



**FULTON COUNTY/CITY OF ATLANTA LAND BANK  
AUTHORITY, INC.**

**NEIGHBORHOOD STABILIZATION PROGRAM 1 & 3  
(NSP 1 & NSP 3)  
REQUEST FOR PROPOSALS**

The Fulton County/City of Atlanta Land Bank Authority, Inc. is seeking proposals from for-profit and non-profit developers to acquire, rehabilitate, and sell and/or rent single-family and multi-family properties in accordance with the requirements of the Neighborhood Stabilization Program 1 & 3 as described in this Request for Proposals.

## PROGRAM OVERVIEW

The LBA was established in 1991 as a non-profit, 501(c)(3) corporation to transform vacant, abandoned and foreclosed property back to productive use. The mission of the LBA is to return nonrevenue generating, non-tax producing property to an effective utilization status in order to provide housing, new industry and jobs for the citizens of Fulton County.

Under NSP 1, the City of Atlanta (City) was allocated \$12,316,082 from HUD and \$3,988,317 from the Georgia Department of Community Affairs (DCA). The City appointed the LBA to administer approximately \$3,192,000 of the NSP 1 funds on behalf of the City. The LBA acquired single-family and multi-family properties to be rehabilitated with these funds.

Under NSP 3, the City received \$4,906,758 from HUD. The City has designated LBA as its agent to administer \$4,416,082 these funds in accordance with the City's NSP 3 plan and all applicable NSP rules and regulations. A copy of the City's NSP 3 plan can be found at [http://www.atlantaga.gov/client\\_resources/government/planning/housing/nsp/draft%20nsp3%20action%20plan.pdf](http://www.atlantaga.gov/client_resources/government/planning/housing/nsp/draft%20nsp3%20action%20plan.pdf).

The Fulton County/City of Atlanta Land Bank Authority, Inc. (LBA) is seeking requests for proposal from for-profit and non-profit developers to rehabilitate single-family and multi-family properties in accordance with requirements of the Neighborhood Stabilization Program 1 (NSP 1) under H.R. 3221, the Housing and Economic Recovery Act of 2008 (HERA) and the Neighborhood Stabilization Program 3 (NSP 3) under the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010. NSP funds provide emergency assistance for the acquisition and redevelopment of eligible properties in areas of greatest need and the programs are administered by the U.S. Department of Housing and Urban Development (HUD).

## INCOME TARGETING

75% of the NSP funds made available are to be used to house individuals and families whose incomes do not exceed 120% of Area Median Income (refer to page 6, Table I). 25% of the NSP funds are to be used to house individuals or families whose incomes do not exceed 50% of Area Median Income.

## KEY NSP TERMINOLOGY

*Affordable Rents* means the following:

***Households at 0-50%:*** Affordable rents for households with incomes less than 50% of the Area Median Income (refer to page 6, Table I) are defined as the HOME Low Rents, established for the Atlanta area, published annually by HUD. The HOME Low Rent must be reduced by the annual utility allowance (refer to page 6, **Rental Requirements**), published by the Atlanta Housing Authority or Georgia Department of Community Affairs. Utility allowances do not include telephone or cable.

***Households at 51-80%:*** Affordable rents for households with incomes greater than 50% but not exceeding 80% of the Area Median Income (refer to page 6, Table I) are defined

as the Fair Market Rents (FMR), established for the Atlanta area, published annually by HUD. The FMR's must be reduced by the annual utility allowance (refer to page 6, Rental Requirements), published by the Atlanta Housing Authority or Georgia Department of Community Affairs. Utility allowances do not include telephone or cable.

***Households at 81-120%:*** Affordable rents for households with incomes that are greater than 80% but not exceeding 120% of the Area Median Income (refer to page 6, Table I) must be the lesser of the annual Fair Market Rents (FMR) established for the Atlanta area, published annually by HUD or 30 percent of the adjusted gross income of the family.

***Areas of Greatest Need*** means the areas identified by the City based on the areas with the greatest percentage of home foreclosures; areas with the highest percentage of homes financed by sub-prime mortgages and areas identified as likely to have a significant rise in the rate of home foreclosures.

***Abandoned*** A home or residential property is abandoned if either (a) mortgage, tribal leasehold, or tax payments are at least 90 days delinquent, or (b) a code enforcement inspection has determined that the property is not habitable and the owner has taken no corrective actions within 90 days of notification of the deficiencies, or (c) the property is subject to a court-ordered receivership or nuisance abatement related to abandonment pursuant to state, local or tribal law or otherwise meets a state definition of an abandoned home or residential property.

***Developer Fee*** means compensation to the developer for the time and risk involved to develop the project. It is typically based on the size of the project, the total development cost and the risk associated with the project. The Developer Fee must be reasonable. Please note that the amount of the Developer Fee earned will vary based on project scope and NSP funding source and cannot exceed 15% of the development cost (this includes acquisition costs).

