



Request for Proposals #274-052223DD

Title: Downtown Rental Housing Development

Issue Date: May 22, 2023

Due Date: August 25, 2023, not later than 4:00 PM ET

LATE PROPOSALS WILL NOT BE ACCEPTED

**Issuing Department:
Housing and Neighborhoods – Community & Small Business
Development**

Direct all inquiries concerning this RFP to:

C.J. Valenzuela – Public-Private Partnerships Coordinator

Email: Christopher.Valenzuela@raleighnc.gov

Table of Contents

1	INTRODUCTION.....	3
1.1	PURPOSE	3
1.2	BACKGROUND	4
1.3	REQUEST FOR PROPOSAL (RFP) TIMELINE	5
1.4	PRE-PROPOSAL CONFERENCE & SITE MEETINGS	6
1.5	PROPOSAL QUESTIONS.....	6
1.6	PROPOSAL SUBMISSION REQUIREMENTS AND CONTACT INFORMATION	7
1.7	MWBE PARTICIPATION FORM	7
1.8	RIGHTS TO SUBMITTED MATERIAL.....	8
1.9	COMMUNICATIONS	8
1.10	LOBBYING.....	8
1.11	CONFLICTS OF INTEREST.....	8
1.12	PROPOSER EXPENSES.....	9
1.13	PROPOSER ACCEPTANCE.....	10
2	PROPOSALS.....	10
2.1	PROPOSAL GUIDELINES	10
2.2	PROPOSAL REQUIRED DOCUMENT FORMAT	11
2.3	RFP DOCUMENTS	13
3	PROPOSAL EVALUATION.....	13
3.1	PROPOSAL EVALUATION CRITERIA	13
3.2	INTERVIEW/DEMONSTRATION.....	15
3.3	FINAL SELECTION	16
3.4	NOTICE TO PROPOSERS REGARDING RFP TERMS AND CONDITIONS	16
4	LEASE TERMS.....	16
5	SCOPE OF WORK	17
5.1	DEVELOPMENT EXPECTATIONS AND CONSIDERATIONS	17
5.2	ZONING AND DEVELOPMENT REVIEW	18
5.3	DEVELOPER RESPONSIBILITY	19
5.4	AFFORDABILITY CONDITIONS	19
	APPENDIX I: MAPS OF SUBJECT PROPERTIES.....	20
	APPENDIX II: MANAGEMENT GUIDELINES.....	22
	APPENDIX III: PROPOSER QUESTIONNAIRE.....	25
	APPENDIX IV: REFERENCE QUESTIONNAIRE.....	26
	APPENDIX V: REFERENCE QUESTIONNAIRE FORM.....	27
	APPENDIX VI: TENANT CERTIFICATION FORM.....	29
	APPENDIX VII: MWBE FORM	36
	APPENDIX VIII: EXCEPTIONS TO RFP	37
	APPENDIX IX: BOUNDARY SURVEYS.....	38

1 INTRODUCTION

1.1 Purpose

The City of Raleigh (the “City”) is soliciting proposals from non-profit and for-profit developers or sponsors of rental housing for the development of attractive, sustainable energy-efficient rental housing on two City-owned lots (the “Subject Properties”) to be made available via long-term land lease.

To be considered, proposals must set aside at least 20% of the total units within the development as affordable rental units to low-income households earning no more than 60% of the Area Median Income (AMI), adjusted for family size, for the Raleigh, NC Metropolitan Statistical Area (MSA) as established by the U.S. Department of Housing and Urban Development (HUD) through a long-term legally binding agreement with an affordability period of no less than the term of the lease. The City’s strong preference and expectation is for a lease with a maximum term of 50 years. Any non-affordable units (e.g., market-rate units) within the development will not be subject to any affordability requirements (e.g., income limits, rent limits, affordability period).

It is the City’s preference that the only City subsidy in the awarded project be a below-market lease on the land. This preference is reflected in the evaluation criteria described more fully in Section 3. However, Proposers may request funds from the City to help subsidize the affordable housing component of a project if the financial underwriting analysis has determined that the subsidy is necessary for the project. Request of City funding does not guarantee that City funding will be provided.

Maximizing the density and number of affordable units is a priority and should be in accordance with the City’s desired housing type below. The existing zoning of the parcels must be utilized; the City will not support rezoning requests as part of this Request for Proposals (RFP). Lots clustered together (e.g., the lots within the East/Cabarrus Cluster and within the Bloodworth Cluster) may only be requested as a cluster (e.g., a proposer could not request just 416 E. Cabarrus Street – they must request all lots in the East/Cabarrus Cluster).

Subject Properties

(1) East/Cabarrus Cluster:

Total Acreage: 0.24

- 414 E. Cabarrus Street
- 416 E. Cabarrus Street
- 504 S. East Street

(2) Bloodworth Cluster:

Total Acreage: 0.12

- 424 S. Bloodworth Street
- 428 S. Bloodworth Street

For the **East/Cabarrus Cluster**, the City seeks proposals for an apartment development comprised entirely or primarily of studio/efficiency rental units. Off-street parking is not required. Zoning for these parcels is RX-3-UL per Rezoning Case Z-85-21.

For the **Bloodworth Cluster**, the City seeks proposals for an apartment development comprised entirely or primarily of studio/efficiency rental units. Off-street parking is not required. Zoning for these parcels is DX-3-DE per Rezoning Case Z-85-21. These lots are located within the General Historic Overlay District (-HOD-G): Prince Hall; projects in this district must receive a Certificate of Appropriateness from the Raleigh Historic Development Commission.

