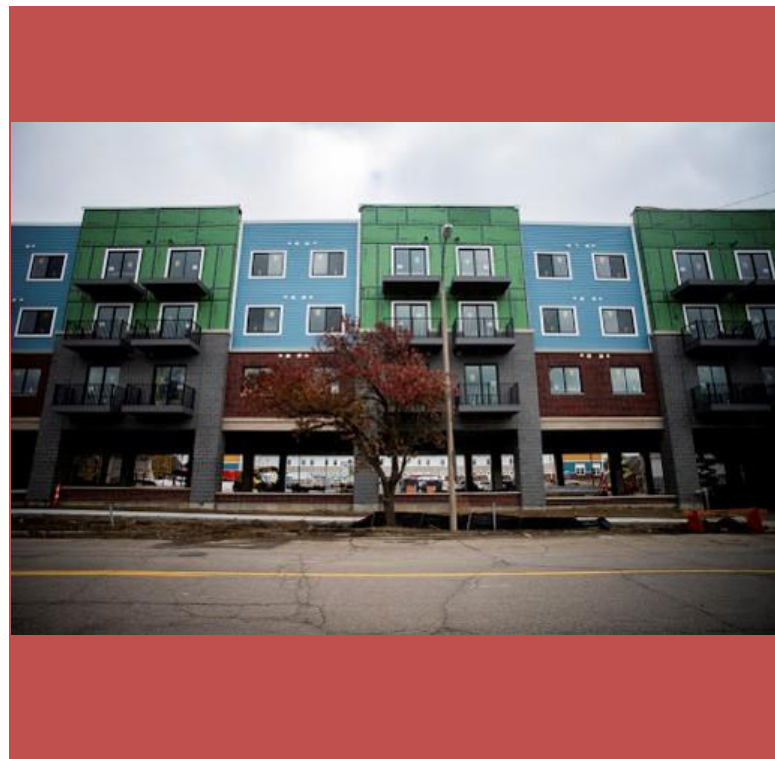




# HOME Investment Partnership Program (HOME) Request for Proposals (RFP)

**City of Flint**  
**2023-2024**



# Application Deadline:

A FULL ELECTRONIC PDF OF YOUR ENTIRE PROPOSAL MUST BE SUBMITTED TO THE DIVISION of COMMUNITY and ECONOMIC DEVELOPMENT ELECTRONICALLY by email to [communitydevelopment@cityofflint.com](mailto:communitydevelopment@cityofflint.com). Proposals must be received by Tuesday, February 28, 2023 at 5:00 pm.

**NO FAX, MAIL DELIVERIES, or IN-PERSON PROPOSALS WILL BE ACCEPTED.**

All proposals submitted by public or private non-profit agencies must be submitted in the legal name of the organization. An authorized representative of the organization who has the legal authority to enter into an agreement with the City of Flint must sign each original proposal.

If you have questions about the application or the CDBG process, please call the Department of Community and Economic Development (DCED) at (810)766-7426.

**There will be a CDBG/HOME Agency applicant meeting on Friday, February 10, 2023, from 10:00am to 12:00pm for applicants to attend with questions. The meeting will take place in the Domed Auditorium,** located just off Seventh St. behind Flint City Hall, 1101 S. Saginaw St., Flint, MI

## **NOTE:**

Proposals that are incomplete, lack required attachments, or proposals submitted after the published deadline may not be considered for funding. Changes and/or additions to the proposal after the submission will not be accepted unless specifically requested by the review committee or by occurrence of an extenuating circumstance.

**Only submit materials that have been requested.**

## Reservations of the City

1. The City reserves the right to accept or reject any or all proposals received.
2. The City has the right to seek additional information from organizations, especially those not previously funded by the City.
3. The City reserves the right to establish spending guidelines for all projects.
4. All funding decisions related to this RFP are subject to all applicable federal, state, and local laws and regulations, and the policies and procedures of the City of Flint
5. Applicants should be aware that this is a preliminary application/Request for Proposal and there will be a final requirement following recommendation and award of funding.

# Introduction

**Purpose of the HOME Investment Partnership (HOME) Program:** The HOME Investment Partnership Program was created under Title II of the National Affordable Housing Act of 1990. The general purposes of HOME are expanding the supply of decent and affordable housing, particularly rental housing, for low and moderate income residents, strengthening the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent affordable housing, providing financial and technical assistance to participating jurisdictions, extending and strengthening partnerships among all levels of government and the private sector, including for-profit and nonprofit organizations, in the production and operation of affordable housing.