***Development Subsidy*** The difference between the development cost and the fair market value will become a NSP development subsidy. The value of the NSP development subsidy will be reduced from the NSP loan provided to the unit, and the Developer will only be required to repay the difference to the Bureau of Housing upon sale.

***Foreclosed*** A home or residential property has been foreclosed upon if any of the following conditions apply: (a) the property's current delinquency status is at least 60 days delinquent under the Mortgage Bankers of America delinquency calculation and the owner has been notified of this delinquency, or (b) the property owner is 90 days or more delinquent on tax payments, or (c) under state, local, or tribal law, foreclosure proceedings have been initiated or completed, or (d) foreclosure proceedings have been completed and title has been transferred to an intermediary aggregator or servicer that is not an NSP grantee, contractor, subrecipient, developer, or end user.

**Homebuyer Subsidy** means any funds that have been provided to the homebuyer that will occupy the project upon completion, including but not limited to funds provided to homebuyers pursuant to the Atlanta Development Authority Down Payment Assistance Program.

**Profit** means any revenue generated in excess of reasonable costs (including development fees) from the sale, rental, or redevelopment of an NSP investment. Profit is considered NSP program income and must be returned to the local unit of government and reinvested under NSP guidelines.

## **ELIGIBLE PROPERTIES**

The LBA is the title owner of the following properties purchased with NSP 1 funds to be rehabilitated or redeveloped under this program (NSP Properties):

- 19 Single-Family Homes
- 10 Multi-Family Properties

The addresses and property descriptions of these properties are provided on **Schedule I**, attached hereto. Due diligence materials, including appraisals and Property Condition Reports, can be accessed via the LBA website. LBA does not warrant the accuracy of any due diligence materials. Please contact LBA directly to receive the access code to these materials:

Roan Yarn  
Community Coordinator  
[ryarn@fccalandbank.org](mailto:ryarn@fccalandbank.org)

## **MINIMUM REHABILITATION/CONSTRUCTION STANDARDS**

All newly constructed or rehabilitated projects funded with NSP funds must meet all local codes, City of Atlanta zoning ordinances and Lead Hazard Reduction & Rehabilitation Standards. The Model Energy Code published by the Council of American Building Officials relative to new construction and standards regarding substantial rehabilitation shall also be met. Plans should be of good design that will enhance the quality of life for residents and must incorporate energy efficiency measures through materials, heating, ventilation and air conditioning systems, building design, and site orientation. The Atlanta NSP Green Rehabilitation Requirements will be required for all units as described on **Schedule II**, attached hereto. Developers are encouraged to also use green guidelines of the Enterprise Green Communities Criteria and the Earth Craft House Program.

## **NSP PROJECT RELATED REQUIREMENTS**

This section provides the general requirements of the NSP 1 and NPS 3 programs as supplemented by the other provisions contained this proposal.

### **Timeliness**

The NSP regulations require that the City meet the following spending deadlines: 100% of the funds must be spent by March 14, 2013. The LBA will impose shorter timelines for each

development project chosen in order to ensure compliance with these requirements and also to give the LBA and the City enough time to cure any default that may arise. The exact spending timelines will vary with each development project.

### **Historic Preservation Review**

Those NSP Properties that were developed prior to 1971, or that are located in Historic Districts designated by the City of Atlanta, are considered to be historic and will be subject to the Section 106 Clearance process. All developers will be required to submit to the City of Atlanta Bureau of Housing the parcel address, parcel identification number, neighborhood name, year property was built, floor plans (if required), detailed rehabilitation write-up and specifications and color photographs of the exterior elevation and any interior or exterior features proposed for rehabilitation. The Urban Design Commission of the Office of Planning will conduct the Historic Preservation Review. If the site preliminarily passes the Historic Preservation Review, the project will be issued a Section 106 Clearance letter. If the project does not pass the preliminary review process, additional project information will be required to be submitted to the Urban Design Commission.

### **Lead Based Paint**

NSP is subject to the Lead Based Paint Poisoning Prevention Act (42 U.S. C. 4831 et seq.,) and the Lead Based Paint Regulations (24 CFR Part 35 and 24 CFR Section 570.608). The use of lead-based paint is prohibited whenever NSP funds are used directly or indirectly for the construction, rehabilitation, or modernization of residential structures. For each residential property constructed before 1978 a lead-based paint inspection and risk assessment for lead based paint hazards shall be conducted. If lead based paint is found, compliance is required and abatement of lead based paint and lead based paint hazards shall be completed in accordance with 24 CFR Part 35.1325. All purchasers and tenants of NSP assisted structures constructed prior to 1978 must be notified of the hazards of lead based paint poisoning.

