

REQUEST FOR PROPOSALS

*Urbana Home
Consortium*

Prepared by:
City of Urbana
Grants Management Division
400 S. Vine Street
Urbana, IL 61801



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I. General Information

A. Instructions

The Urbana Home Consortium is soliciting proposals from qualified organizations, for programs and projects that will seek to increase the supply of affordable housing available to low- and moderate-income households. The selected proposal(s) will be funded through HOME Investment Partnerships Program (HOME) funds received by the Urbana HOME Consortium.

One (1) original signed copy and one (1) electronically emailed copy must be received no later than 4:00 p.m. (CST) on Friday, February 27, 2017. Submissions should be addressed to:

Kelly Mierkowski
Department of Community Development Services
400 South Vine Street
Urbana, Illinois 61801

Electronic version must be sent to:
khmierkowski@urbanaininois.us

All questions and inquiries should be directed to:

Kelly Mierkowski
(217)384-2441
khmierkowski@urbanaininois.us

Any organization interested in applying for funding should follow instructions listed in this notice.

B. Introduction

The Urbana Home Consortium is pleased to announce that funding is available through the HOME Investment Partnerships (HOME) Program provided by the U.S. Department of Housing and Urban Development (HUD). The Urbana HOME Consortium is requesting proposals from non-profits and for-profit organizations in the community who provide decent affordable housing opportunities, or who work to increase the supply of affordable housing available to low- and moderate-income households.

HOME Program regulations and rules can be found through the link presented below:
<https://www.hudexchange.info/programs/home/>

The Consortium will consider proposals between \$14,999 and \$150,000. Applicants should consider budgets carefully and submit proposals that align with project goals.

C. Background

Funding for this program has been secured from the Urbana HOME Consortium through the U.S. Department of Housing and Urban Development. The Urbana HOME Consortium consists of the City of Urbana in the role of lead entity, as well as the City of Champaign and Champaign County Regional Planning Commission as subrecipients. To meet the HUD-mandated HOME commitment deadline, the

Urbana HOME Consortium is required to enter into legally-binding contracts dedicating a certain amount of funding to HOME-eligible activities. Due to the amount of uncommitted funds available, as well as the recognized need to support affordable housing opportunities in Champaign-Urbana, the Urbana HOME Consortium is requesting proposals to dedicate uncommitted funds to affordable housing initiatives. Any applicant agency is encouraged to submit feasible yet creative applications for HOME funding. Although documented results and success of existing project types or programs will be viewed favorably by the Consortium, no preference is given as to whether prospective projects types or programs are currently operating or new.

II. Project Scope

A. Description of Project

The Urbana HOME Consortium is requesting proposals to dedicate uncommitted funds to affordable housing initiatives. Non-profit or for-profit organizations that work with some component of affordable housing are encouraged to submit funding proposals. Examples of HOME-eligible project types include the following:

- Acquisition-rehabilitation
- Tenant Based Rental Assistance (TBRA)
- New construction of affordable homeownership opportunities
- New construction of affordable rental units or transitional housing
- Rental rehabilitation (if interested in this project type, please contact the City of Urbana Grants Management Division for more details prior to applying)
- Development subsidies for affordable units in for-profit/market rate rental developments
- Purchase-rehabilitation-resale
- Lease-purchase programs
- Down payment assistance programs
- Other programs that will seek to increase the supply of affordable housing available to low- and moderate-income households

Low- to moderate-income refers to individuals or families with incomes at or below 80% of area median income as defined by the U.S. Dept. of Housing and Urban Development. Programs could also work to provide decent affordable housing specifically for persons with disabilities or seniors. With the exception of TBRA projects, addresses should be included when known on specific projects, and projects must be located within the City of Urbana, City of Champaign, or unincorporated parts of Champaign County.

The following types of projects are not eligible for funding: Administration funding, funding for previously completed HOME or non-HOME funded projects, emergency homeless shelter creation or operation, or any other project type that does not meet the HOME Investment Partnerships Program regulations.

Past HOME-funded projects and programs include the following:

- [City of Champaign Full Home Improvement Program](#)
- [Crystal View Townhomes, Urbana](#)
- [Champaign County Regional Planning Commission Tenant-Based Rental Assistance](#)

The Consortium will require all work associated with this project to be completed within various time frames depending on the project type. Applicants must discuss their ability to complete the proposed project within the required timeframes as stipulated in Exhibit D.

Applicants must be a legally incorporated non-profit or for-profit entity.

B. Proposal Contents

Each proposal submitted in response to this request should include the following information.

1. Organization type, name, and contact information
2. Organization mission, purpose, and/or goals and overview of services provided
3. Organization's most recently published audit or financial statements
4. Relevant experience working with projects or programs of similar scope as the proposed project
5. Names and titles of project team and relevant experience and qualifications
6. Project narrative, timeline, implementation plan, and budget along with justification for the costs of identified line items
7. Description of marketing and outreach plan, including an assessment of the current market demand in the area where the project will be located (only for rental and homebuyer projects)
8. Monitoring and Evaluation Plan
9. Expected Outcomes

When creating the proposal it may be helpful to consider the following.

1. Why is this project needed?
2. What is the potential impact that the project may have?
3. How will you measure that the objectives have been achieved? Who will collect the information to measure success? When and how often will information be collected?
4. Think about potential intended and unintended consequences of the project. How can you minimize negative outcomes?
5. Do you foresee any challenges to project implementation? How will those challenges be overcome?
6. Will the organization be able to sustain the activities and/or benefits of this project? For rental projects, will the applicable HOME rents provide sufficient revenue to sustain the project?
7. What is the organization's plan to sustain the benefits of the project after initial support has ended?
8. What is the current market demand for the project type in the area where the project will be located? Please submit evidence demonstrating the need or market for the project type.

