



REQUEST FOR QUALIFICATIONS ADMINISTRATION OF LIMITED REPAIR LOAN PROGRAM CITY OF RALEIGH

STATEMENT OF PURPOSE

The City of Raleigh's Community Development Department seeks qualified non-profit and for-profit organizations to submit a proposal for the administration of its Limited Repair Loan Program. The Limited Repair Loan Program provides funds to low-income homeowners for the purpose of making repairs that, if left unattended, pose a threat to the occupants' health and/or safety.

The program activities include, but are not limited to, the following:

- A. Developing marketing strategy to eligible persons throughout the community and communicating availability of funds.
- B. Assisting applicants with application preparation and underwriting loan and property qualifications.
- C. Preparing preliminary cost estimate and specifications for limited repairs.
- D. Coordinating loan closing.
- E. Coordinating and supervising bid process, contract award, construction and draw requests.
- F. Reporting and recordkeeping.
- G. Monitoring to ensure compliance with housing bond program requirements.

THRESHOLD REQUIREMENTS

The following criteria are minimum thresholds for consideration. Meeting these basic criteria is necessary for the proposal to be considered for further evaluation.

1. The organization must be current on its repayment of a City loan, if applicable.
2. The organization must be in good standing with the City's Community Development Department if it has received City funds in the past and its projects must be progressing in accordance with the schedule developed for the project.

3. The organization must have an adequate financial management system in place to maintain effective control and accountability over all funds.
4. The organization must have an adequate financial management system in place to produce sufficient backup documentation for costs of a project.
5. The organization must have the ability to maintain sufficient books, records, documents, and files for review and audit.
6. The organization must have adequate internal management procedures and separation of duties to prevent fraud and abuse.
7. The organization must not have outstanding audit deficiencies.
8. The organization must have a Board of Directors that meets on a regular basis, if non-profit.

EVALUATION CRITERIA

The City will evaluate proposals based on the organization's experience implementing affordable housing programs. Evidence must be provided showing that the organization has the capacity and experience to carry out the following roles:

- 1) Program Management – The organization should have an experienced program manager to coordinate development and implementation of the program;
- 2) Grant Management – The organization should have an experienced grant manager who can oversee all aspects for financial management and compliance record keeping for the program;
- 3) Construction Management – The organization should have an experienced construction coordinator to perform assessments, specifications, and reviews and to coordinate all construction events;
- 4) Intake Services – The organization should have an experienced intake specialist who can screen and process applicants according to the following program requirements:
 - a) Applicant Eligibility:
 - ◆ Earns at or below 50% of median area income, adjusted for household size
 - ◆ Occupies dwelling to be rehabilitated as his/her primary residence
 - ◆ Owns dwelling to be rehabilitated (free and clear, life estate, or mortgaged)
 - ◆ Current on Federal, State, City and County taxes
 - ◆ U.S. Citizen or permanent resident status
 - b) Property Eligibility:
 - ◆ Property must have one or more substandard conditions that, if left unattended, pose a threat to occupants' health and/or safety.
 - ◆ Property must be located within the city limits of Raleigh
 - ◆ Property shall not be located within a right-of-way of any future street or highway or any other public improvements that are being planned within a reasonably foreseeable time frame.

- ◆ Property must presently be occupied by an individual or family that meets program income requirements.

PROPOSAL SUBMISSION

To be considered complete, the proposal must include the following supporting documents:

1. Copy of IRS Section 501(C)(3) determination letter, if a nonprofit
2. One page purpose letter (applicable to organizations with whom the City has no experience)
3. Copy of Articles of Incorporation and By Laws
4. Current Listing of Board of Directors which should include names, addresses, phone numbers and beginning and ending dates of terms
5. Resume or other qualifications of the individuals responsible for the roles outlined previously
6. Two most recent audits and audit management letters. If not available, submit a letter of explanation.
7. Copy of the minutes of the Board meetings at which the two most recent audits and audit management letter or other financial information were reviewed and approved by the Board of Directors.
8. A cost table showing your administrative costs for providing the program. The following elements should be included in the costing table, more may be added:
 - A. Developing marketing strategy to eligible persons throughout the community and communicating availability of funds.
 - B. Assisting applicants with application preparation and underwriting loan and property qualifications.
 - C. Preparing preliminary cost estimate and specifications for limited repairs.
 - D. Coordinating loan closing.
 - E. Coordinating and supervising bid process, contract award, construction and draw requests.
 - F. Reporting and recordkeeping.
 - G. Monitoring to ensure compliance with housing bond program requirements.

IMPORTANT DATES

RFQ issued:	November 17, 2014
Requests for clarification due:	November 30, 2014
Proposals due:	December 12, 2014 no later than 4:00 PM
Recommendation Presented to City Council	January 6, 2014
Start Date of Project:	March 1, 2015

Terms of Contract

The contract period will be for a term of one (1) year, with the option to renew for an additional two (2) years.

City's Right to Reject Proposals

The City of Raleigh reserves the right to reject any and all responses received as a result of the Request for Qualifications or to negotiate issues so as to best serve the interest of the City of Raleigh.

**All responses must be received by 4:00 p.m. on December 12, 2014.
Responses should be directed to:**

City of Raleigh Community Development
ATTN: Valerie Malloy
310 W. Martin Street, Room 101
P.O. Box 590
Raleigh, NC 27602
Phone: (919) 996-4330
Email: Valerie.Malloy@raleighnc.gov

The City of Raleigh is an equal opportunity employer. Minority participation in the projects is an important factor for selection. The City has a general goal of 15% minority and women owned business participation in projects. The organization or individuals applying should endeavor to make a good faith effort to achieve this goal and should include documentation with their proposal which addresses these criteria.