### **Section 3**

Section 3, as amended, requires that to the greatest extent feasible, economic opportunities be given to residents and businesses in the area where HUD assistance is received, particularly to those who are low and very-low income. Any activity that results from a federally funded program or project involving rehabilitation or new construction, particularly those that meet the required threshold amounts. This may include employment opportunities for administrative staff needed as a direct result of this funding, as well as contracts and subcontracts awarded for the construction. It can involve training and employment opportunities provided directly by the contractor and subcontractor, or the awarding of contracts to Section 3 businesses.

Who must report their Section 3 efforts?

- Project recipients having been awarded over \$200,000 in federal funds.

- Project recipients having a particular project where a construction/rehabilitation contract was awarded over \$100,000 during the reporting timeframe, regardless of whether funds were expended.
- Contractors and subcontractors receiving contracts in excess of \$100,000. Project recipients must collect and summarize this information from their contractors.
- Sponsors who do not meet any of the threshold amounts but who have Section 3 practices and policies in place may report their efforts on this form.

### **Homebuyer Education for Homeownership Programs**

All potential homebuyers of NSP single-family resale units will be required to complete 8 hours of HUD certified home buyer counseling before obtaining a mortgage loan. At a minimum, the home buyer counseling must include 2 hours of one-on-one counseling with a City of Atlanta NSP approved HUD certified homebuyer counseling agent. Potential homebuyers must provide a copy of the Homebuyer Education Certificate of Completion prior to closing.

### **Rental Requirements**

Units rented to eligible households must be at Affordable Rents (as defined herein) and are subject to the annual utility allowance for households between 0% and 80% of area median income. The current utility allowances may be found here: <http://www.atlantahousing.org/housingchoice/landlords/index.cfm?Fuseaction=utilities>.

### **Income Eligible Households**

For all homeownership activity, the sales price of a home shall be the lesser of the Fair Market Value or the aggregate of the acquisition, rehabilitation, disposition, and delivery costs (i.e. Total Development Cost). The maximum sales price may not exceed the established 2007 FHA 203(b) limit (\$252,890). In addition, the homes must be sold to qualifying buyers as a primary residence only. Eligible buyers must complete a mandatory 8 hour HUD-approved home buyer counseling before obtaining a mortgage loan and meet the income requirements at the time of purchase.

For both the homeownership and rental activities, 75% of the NSP funds must be used to house families whose income does not exceed 120% of the area median income for the Atlanta Area Median Income and 25% of the NSP funds must be used to house families whose income does not exceed 50% of the area median income for the Atlanta Area Median Income.

The current HUD income limits by family size are as follows:

<b>Table I. Atlanta-Sandy Springs-Marietta, GA HUD Metro FMR Area</b>									
<b>Median Income</b>	<b>FY 2010 Income Limit Category</b>	<b>1 Person</b>	<b>2 Person</b>	<b>3 Person</b>	<b>4 Person</b>	<b>5 Person</b>	<b>6 Person</b>	<b>7 Person</b>	<b>8 Person</b>
\$68,300	50% Income Limits	\$23,950	\$27,350	\$30,750	\$34,150	\$36,900	\$39,650	\$42,350	\$45,100
	80% Income Limits	\$38,300	\$43,750	\$49,200	\$54,650	\$59,050	\$63,400	\$67,800	\$72,150
	120% Income Limits	\$57,480	\$65,640	\$73,800	\$81,960	\$88,560	\$95,160	\$101,640	\$108,240

## **Long-Term Affordability**

The NSP program rules treat rental and homeownership programs very differently with respect to the recapture requirements during the term of the affordability period and the effect of termination of these periods as a result of transfer or foreclosure of the property. For homeownership programs the amount subject to recapture is the amount of direct homebuyer assistance provided to the homeowner. When the recapture requirement is triggered by a sale (voluntary or involuntary) of the housing unit, and there are no net proceeds or the net proceeds are insufficient to repay the NSP investment due, the grantee can only recapture the net proceeds, if any. The net proceeds are the sales price minus superior loan repayment (other than NSP funds) and any closing costs.

There is no flexibility for rental programs and the affordability requirements apply without regard to the term of any loan or mortgage or the transfer of ownership. They must be imposed by deed restrictions, covenants running with the land, or other mechanisms approved by HUD. Any rental units that do not comply with the long term affordability requirements will be subject to recapture of the entire NSP investment.