The City of Flint will support projects that provide for an increase in the number of affordable housing units through new construction, conversion of non-residential space or renovations to vacant residential structures or rehabilitation of existing rental units in substandard condition.

The City of Flint is soliciting proposals from public and community non-profit agencies for Housing Projects to be funded under its FY 2023-2024 HOME Investment Partnership (HOME) Program. The HOME program is funded by the U.S. Department of Housing and Urban Development (HUD).

The Request for Proposals process for FY 2023-2024 continues to target programs to specific needs. Funds are available for Multi-Family Development, consistent with the City's Imagine Flint Master Plan, Blight Elimination Framework, Housing Investment Strategy, and the City of Flint Consolidated Plan. **All HOME Funding is provided in the form of a loan or grant. Terms, conditions, repayment and repayment schedule must be addressed in any response to this request for proposals.**

Applicants are expected to be familiar with the guidelines/regulations that govern the HOME program which include but are not limited to:

1. Affordability requirements
2. Relocation regulations
3. Lead Based Paint
4. Conflict of Interest
5. Procurement
6. Affirmative Marketing and Fair Housing
7. Affirmative Action and Minority and Women Business Enterprises
8. Environmental Reviews
9. Any other regulations that may apply

Applicants will be expected to provide copies of their entity's policies with respect to enforcing these requirements. As the Program Administrator for the City's HOME grant funds, the regulations provide that DCED has the right to impose stronger requirements than those stated in these regulations.

*All proposals will be reviewed based on HUD Regulations and presented to the City-Wide Advisory Council (CWAC) for review.*

### **HOME Program Regulations**

Recipients of HOME funds must comply with all applicable federal requirements set forth in Title 24 CFR Part 92 of the Code of Federal Regulations.

Following are some of the additional program requirements that must be met once a business/organization is selected for funding.

1. Insurance Coverage - Worker's Compensation insurance must be purchased under the provisions of the City of Flint requirements. Liability insurance, in the amount of a minimum of \$1 million per occurrence, \$2 million aggregate, also must be purchased and the City must be named as additional insureds and Builders Liability Insurance when applicable.
2. Affirmative Marketing Plan - The organization renting or selling the units must follow an Affirmative Marketing Plan to reach income eligible families as described in 24 CFR 92.351 for projects with 5 or more HOME-assisted units.
3. For projects with 12 or more units, Davis-Bacon regulations must be followed in addition to the bidding requirements as described in Title 42, Chapter 69, Section 5310.

**For the full HOME Program Regulation documents at 24 CFR Part 92 please go to:**

<https://www.hudexchange.info/programs/home/home-final-rule/>

### **Eligible Applicants**

1. Applicants must be incorporated for-profit or non-profit entities to undertake affordable housing activities within the boundaries of the City of Flint.
2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities. This expertise is demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the business or organization.
3. Applicants must be able to meet, and/or will be subject to other Federal requirements relative to the HOME program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, and acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and floor insurance. Federal requirements include those listed in Title 42, Chapter 130 and CFR Title 24 Part 92. All applicants should be aware that additional federal requirements apply.
4. Applicants must demonstrate to DCED's satisfaction that no City and/or County of Genesee tax arrearages or other fees or obligations payable to the City of Flint exist nor open letters of violation for property owned by the applicant and principals.

5. It is the policy of DCED, that all local Minority/Women Business Enterprises (M/WBEs) be encouraged to submit proposals. Locally owned M/WBEs are to be afforded the maximum opportunity to participate as Applicants or Sub-Applicants in the provision of goods and services for HOME funded projects. DCED encourages the award of at least thirty percent (30%) of the total dollar value of this project directly or indirectly to M/WBEs. The Minority Business Enterprise Utilization Plan proposed for this project should be submitted as part of the HOME application.
6. Any person or subcontractor undertaking a part of the work under the terms of the Contract, by virtue of any agreement with the Applicant, must be approved by DCED prior to any such undertaking. In the event the Applicant desires to subcontract part of the work specified herein, the Applicant shall furnish with their proposal the names, qualifications, and experience of his/her proposed subcontractors. Subcontractors shall conform, in all respects to the provisions specified for the Applicant. The Applicant shall, however, remain fully liable and responsible for the work done by their subcontractors. DCED may terminate the Contract if the subcontracting is done without prior approval.
7. A maximum 10% of the project budget may be designated for a developer fee. Projects proposing a higher fee based on the regulations for other programs or contributing government lenders may be considered upon presentation of supporting documentation.

