construction management experience, and
- (c) housing management.

or **3. Homeownership Program Experience:**

- (a) experience with down-payment assistance,
- (b) housing rehabilitation, and/or
- (c) single family housing development.

4. Marketing and Outreach Strategy: Describe marketing and outreach experience and what has been effective in the past. Describe your LEP Plan per the Language Assistance Section on page 3.

FACTOR 3

Description of Program, or Housing Development (30 possible points)

Provide a description of the respective program or housing development per the following: A separate proposal must be submitted for each request for each type of housing activity. Fill out and attach the applicable forms for each request.

a. Rental housing development: Describe the housing units, attach pro forma, sources and uses statements, a copy of Low Income Housing Tax Credit Application (LIHTC), status of zoning, conditional use permits, estimated costs, and description of the financial feasibility of the development.

Rental housing purchase and rehabilitation: Describe the condition of the housing units, attach pro forma, sources and uses statement, a copy of LIHTC application (if applicable), status of zoning, conditional use permits, estimated costs, and description of the financial feasibility of the development. Submit a credit report or financial statement if applying for a loan for rental housing project.

b. Homeownership, Down-payment: Provide a description of the program, how the units will be inspected to conform with Housing Quality Standard Requirements, marketing and outreach, connection with other funding sources, income verification, record keeping, and terms of the assistance to be provided. **Homeownership, housing development:** Provide a description of the development or program, estimate of costs, a sources and uses statement, other funding, and timeline of the use of funding.

Homeownership, purchase and rehab and rehabilitation, and condominium conversions: Provide a description of the targeted clientele, marketing and outreach of program, how the program will conform to the lead based paint requirements.

c. Tenant Based Rental Assistance: Describe the clients who will receive the assistance, (it should target special needs and homeless), describe how the housing units will be inspected to conform with Housing Quality Standards Requirements, income verification, record keeping and coordination with other agencies and housing developments. Describe how clients who will receive the short term assistance will transition to self sufficiency or to permanent rental assistance.

Checklist	
PROPOSAL CHECKLIST	
	Summary cover sheet including authorized signature for Respondent's proposal
	Budget Funding Request form
	Narrative for Factor 1 and Factor 2
	Narrative and Applicable forms for Factor 3a, 3b, or 3c
	Community Housing Development Organization (CHDO) qualifying form (if asking for CHDO set aside funding or operating funds)
	Resume of Executive Director or Program Manager
	Credit report or financial statement if applying for a loan for rental housing project
	Document on page 18 needs to be signed in 3 places and submitted

Organize the parts of the proposal in the order shown in the above checklist. Each page of the proposal package should be numbered.

THE SCHEDULE IS AS FOLLOWS:

Thurs. January 10	Pre-proposal training for potential HOME Program Respondents 10:00 -11:00 am at 2001 South State Street, North Building, 4th Floor, Room N4500.
Thurs. February 16	Proposal deadline. Before 1:00 pm in Room N4500 Contracts and Procurement, North Building, 4 th Floor.
February-March	Panel conducts review and prepares recommendations to the Mayor.
April	Public Hearing, final decision on allocation of funding
May-June	Preparation of contracts
July 1	Funding is available (a different starting date can be negotiated) and may vary according to the date of environmental release

HOME INVESTMENT PARTNERSHIP PROGRAM
Request for Proposals Training

January 10, 2012

10:00 AM

Salt Lake County Government Center
2001 South State Street
North Building
4th Floor
Room N-4500

Salt Lake County Contracts and Procurement in cooperation with the Division of Community Resources and Development is providing this training session on the 2012 HOME Program Request for Proposals and the requirements of Salt Lake County's HOME Investment Partnership Program. There will be a demonstration of attaching a proposal into Bid Sync.

All Respondents that will be submitting proposal(s) for funding from Salt Lake County's FY12 HOME Program are strongly encouraged to attend this training.

Summary Cover Sheet - BV11117

SUBMIT PROPOSAL TO:

SALT LAKE COUNTY
DIVISION OF CONTRACTS & PROCUREMENT
Through BID SYNC at www.bidsync.com

SALT LAKE COUNTY, on behalf of COMMUNITY RESOURCES AND DEVELOPMENT,
INVITES YOU TO SUBMIT A PROPOSAL FOR **HOME INVESTMENT PARTNERSHIP
PROGRAM FUNDING**

PROPOSALS WILL BE RECEIVED UNTIL:

1:00 PM
TIME

February 16, 2012
DATE

**IF A RESPONDENT IS SUBMITTING MORE THAN ONE PROPOSAL, EACH
PROPOSAL MUST BE A SEPARATE ATTACHMENT.**

Respondent's Information

COMPANY NAME _____

SIGNER'S NAME (Please Print) _____

SIGNER'S TITLE _____

SIGNATURE _____

PHONE NUMBER _____

Selection and appeals process: Each proposal will be reviewed for HOME Program eligibility and could be considered non-responsive if the proposal does not meet the HOME program requirements. After the proposals are received, they will be reviewed and evaluated by the Salt Lake County Consortium Housing Committee. Each proposal will be evaluated based on the objectives stated in Salt Lake County's Consolidated Plan, the financial viability of the development and the evaluation criteria. A Respondent may be given the opportunity to present before the Salt Lake County Consortium Housing Committee. A recommendation will then be made to the Salt Lake County Mayor. In April 2012, a public hearing will be held and Respondents will be given an opportunity to present to the Mayor. After the public hearing the Mayor will make the final decision on which developments and programs will be funded with HOME funds.