The terms and conditions of the affordability requirements will vary for each project but for the purposes of this proposal, each developer should structure their program assuming that the affordability periods must continue for the full term as follows:



### Single Family Homeownership Projects

NSP Direct Subsidy	Affordability Period
Less than \$15,000	5 Years
\$15,000 - \$40,000	10 Years
\$40,001 - \$90,000	15 Years
More than \$90,000	20 Years

### Single-Family and Multi-Family Rental Projects

Property Type	NSP Investment Subsidy Per Unit	Affordability Period
Single-Family (1-4 Units)	Less than \$15,000	5 Years
Single-Family (1-4 Units)	\$15,000 - \$40,000	10 Years
Single-Family (1-4 Units)	\$40,001 - \$90,000	15 Years
Single-Family (1-4 Units)	More than \$90,000	20 Years
Multi-Family (5 + Units)	Any Amount	20 Years

#### Eligible Costs

NSP funds can be used for a variety of project-related hard costs and soft costs. The following list defines the types of **hard costs** that are eligible for NSP funding:

- New construction. Any project that includes the addition of dwelling units outside the existing walls of a structure is considered new construction for NSP Program purposes.
- Rehabilitation. Rehabilitation includes the alteration, improvement, or modification of an existing structure. It also includes moving an existing structure to a foundation constructed with NSP funds. Rehabilitation may include adding rooms outside the existing walls of a structure; however, adding a housing unit is considered new construction.
- Reconstruction. Reconstruction refers to rebuilding a structure on the same lot where housing is standing at the time of project commitment. NSP funds may be used to build a new foundation or repair an existing foundation. During reconstruction, the number of rooms per unit may change, but the number of units may not.

NSP funds can be used to cover the **soft costs** associated with a project as long as they are reasonable and necessary to the project. The following list defines the type of project related soft costs that are eligible under the NSP program. Please note that funding for soft costs is only eligible in collaboration with an eligible hard cost.

- Title binders and property insurance
- Recordation fees and transaction taxes
- Property taxes
- Surveys
- Lead-based paint assessments and other environmental reviews

- Homebuyer education counseling
- Property Appraisals
- Architectural, engineering
- Construction Management and related professional services
- Builders and developers fees

### **Reporting Requirements**

Each funded applicant will be expected to collect and report information about the uses of funds at least monthly, including, but not limited to:

- National objective
- Funds budgeted and expended
- All funding sources
- Beginning and ending dates of activities
- Appraisal amount for each property
- Sales amount for each property
- Subsidy Amount
- Data needed to support performance measures
- Numbers of properties and housing units
- Numbers of low- and moderate-income persons or households benefiting
- Davis-Bacon Wage Requirements (8 or more units only)
- Section 3 Hiring Preferences
- Homebuyer educational requirements

### **OTHER LBA/FEDERAL REQUIREMENTS**

Other standard LBA/Federal requirements in the agreement include:

- Applicable rules, regulations, and laws to be followed
- Maintenance of records/audit requirements
- Procurement standards (competitive) for subcontracted work to third parties
- Property management and inventory controls
- Conflict of interest (prohibiting members, officers, employees from personal gains)
- Uniform Relocation Assistance and Real Property Acquisitions Policies Act (URA)
- Publicity requirements to crediting the City, LBA and HUD for funding
- Marketing plan and procedures
- Written procedure requirements for finances, personnel policies, service policies, etc.
- Offering employment opportunities to low income City residents
- Equal employment opportunity policies
- Fair Housing
- Nondiscrimination under Title VI of the Civil Rights Act of 1964
- Reversion of assets at contract end
- Davis Bacon Wage Requirements (8 or more units only)
- Section 3 Hiring Preferences

## **REQUEST FOR PROPOSALS**

The LBA is requesting proposals from qualified and capable developers to acquire, rehabilitate, redevelop and resell or rent the NSP properties identified in this RFP in the most effective and efficient ways possible. Certain properties will include rehabilitation funding as part of the overall deal structure. See “TYPE OF FUNDING REQUESTED / AVAILABLE FUNDING” for additional information on this point.

The LBA encourages each applicant to develop a project in the context of a comprehensive plan for the community’s vision of how it can make its neighborhood not only more stable, but also more sustainable and competitive. This RFP process is competitive; therefore successful proposals will thoroughly and concisely address and document the following topics, more specifically identified in the application:

- Experience of the applicant for the type of work proposed;
- Capacity of the applicant to implement a housing redevelopment activity the funds;
- Readiness to proceed;
- Ability to complete the project within the specified time frame;
- Ability to leverage additional resources; and
- The comprehensive scope of the proposed redevelopment.

**ALL FUNDING RECIPIENTS MUST ABIDE BY THE LBA POLICY TO PROHIBIT DISCRIMINATION AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BASED ON RACE, SEX, RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, OR HANDICAP.**

All funding recipients must have adequate insurance:

- General liability insurance of \$1 million or more, and/or Commercial Liability Insurance if construction is funded by the NSP funds
- Automobile Liability Insurance
- Fidelity Bond/ Crime Insurance (100% of contract)
- Builders Risk Insurance
- Performance Bond for all construction
- Professional Liability Insurance (if applicable)
- All policies must hold the City and LBA harmless and have an endorsement specifically naming the City and the LBA as additional insureds/mortgagees.