**Eligible Categories being considered through this Request for Proposal:**

1. Single Family (1-4 Unit) New Construction/Infill New Construction for First Time Homeownership
2. Multifamily Rental (5 or more units) - Rehabilitation or New Construction, single site and concentrated.
3. Multifamily Rental (5 or more units) - Adaptive Reuse/Conversion, single site

**DO NOT INCLUDE THE PREVIOUS THREE PAGES WITH YOUR APPLICATION**

## *Applicant and Project Information Summary*

<b>1. Organization or Agency Name:</b>	<b>2. Project Name:</b>
<b>3. Address:</b>	<b>4. Amount HOME Funds Requested:</b> <b>Number of HOME Units Proposed:</b>
<b>5. City, State, Zip:</b>	<b>6. Phone Number:</b>
<b>7. Fax Number:</b>	<b>8. Executive Director/Chairperson:</b>  <b>Email Address:</b>
<b>9. Agency Unique Entity Identifier (UEI) No.:</b>	<b>10. EIN No.:</b>
<b>11. Chief Official for Applicant:</b>  <b>Email Address:</b>  <b>Phone Number:</b>	
<b>12. Designated Contact Person for Application:</b>  <b>Email Address:</b>  <b>Phone Number:</b>	
<b>13. Legal Status:</b> Non-Profit <input type="checkbox"/> For-Profit/Non-Profit owner, sponsor, or developer <input type="checkbox"/> Other(Describe) <input type="checkbox"/>	
<b>14. Have you received HOME funding in the past?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>15. If yes, for approximately how many years and what year(s)?</b>	
<b>16. Has your agency been a qualified Community Housing Development Organization previously?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	

# Request for Proposal Requirements

## 1. Narrative Components of the RFP Response (Attachment A)

**a. Project Description-** Provide a detailed description of the project that is proposed. Please include the following information:

- i. Location of the housing units
- ii. General redevelopment strategy and how it fits into the larger neighborhood plan
- iii. Number and type of units included
- iv. Details regarding building types (number bedrooms/unit, square footage, any special amenities, ownership structure, strategy per unit)
- v. Details regarding the use of building materials, utility types
- vi. For proposed rehabilitation please include - the average age of the buildings, extent of rehabilitation to be completed prior to occupancy, number of current occupants, current utilities (type of heating/cooling), and storm drain system.
- vii. Identify potential environmental, regulatory, and technical issues which could impact the timely start-up and successful implementation of project activities are being considered.

### **b. Target Market**

- i. Describe the targeted population that will occupy the units after development work is complete. Please include information on the target population by income levels, household sizes, and any special needs (elderly, physically or mentally disabled, homeless etc.).
- ii. Clearly document an inadequate supply of affordable, decent, safe, and sanitary housing stock to serve low and moderate households (owners or renters) that the proposed project would address.
- iii. Demonstrate that the project is located in an area that provides project beneficiaries access to essential community services, for example: schools, medical services, shopping, and transportation.
- iv. NOTE: Multi-family rental and homebuyer projects selected for further consideration will require submission of a professional market study

### **c. Extent of Affordability**

- i. List anticipated monthly rent for each type/size of unit based on current market conditions and HOME rent limits. Include rates for both subsidized and non-subsidized units, if applicable. Indicate if rents include utilities and indicate the expected monthly utility expenses if not included in the rent.

### **d. Justification of Subsidy**

- i. Briefly justify the level of funding requested by describing the relationship between the cost of the project and the required revenue needed to support project feasibility.
  1. Include requirements of other funding sources and all costs to be charged to the project (i.e., relocation, infrastructure costs, etc.).
  2. The Development Pro forma and Operating Pro forma should support the size of the request and funding requests from other sources.
  3. Any project contingencies should also be noted

- ii. Describe what other assistance is needed or would be beneficial in order to meet project financing costs and minimize total development costs.