C. Amount Budgeted

The Consortium will consider proposals of up to \$150,000 and no less than \$14,999. Applicants should consider budgets carefully and submit proposals that align with project goals.

Please include a budget with a description of funds requested along with justification for the costs of identified line items. Include extent of overall resources such as funds requested, organization contribution both in-kind and cash. If applicable, provide any third party contributions of funding that will be leveraged to ensure the success of the project.

All projects are required to leverage 25% of the total funding in non-Federal matching funds. Eligible and ineligible sources of match for HOME-funded projects are discussed at 24 CFR 92.220:

<https://www.gpo.gov/fdsys/pkg/CFR-2003-title24-vol1/pdf/CFR-2003-title24-vol1-sec92-220.pdf>

D. Evaluation Criteria

The Urbana HOME Consortium and its Technical Committee shall be responsible for evaluation of proposals received. Submissions will be evaluated based on the following criteria:

- Relevant experience and documented success of existing or completed projects of similar size, scope, and nature
- Qualifications and demonstrated familiarity with other state and federal grant programs and reporting requirements
- Organizational capacities including organizational structure, personnel to be assigned to project, current workload, and additional duties acquired as a result if awarded
- Approach including scope of work, methods to be used, marketing, and outreach
- Realistic yet creative and innovative project ideas
- Degree of impact in increasing the supply of affordable housing available to low- and moderate-income households

E. Timeline

January 27, 2017	Call for proposals opens
February 27	Deadline for submittal from respondents
February 28 - March 3	Evaluation period
March 13	Notification date (no later than)
March 16	City of Champaign Neighborhood Services Advisory Board
March 28	City of Urbana Community Development Commission
April 11	City of Champaign City Council Study Session
April 24	City of Urbana City Council Committee of the Whole
May 1	City of Urbana Council Approval
May 2	City of Champaign City Approval
May 2017	Enter into agreement with Urbana HOME Consortium

III. Terms and Conditions

A. Contract Form and Issues

This RFP will lead to one or more Urbana HOME Consortium Subrecipient Agreements, the terms of which will be negotiated between the Consortium and the selected applicant(s).

B. Rules and Regulation

Selected applicants shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflict of interest. Applicants are presumed to be familiar with all federal, state, and local laws, ordinances, codes, rules and regulations that may affect the services to be provided in any way. The selected applicant(s) agree that they will comply with all federal HOME Investment Partnerships Program regulations and guidelines.

C. Equal Opportunity Employment

The selected applicant(s) agree that they will not discriminate as to race, sex, religion, color, or national origin regarding obligations, work, and services performed under the terms of any contract ensuing from this RFP. Organization must agree to comply with Executive Order 11246 entitled "Equal Employment Opportunity" and as amended by Executive Order 11375, as supplemented by relevant Department of Labor Regulations (41 CFR Part 60). Subgrantee will abide by all other applicable federal, state, and local equal opportunity employment regulations.

D. Acceptance of Proposal Contents

The contents of the proposal(s) of the selected project(s) may become contractual obligations if a contract is issued. Failure of the entity undertaking the successful project to accept these obligations may result in cancellation of the award.

E. Withdrawal of proposals:

Proposals may be withdrawn by written notice received or in person at any time prior to award.

F. Prime Subrecipient Responsibilities

The applicant(s) selected will be required to assume responsibility for all services offered in the proposal, regardless of who produces them. The selected applicant(s) shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

G. Incurred Costs in Preparing Proposals

The Urbana HOME Consortium is not responsible for any costs incurred in preparing a response to this RFP. All material and documents submitted by prospective applicants will become the property of the Urbana Home Consortium and will not be returned. Applicants selected for further interviews and negotiations will be responsible for all costs incurred during these processes.

H. Directions for Submission

To ensure full consideration, proposals must be submitted to the City of Urbana, Department of Community Development Services, Grants Management Division, 400 South Vine Street, Urbana, Illinois 61801 no later than 4:00p.m. on Friday, February 27, 2017. One (1) original signed copy and one (1) signed emailed electronic copy are requested.

Staff will review proposals and negotiate an agreement with the selected applicant(s). The proposed agreement will be reviewed by the City of Urbana Community Development Commission and City of Champaign Neighborhood Services Advisory Board, and is subject to final approval by the Urbana City Council and Champaign City Council.

The Urbana HOME Consortium and the City of Urbana reserve the right to interview or request additional information from any party submitting a proposal. The Urbana HOME Consortium and the City of Urbana reserve the right to accept or reject any and all proposals, to waive informalities, and to select such proposal or proposals which, in the Consortium and City's sole discretion, best responds to the criteria described in this request for proposals. The Urbana HOME Consortium and City may make any reasonable investigation deemed necessary or proper to determine the ability of any applicant to undertake the proposed project.

No acceptance of a proposal, agreement or action should be considered binding until approved by the Urbana HOME Consortium and the Urbana City Council and/or Champaign City Council.

IV. Reference Materials

Current HOME Maximum Per Unit Subsidy Limits:

Bedrooms	Maximum Per Unit Subsidy Limit
0	\$140,107
1	\$160,615
2	\$195,304
3	\$252,662
4	\$277,344

Attachments:

- Exhibit A: 2016 Adjusted HOME Income Limits
- Exhibit B: 2016 HOME Program Rents
- Exhibit C: 2016 HOME Maximum Homeownership Values
- Exhibit D: Applicable Timelines