Applicants who cannot or will not meet the above requirements should not apply for funding.

## **ELIGIBLE APPLICANTS**

Eligible applicants include:

- Local Authorities;
- Not-for-profit entities with a current 501(c)(3) status from the Internal Revenue Service,
- For-profit entities, and

- Joint Venture Arrangements

Applicants are encouraged to partner with for-profit entities that possess expertise and experience in successful community and economic development, project development and/or housing finance and development. When funding is awarded to developers, the LBA must enter into a written, contractual agreement with the awardee before receipt of funding and before activities can begin. The agreement spells out the purpose, scope of work to be undertaken, the budget, timetable, outcomes to be accomplished, reporting requirements and terms of the NSP funds.

### **TYPE OF FUNDING REQUESTED / AVAILABLE FUNDING FOR MULT-FAMILY PROPERTIES**

The City will make funds available in the form of loans for the redevelopment of the multi-family properties as follows:

#### NSP Acquisition Loan

All properties identified in the RFP have an existing 0% interest rate NSP Acquisition Loan that will be assumed by the selected developer. The NSP Acquisition Loan can subordinate in accordance with the NSP Subordination Policy or on a case by case basis.

#### NSP Construction Loan

NSP funds for redevelopment will be provided for a 12 month term at 0% interest rate with no payment due until the earliest of the sale, loan conversion or maturity date. The NSP Construction Loan can be subordinated in accordance with the NSP Subordination Policy or on a case by case basis.

The City of Atlanta Subordination Policies are as follows:

- Submit a copy of the Appraisal Report - generally, the City would like to maintain a 95% LW ratio.
- Submit a copy of the Good Faith Estimate or Draft closing statement that shows all the related fees and closing cost. The closing cost should not exceed any more than 5% of the proposed loan.
- Proposed interest rate - interest rate should be reasonable for the type of loan.
- Balloon payments - The City will not subordinate loans that have balloon payments, without prior approval.
- Pre-payment penalties - The City will not subordinate loans that have prepayment penalties.

### NSP Permanent Loan

NSP funds may be in the form a 0% - 3% interest rate loan for a term no less than the affordability period based on project feasibility and viability. The City will maintain the right to forgive all or a portion of the NSP funds upon the completion of the affordability period.

Applicants to this RFP are requested to include the financing terms requested.

### **TYPE OF FUNDING REQUESTED / AVAILABLE FUNDING FOR SINGLE FAMILY PROPERTIES**

No additional NSP funds will be available for the rehabilitation of any of the single family properties. Developers are expected to secure other sources of financing or equity to complete the rehabilitation of these homes. The existing NSP Acquisition Loans will be assumed by the developers at initial conveyance and will either be extinguished and released upon sale to a homeowner or remain in place and amortized during the rental period. Upon the sale of the home to the homebuyer, the developer will be reimbursed for its rehabilitation costs, paid its developer's fee and remaining funds will be return to the City to recover the cost of the initial purchase of the property.

### NSP Acquisition Loan

All properties identified in the RFP have an existing 0% interest rate NSP Acquisition Loan that will be assumed by the selected developer. The NSP Acquisition Loan can subordinate in accordance with the NSP Subordination Policy or on a case by case basis.

### **SUBMISSION REQUIREMENTS**

Your Application Should Consist of the Following Items:

- Cover Letter. Please submit a cover letter signed by the chairperson or president of the Board of Directors, stating the amount of the funds being requested, number and type of properties and indicating that the Board has authorized the submission of the application.
- Application Forms. Complete the application forms included with this package. Please send all questions in writing to:

Drew Marlar      [drew.marlar@kutakrock.com](mailto:drew.marlar@kutakrock.com);  
Cory Thompson   [cory.thompson@kutakrock.com](mailto:cory.thompson@kutakrock.com); and  
Roan Yarn         [ryarn@fccalandbank.org](mailto:ryarn@fccalandbank.org)

Please identify NSP RFP Question in the subject line. Questions will not be accepted via telephone or personal meeting.

- Attachments. Please submit all applicable attachments in accordance with the application questions.

## **Submission Instructions**

Please submit one (1) original and five (5) copies of the application and all attachments. An original copy of all information must be provided in a 3-ring binder. The agency's information should be organized, with a table of content serving as the first page based on the order of the application. The required supplemental information must be tabbed and identified in the application table of contents. Please retain a copy of the information requested for your records.