**e. Development Plan**

- i. Describe the plan for property management. Include a maintenance plan and measures that will be taken to ensure renters will have long-term housing stability.
- ii. Describe tenant selection policies currently in place. How are potential tenants screened? Include information on how a waiting list is developed and collected and how rental units are advertised.
- iii. Does your project include additional housing support services for the tenants?
- iv. Describe such services and the relationship between multiple partners to provide these services, if applicable.
- v. Describe previous experience or involvement in the development of other housing occupied or owned by the same target market to be assisted through this housing project. Include resumes of key development team members or other supporting documents to demonstrate capacity. **(Attachment B)**
- vi. Provide evidence of firm site control and provides evidence that site is properly zoned. **(Attachment C)**
- vii. Provide construction plans and detailed work description for all projects containing construction activity. 8 ½" x 11" floor plans and site plan of construction project drawn to scale are provided. **(Attachment D)**

**f. Current Status/Project Readiness**

- i. Describe where in the development process the project stands at the time of proposal submission.
  - 1. Include a projection of future significant dates, any and all anticipated barriers to overcome and expected completion date.
  - 2. If other funding sources already secured for this project, please provide proof of funding **(Attachment E)**
- ii. NOTE: Priority for funding will be given to projects with site control and funding commitments in place.

**g. Green Building/Elements of Sustainability**

- i. Green affordable housing has the potential to reduce operating costs, promote resident health, encourage resource conservation, and mitigate negative environmental impacts. Describe how your project will incorporate Green Building/Elements of Sustainability in the construction and subsequent operation of the project.
  - 1. Describe which LEED designation your project will seek and list all energy efficiency measures planned for the project and the savings/impacts expected. Describe how this affordable housing project will promote climate resiliency and smart growth principles by using environmentally friendly features such as location efficient siting, energy efficient fixtures, water efficient fixtures, and solar power.
  - 2. Please provide information on energy modeling used to determine the most effective green features for reducing overall energy use.



**h. Workforce Development/Job Creation**

- i. Describe the number of jobs projected to be created during construction:
  - 1. the number and type of permanent jobs created; and
  - 2. the number and type of temporary jobs created.
- ii. Describe how you will address the Section 3 requirements set forth in the revised Section 3 Rule at 24 CFR part 75.

**i. Community Engagement**

- i. A sincere and substantially documented outline of community engagement, the integration of feedback and responses to same must be submitted and/or have been undertaken for the project. This must include, but is not limited to, the resident/block organizations representing the neighborhood/streets where the project is to be located. **(Attachment F)**

**2. Budget Information**

**a. Resources**

- i. Provide a full development budget with sources and uses **(Attachment G)**
- ii. Provide a pro forma describing how the project will cash flow (if rental) **(Attachment H)**
- iii. Provide information regarding the repayment terms and lien position proposed for the HOME funds. Funds provided as a loan are secured by a mortgage that may be made subordinate to other financing as needed
- iv. Applicant demonstrates that HOME funding is providing gap financing

Your proposal submission should include a summary table of all properties in the application with the following information:

- Site Address
- Number of Units before developed
- Number of Units after developed
- Development strategy ▪ Total Development Cost
- HOME subsidy requested
- Other sources of funding and amounts

All costs of development including hard and soft costs should be included. A developer's fee up to ten percent (10%) of total development cost is allowable. **HOME funds are to be designated for construction only.**

**b. Agency History - Experience and Credentials**

Discuss organization's history and briefly describe like projects that have been developed over the past five years

**3. Development Team**

- a. Identify all current and proposed Development Team Members
  - i. List all development team members and their role/responsibilities for the proposed project
  - ii. Provide resumes and/or appropriate credentials/history for each

- iii. List should include but not be limited to Legal Partners, Financial, Accounting, Construction Monitoring/Management, Consultant Services such as Section 3 monitor, Environmental Remediation Firms, Environmental Monitoring Firms and any other Affiliated Partners

# Attachments

<b>Please include the following as attachments to your application:</b>	
<b>Attachment</b>	<b>Please Check Box as applicable:</b>
Attachment A: Narrative Components of RFP Response	
Attachment B: Key Development Team	
Attachment C: Site Control and Zoning	
Attachment D: 8 1/2" x 11" Floor Plan and Site Plan	
Attachment E: Proof of other Funding	
Attachment F: Evidence of Community Engagement	
Attachment G: Sources and Uses	
Attachment H: Proforma with cash flow	
Attachment I: Most recent audited financial statements	
Attachment J: Articles of Incorporation and Bylaws	
Attachment K: Board of Directors	
Attachment L: Conflict of Interest Statement	
Attachment M: Accounting Certification	
Attachment N: Market Study	