If any or all of the funding request is not eligible, a Respondent will be informed and allowed to appeal to the County Purchasing Agent of Contracts and Procurement.

Budget Funding Request

Proposal for HOME funds

For each request for HOME funds, this form must be filled out and submitted as part of proposal.

Name of Organization:	
Contact Person/Title:	Phone:
Street Address:	City:
E-mail Address:	Zip Code:
DUNNS Number:	

HOME Funds Requested

Housing Activity	HOME Funds Requested	Requested Terms of funding
Homeownership-Down-payment Assistance		0% deferred loan
Homeownership-American Dream Down-payment Initiative (ADDI) funds		0% Deferred loan
Single Family Home Housing Development Land Acquisition		
Single Family Home Construction Costs		
Rental Housing-Purchase and Rehabilitation		
Rental Housing-Land Acquisition		
Rental Housing Development and Construction Costs		
Tenant Based Rental Assistance		Grant
Administrative		Grant
Community Development Housing Organization (CHDO) Operating Funds		Grant
Project delivery and developer fees		
Total Requested		

Site of Development or Housing Unit(s)

Street Address:		
City:	State:	Zip Code:
Number of Units:	Total Development Cost: \$	

Factor 3a: Description of Program or Development Rental Housing (30 points possible)

Funding Requested as a _____ (loan or grant)
 _____ (Interest Rate)
 _____ (Term of loan)
 _____ (Start Date of Payments)

Fill out this section, or attach Low Income Housing Tax Credit (LIHTC) application

Description of Units

# of Bedrooms	# of Bathrooms	# of Units	Rent	Total Rent (# of Units x rent/unit)	Square Feet/ Unit	Total Square Feet (Square feet per unit times the number of units)
Total Rent						

Description	Total Cost	Cost per unit	Percent of Total
Land or property Acquisition			
Soft Development Costs			
Architect			
Engineering			
Fees			
Construction Costs			
Building or rehab cost (attach detail of costs)			
Fees			
Developer Fee			
Total Cost			

Factor 3a cont.

Probable lender for this Project

Name of Bank _____
Contact Person _____
Street _____
City, State, Zip _____
Telephone _____

Project contractor:

Contractor _____
Contact Person _____
Street _____
City, State, Zip _____
Telephone _____

Project Manager:

Company Name _____
Contact Person _____
Street _____
City, State, Zip _____
Telephone _____

Legal Representative(s):

Company Name _____
Contact Person _____
Street _____
City, State, Zip _____
Telephone _____

Accountant(s):

Company Name _____
Contact Person _____
Street _____
City, State, Zip _____
Telephone _____

Factor 3a cont.

1. Marketing and outreach strategy: How will the program or development be marketed, and how will outreach be structured?
2. Ties to other agencies, provide letters of intent or explanation
3. Summary of Program or development

Buildings: Attach floor plans and schematic drawings of the project.

1. Does the project involve the acquisition of existing building(s) or land?
Yes ____ No ____
2. If yes, has site control been established? Yes ____ No ____
3. If yes, what type of site control has been established?
Option to purchase ____
Leased ____
Purchased ____

4. Does the project consist of additions or renovations to existing buildings?
Yes ____ No ____

If yes, please summarize the nature of the improvements.

5. Has any construction, rehabilitation, or renovation activity occurred to date which is included in the total project cost?
Yes ____ No ____

If Yes, please summarize the extent of the activity undertaken and identify what percent it represents of the total work to be done.

6. Zoning and infrastructure:

The proposed use of the project meets all governmental zoning and subdivision regulations.

Yes ____ No ____

There is adequate capacity for utilities, sewage, and drainage available to the building.