Responses must be received by **5:00 PM EST on Friday, August 26, 2011**. Responses received after 5:00 PM EST, regardless of post mark will not be accepted. Applications should be delivered to:

Kutak Rock LLP  
Peachtree Center South Tower  
225 Peachtree Street, NE  
Suite 2100  
Atlanta, GA 30303  
Attention: Drew Marlar

## REVIEW PROCESS

Upon receipt of the responses from developers to this Request for Proposals, the LBA staff members will review the applications to ensure compliance with the mandatory minimum requirements. All applications that meet these mandatory minimum requirements will be evaluated by a committee appointed by the LBA who will evaluate the proposals based on the following point system:

Organizational Capacity Years in Business (0-2 Points) Depth/Experience of Staff (0-4 Points) Historical Average # of Projects and Units Per Year (last 5 years) (0-4 Points)	10 Points
Financial Stability of the Developer Available Working Capital (current ratio) (0-5 Points) Available Credit Capacity (0-5 Points) Solvency (Total Assets/Total Liabilities) (0-5 Points)	15 Points
Experience with NSP, CDBG and HOME funding programs and requirements	10 Points
Non-NSP Financing Commitments Equity (0-20 Points) Debt <sup>1</sup> (0-14 Points) <i>Note: for mixed financing proposals including equity and debt, the type of funds will be weighted according to the point system provided above. For example, if the developer proposes 60% equity and 40% debt, the proposal will be scored as follows: 60% of 20 = 12.0 Points 40% of 14 = 5.6 Points Total = 17.6 Points</i>	20 Points
Proposed Timeline for Completion 1-12 Months (0-10 Points) 12- 18 Months (0-8 Points)	10 Points
Evaluation of Proposed Budget	15 Points
Project Characteristics and Impact <i>Note: examples should include green building initiatives, homeowner counseling programs, supportive services for residents, on-site day care facilities, job placement services, etc.</i>	10 Points
Monitoring and Compliance Plan	10 Points
Marketing and Outreach Strategy	10 Points
Partnerships with local CDC's, non-profit or for-profit developers	10 Points

<sup>1</sup> For the purposes of this proposal, debt will include any payments that are required to be made during the term of the applicable financing or partnership documents and may include any required distributions to be made to partners of the developer.

## TIMELINE

Question/Answer Period	Monday July 25, 2011 thru Tuesday August 9, 2011 at 5pm
LBA to provide written responses to questions	Monday August 16, 2011
Due Diligence Materials Available Online Contact : Roan Yarn Community Coordinator <a href="mailto:ryarn@fccalandbank.org">ryarn@fccalandbank.org</a>	Monday July 25, 2011 thru 5:00 PM EST on Friday August 26, 2011
Pre-Bid Conference: (Not Mandatory) Fulton County Public Safety Building 130 Peachtree St, 1 <sup>st</sup> Floor Conference Room, Suite 1168 Atlanta GA, 30303	10:00AM EST on Wednesday August 3, 2011
Responses Due	5:00 PM EST on Friday August 26, 2011
Review Period	Friday August 26, 2011 thru Friday September 9, 2011
Awards Announced	Monday September 12, 2011

## DISCLAIMERS

**RESPONSES TO THIS REQUEST FOR PROPOSALS DO NOT CONSTITUTE A CONTRACT OR OFFER AND THE LBA HAS NO OBLIGATION TO CONTRACT FOR THE SERVICES DETAILED WITHIN YOUR RESPONSE. ANY RESPONSES RECEIVED WILL BECOME THE PROPERTY OF THE LBA. LBA RESERVES THE RIGHT TO ACCEPT OR REJECT ANY RESPONSE, AND MODIFY OR CANCEL THIS REQUEST FOR PROPOSAL AT ANY TIME. RESPONDENTS WILL NOT BE REIMBURSED FOR ANY COSTS THEY INCUR IN PREPARING THEIR RESPONSES TO THIS REQUEST FOR PROPOSALS.**

**APPLICANTS ACKNOWLEDGE AND AGREE THEY WILL BE SOLEY RESPONSIBLE FOR PERFORMING THEIR OWN ENVIRONMENTAL INVESTIGATION OF AND DUE DILIGENCE WITH RESPECT TO THE PROPERTY AND THE LAND AND OTHER PROPERTY ADJACENT TO OR OTHERWISE IMPACTING THE PROPERTY SUBJECT TO THIS REQUEST FOR PROPOSAL. BY SUBMITTING THEIR REQUEST FOR PROPOSAL, APPLICANTS HEREBY RELEASE THE CITY OF ATLANTA AND THE LBA FROM ANY CLAIM WITH RESPECT TO THE ENVIRONMENTAL CONDITION OF THE PROPERTY.**



## NEIGHBORHOOD STABILIZATION PROGRAM APPLICATION

### SECTION 1- APPLICATION SUMMARY FORM

<b>Applicant Information</b>	
Organization Name	
Address	
Phone Number:	
Facsimile:	
E-Mail Address:	
Name of Authorized Contact Person:	
<b>Project Description</b>	
<input type="checkbox"/> Single-Family Rehabilitation	____ Number of Units List Addresses Included in Proposal:
<input type="checkbox"/> Multi-Family Rehabilitation	____ Number of Units List Addresses Included in Proposal:
<b>Financing Proposal</b>	
NSP Financing Requested	\$____ Total Amount of NSP Financing Requested ____% Interest Rate Requested

Other Financing Committed	Describe the type, term and status of the other financing you are committing to bring to the project:
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**Please provide written responses to the following questions. Indicate the section and question # for each response.**

**SECTION 2- ORGANIZATION INFORMATION AND CAPACITY**

1. What specific types of services/activities/projects does your organization provide?
2. Describe the organization’s history and experience in providing affordable housing services in the City of Atlanta and/or other localities. Provide number of years in operation and accomplishments to date.
3. Identify your experience in working with the NSP, CDBG or HOME program.
4. If you plan to have a development team included in your project, please list their names and describe the role, experience, and capacity of each (including contractors, construction managers, real estate brokers, housing counselors, etc.).
5. Briefly describe the staff positions and qualifications of those individuals who will carry out the NSP program. Describe any existing commitments that would impact your ability to implement the project immediately.
6. Have any persons employed by your agency been debarred by HUD or are otherwise restricted from entering into contracts with any federal agency?
7. Describe your operational and financial sustainability plan for your organization while developing projects under NSP.
8. Describe your ability to provide program management and oversight, including detailed record keeping and reporting.
9. Provide any other information that would clarify the ability of your organization to successfully complete your project.
10. Please provide a Minority Participation Plan for subcontractors.
11. What additional developments are currently underway by your entity in the specified project area? Please describe.

## **SECTION 3- PROJECT INFORMATION**

1. Describe the work to be performed and method of approach.
2. Describe the methods you will utilize to ensure cost effectiveness of your project.
3. Explain your familiarity with the Green Building or Earth Craft Program. Describe the way you will incorporate a green strategy into your program.
4. Describe how properties will be maintained and secured during rehabilitation and before sale or rental.
5. Describe your plan for complying with the Section 3 and Vicinity Hiring requirement.
6. Describe the outreach and service delivery methods that will be used to reach your target program participants. How will you market the homes or rental properties for qualified residents?
7. Provide a projection of how many units will be completed and the timeframe for completion. Identify key tasks and completion dates that identify how your project is ready to proceed. Please complete the attached timeline only.
8. Identify the other types of financial assistance to be used for development and provide documentation to support the commitment of these funds. If funds are not available to the project at the time of application submittal, please identify when you will apply for the identified funds. Also, please identify when the commitment may be expected.
9. Please provide an estimated budget for the rehabilitation, and disposition of the properties (including soft costs such as developer fees, realtor fees, appraisals, inspections, marketing, carrying costs, etc.). Please complete the attached budget spreadsheet only.

## **SECTION 4 - REQUIRED ATTACHMENTS**

**The following items are required to be attached by all applicants:**

- Detailed budget per property
- Detailed timeline per property
- Resumes of key project staff
- Organizational insurance
- Most recent 2 years of audited Financial Statements and current year unaudited financial statement
- Documentation of leveraged funding commitments
- Low Income Housing Tax Credit Application (if applicable)

**Non-Profits must also attach the following items to the application:**

- IRS 501 (c)(3) determination
- Articles of Incorporation

- Corporate By-Laws
- Listing of Board Members
- Most Recent IRS Form 990
- Most Recent Audit (no older than 2008)

**Schedule I**

**Single-Family Homes**

	<b>Address</b>	<b>Bedrooms</b>	<b>Bathrooms</b>	<b>Square Feet</b>
1.	515 Dunbar St, 30310	2	2	1145
2.	706 Fraser St, 30315	3	2.5	1635
3.	215 Harper Rd, 30315	3	1	1592
4.	590 Hope St, 30310	4	2	1992
5.	316 Jordan St, 30315	3	2.5	1665
6.	351 Mary St, 30310	4	3	1499
7.	506 Mary St, 30310	4	1	1109
8.	1018 McDaniel St, 30310	3	2.5	1815
9.	1179 McDaniel St, 30310	3	2.5	1575
10.	64 Ormond St, 30315	3	2	1536
11.	855 Pryor St, 30315	3	2.5	2000
12.	2400 Sandcreek Dr, 30331	3	2	1549
13.	943 Smith St, 30310	3	2.5	1833
14.	2829 3 <sup>rd</sup> Ave, 30315	6	4	2470
15.	153 Vanira Ave, 30315	4	2.5	2034
16.	767 Welch St, 30310	3	2.5	1656
17.	1970 Wells Dr, 30311	3	1	1095
18.	*715 Florence Pl, 30318	4	3	2016
19.	1125 Jones Ave, 30310 (Duplex)	2	3/2	3,096

**\* Land Use Restriction applies. Developer may only acquire the property for rental purposes. No “Flipping” permitted.**