Yes ____ No ____

Factor 3a.: Analysis of rent	Monthly	Annually
Total Rent		
Other Income (Specify)		
Total Scheduled Income		
Less Vacancy @ %		
Total effective income (all sources)		
Operation Costs	Monthly	Annually
Administration		
Maintenance		
Utilities		
Insurance/taxes		
Management		
Total Operating Expense		
Per Unit Per Annual (PUPA, operating cost divided by number of units)		
Cash Flow Analysis	Monthly	Annual
Total Effective income		
Less operating expenses		
Less Replacement Reserve		
Net Income		
Net Operating Income (NOI) available for debt service		
Debt Service Analysis	Monthly	Annual
Long Term Debt Interest Rate <u>Term</u> <u>Projected Start date of payments</u>		
Salt Lake County Interest Rate <u>Term</u> <u>Projected Start of Payments</u>		
State of Utah		
Other		
Deferred Developer Fee Interest <u>Rate Term</u> <u>Projected Start of Payments</u>		
Total of Payments		
Projected Debt coverage ratio		

Factor 3a cont.

Summary of Sources and Uses of Funds

Sources & Timing of Funding	Terms of funding	Phase I: Pre-development	Phase II: Acquisition and Development	Phase III: Construction	Total
Low Income Housing Tax Credit (LIHTC)					
SL County HOME funds					
Total					

Uses & Timing of Funding	Phase I: Pre-development	Phase II: Acquisition and Development	Phase III: Construction	Total
Acquisition				
Soft Costs				
Developers Fee				
Construction Costs				
Site Improvements				
Financing Fees				
Total				

Factor 3a Continue

FUNDING DISCLOSURE

Most rental housing developments receive funding from multiple sources. Often the primary funding source, such as a first mortgage holder or equity investor, will place restrictions on the rights of second and third mortgage holders. The HOME program requires that a deed restriction in favor of Salt Lake County be placed on the property enforcing the applicable affordability requirements and that this deed restriction be enforceable. SALT LAKE COUNTY WILL NOT SUBORDINATE THE AFFORDABILITY DEED RESTRICTION TO ANY OTHER FINANCING. Please confirm that your anticipated primary funding source understands and accepts Salt Lake County's policy regarding affordability deed restrictions; demands by primary lenders for subordination of the affordability deed restriction will not be accommodated and may jeopardize the award of HOME funding to your project. Posted on the CRD internet page are copies of typical Salt Lake County Trust Deed Note and Deed Restriction.

Answer the following:

Who will provide the construction loan financing? How long have you had a relationship with this organization?

What is estimated infusion of equity per tax credit dollar?

What is the timing of the infusion of equity: Upfront, during construction, at certification?

Provide a summary of the terms of the funding, construction loans, and permanent financing. What fees are being charged and what is the expected interest rate?

Do any of your funding sources require the HOME funds be given as a soft second with limited or no recourse rights?

FACTOR 3b: SINGLE FAMILY HOUSING (30 points possible)

Housing Rehabilitation
 Down-payment Assistance
 New Construction
 Purchase and Rehabilitation
 Mortgage Assistance

Estimated budget

<u>Budget Line Item</u>	Leveraged funds	<u>County HOME funds</u>	Project Delivery	<u>County total budget</u>
<u>Project costs</u>				
<u>Administrative funds</u>				
<u>Total</u>				

Summary of Sources and Uses of Funds

Sources & Timing of Funding	Terms of funding	Phase I: Pre-development	Phase II: Acquisition and Development	Phase III: Construction	Total
SL County HOME funds					
Total					

Uses & Timing of Funding	Phase I: Pre-development	Phase II: Acquisition and Development	Phase III: Construction	Total
Acquisition				
Soft Costs				
Developers Fee				
Construction Costs				
Site Improvements				
Financing Fees				
Total				

FACTOR 3c: Tenant Based Rental Assistance (30 points possible)

Funding will be allocated to a Respondent that will develop an integrated rental assistance to move households out of homeless shelters.

Funding Requested _____

<u>Budget Line Item</u>	Leveraged funds	<u>County HOME funds</u>	Administrative costs related to TBRA	<u>County total budget</u>
<u>Rental Assistance</u>				
<u>Administrative</u>				
<u>Total</u>				

DAVIS-BACON CERTIFICATION STATEMENT

I certify that _____ will adhere to Section 110 of the Housing and Community Development Act of 1974 ("Act"), 42 U.S.C. 5310 which states that "All laborers or subcontractors or subcontractors in the performance of construction work financed in whole or in part with grants received under this title shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-5). Davis-Bacon wages must be paid on all HOME assisted projects where there are 12 or more housing units.

Respondent's authorized signature

AUTHORIZATION TO RELEASE INFORMATION

The undersigned Respondent has applied for a loan and or grant of funds and/or land from Salt Lake County.

You are hereby authorized to release any information required by the Salt Lake County Community Resources and Development to complete the processing of the request for a loan or grant. Necessary credit information may include savings deposits, checking accounts, consumer credit balances, payments and history, including mortgage payment records and balances.

Respondent's signature

PUBLIC INFORMATION DISCLOSURE

The undersigned understands and agrees that some information furnished in connection with this Proposal for HOME funds and/or County land involves the use of public funds and as such may be made public pursuant to the statutes of the United States of America, State of Utah, and Salt Lake County.

Respondent's signature