**Multi-Family Apartment Complexes**

	<b>Address</b>	<b>Units</b>	<b>Unit Types</b>	<b>Common Area Amenities</b>
1.	2000 Chicago Ave, 30314	6	2/1	Courtyard
2.	339 Holly St, 30318	40	2/1	Atrium/Laundry
3.	117 Lamar Ave, 30314	8	2/1	N/A
4.	135 Lamar Ave, 30314	8	2/1	N/A
5.	138 Lamar Ave, 30314	8	2/1	N/A
6.	124 Wadley St, 30314	8	2/1	N/A
7.	134 Wadley St, 30314	8	2/1	N/A
8.	876 Washington St, 30315	10	2/1	N/A
9.	954 Washington St, 30315	10	2/1 and 1 /1	N/A
10.	340 Holly St, 30318	12	2/1	Courtyard/Deck

## Schedule II

### CITY OF ATLANTA, DPCD, BUREAU OF HOUSING Neighborhood Stabilization Program (NSP)

#### **Required Upgrades for NSP Funded Renovations**

The following are the required Energy Efficient, Durability and Indoor Air Quality requirements for all NSP rehabilitated units. NOTE: the related cost estimates are merely approximations completed on 4/17/09 and are not intended to be used for pricing purposes

#### **Energy Efficiency Upgrades**

- Attic Insulation
  - \*\*upgrade the insulation value in the attic of a 1,000 square foot home from a typical R-19 value to R-30 - \$700 **OR** for attics with no insulation, insulate attic to R-30 – \$1,800
- Floor Insulation
  - \*\*insulate a floor over a crawl space (with easy access) of a 1,000 square foot home with fiberglass batts to an R-value of 19 - \$800
  - improve insulation in floor so that it is in contact with subfloor - \$300
- Air Sealing
  - \*\*complete an air sealing package for a 1000 square foot home - \$1,200 (this is also an indoor air quality upgrade helping to control/reduce the introduction of pollutants from outside as well as the attic and/or crawlspace)
  - air tight attic side hatch w/ insulated cover - \$200
- Duct Sealing
  - \*\* complete a duct sealing package/replacement of existing duct system for 1,000 square foot home - \$1,800. In many instances the sealing and insulating of an existing duct system can be just as expensive as replacing the existing duct system (this is also an indoor air quality upgrade reducing the introduction of pollutants via a leaky duct system and by reducing pressure differences created within the house by leaky ducts)
- Crawl Space
  - \*\* if conditions are suitable enclose crawl space with insulation in floor \$2.00/square foot; place dehumidifier in crawl space \$500 (commercial grade dehumidifier) **OR** enclose crawl space with insulation on crawl space walls (most effective) \$2.70/square foot; place dehumidifier in crawl space \$500 (commercial grade dehumidifier)
- Refrigerator
  - install an Energy Star rated refrigerator - \$175 premium above standard efficiency refrigerator (cost estimate based upon , top freezer, 18 cubic foot model)
- Exterior Lights
  - install fluorescent porch lights with dusk to dawn operation feature – no additional cost

**Durability and Indoor Air Quality Upgrades**

- install poly/plastic ground cover to completely cover the floor of the crawl space - \$0.16/square foot for 6 mil poly and \$0.25/square foot for 10 mil poly (thicker 10 mil plastic recommended b/c it is more durable)
- to install 5” aluminum gutters with gutter guard - \$9.75/ft and 3”x4” downspouts - \$3.50/ft (will need to pipe water at least five feet away from foundation)
- if replacing the furnace and water heater, install a 90+AFUE furnace (instead of 80 AFUE) and sealed combustion gas fired water heater OR isolate combustion equipment from conditioned space by locating the equipment with in a sealed and insulated combustion closet - \$1,100 ( the cost of constructing the closet is comparable to that of upgrading the efficiency of the furnace)

\*\* - these above listed items coincide with those eligible for rebates under the Georgia Power Home Performance with Energy Star program.

**Home Performance with ENERGY STAR Rebates – up to \$1,900 available**

<b>Potential Customer Rebates (rebates are not to exceed home improvement costs)</b>	
<b>Home Assessment Rebates</b>	<b>Rebates Up To:</b>
50% Reimbursement of assessment fees	\$200
<b>Home Improvement Rebates</b>	<b>Rebates Up To:</b>
Thermostat conversion	\$100
Installation of R-6 or greater insulation blanket on Electric Water heater Only	\$50
Attic insulation improvements (in conjunction with air sealing)	\$200
Wall insulation improvements (conditioned space exterior walls)	\$550
Insulate floor & foundation wall to R-5 (foam) /R-13 in basement wall cavities (fiberglass acceptable)	\$450
Improve air sealing	\$250
Improve duct sealing	\$100
<b>Potential Total Rebates</b>	<b>\$1,900</b>