A detailed scope of services is provided in Section 5 of this solicitation. A map of the Subject Properties is in Appendix I.

All information related to this solicitation, including any addenda, will be posted to the North Carolina Interactive Purchasing System (IPS) at: <https://www.ips.state.nc.us/IPS/>.

All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
C.J. Valenzuela	Christopher.Valenzuela@raleighnc.gov

Questions submitted via telephone will not be answered.

1.2 Background

The City of Raleigh, the Capital City of North Carolina, remains one of the fastest growing areas in the country. A great economy, top educational institutions, and exceptional health care facilities are some of the characteristics that attract people to the triangle area. The mild climate, diverse work force, and proximity to Research Triangle Park combine to make Raleigh a great place to live.

Raleigh is a 21st Century City of Innovation focusing on environmental, cultural, and economic sustainability. The City conserves and protects our environmental resources through best practice and cutting-edge conservation and stewardship, land use, infrastructure and building technologies. The City welcomes growth and diversity through policies and programs that will protect and enhance Raleigh's existing neighborhoods, natural amenities, history, and cultural and human

resources for future generations. The City leads to improve quality of life for neighborhoods and standard of living for all citizens. The City works with universities, colleges, citizens, and local partners to promote new technology, create new job opportunities, and encourage local businesses and entrepreneurs. The City enlists and prepares 21st Century staff with the skill sets to carry out the duties of the City through transparent civic engagement and by providing the very best customer service to our citizens.

The City's Housing and Neighborhoods Department improves the quality of life for Raleigh's residents by adding affordable housing, improving existing affordable housing, revitalizing older neighborhoods, and supporting related human services. The department is also committed to improving and maintaining the quality of life and environment for all City citizens by enforcing City codes. Through this department, the City periodically makes available City-owned land for projects that will add to or preserve the City's affordable housing stock.

1.3 **Request for Proposal (RFP) Timeline**

Provided below is a list of the anticipated schedule of events related to this solicitation. The City reserves the right to modify and/or adjust the following schedule to meet the needs of the service. All times shown are Eastern Time (ET):

RFP Process	Date	Time
RFP Advertisement Date	5/22/23	
Pre-Proposal Conference (VIRTUAL – MANDATORY)	6/26/23	2:00 PM
Pre-Proposal Site Meetings (IN-PERSON – RECOMMENDED BUT NOT MANDATORY)	7/10/23	East/Cabarrus Cluster: 10:00 AM Bloodworth Cluster: 10:30 AM
Deadline for written questions	7/17/23	4:00 PM
City Response to questions (anticipated)	8/7/23	
Proposal Due Date and Time	8/25/23	4:00 PM

1.4 Pre-Proposal Conference & Site Meetings

The City will conduct a **VIRTUAL** Pre-Proposal Conference for all prospective Proposers. Registration and attendance by prospective Proposers is mandatory for the virtual Pre-Proposal Conference. Prospective Proposers are encouraged to submit written questions in advance. Date and time of pre-proposal conference is shown above in Section 1.3, entitled RFP Timeline. A summary of all questions and answers will be posted on the internet as an addendum. Log-in information is below.

Webinar Registration link (Microsoft Teams): [Click here](#)

Meeting link (Microsoft Teams): [Click here](#)

Meeting ID: 285 895 561 327

Passcode: XN96rB

OR

Call-in number: 919-561-6523

Phone Conference ID: 918 727 95#

The City will also conduct **IN-PERSON** Pre-Proposal Site Meetings at both locations. Attendance by Prospective Proposers is strongly encouraged but is not mandatory. Prospective Proposers are encouraged to attend or visit the site(s) prior to their proposal submittal. The purpose of these meetings is to allow Prospective Proposers to ask site specific questions. Dates and times of Pre-Proposal Site Meetings is shown above in Section 1.3, "RFP Timeline".

1.5 Proposal Questions

It is the Proposer's responsibility to ensure that all addenda have been reviewed and considered in the preparation of its proposal. Requests for clarification and questions to this RFP must be received by the City not later than the date shown above in Section 1.3 for the submittal of written inquires. The firm's failure to request clarification and submit questions by the date in the RFP Timeline above shall be considered to constitute the firm's acceptance of all City's terms and conditions and requirements. The City shall issue addenda reflecting questions and answers to this RFP, if any, and shall be posted to North Carolina Interactive Purchasing System (IPS). No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Respondents shall be entitled to rely only on written material contained in an Addendum to this RFP.

It is important that all Respondents submitting to this RFP periodically check the North Carolina Interactive Purchasing System (IPS) for any Addenda. It is the Respondents responsibility to ensure that all addenda have been reviewed and, if required signed and returned.

All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
C.J. Valenzuela	Christopher.Valenzuela@raleighnc.gov

Questions submitted via telephone will not be answered.

1.6 Proposal Submission Requirements and Contact Information

Proposals must follow the format as defined in Section 2, "Proposals", and be addressed and submitted electronically as follows:

Email to: Christopher.Valenzuela@raleighnc.gov

Subject: RFP# 274-052223DD Downtown Rental Housing Development

The City will only receive Proposals through this RFP that are submitted electronically. The Proposal must be emailed as a viewable and printable Adobe Portable Document File (PDF). Electronic versions of the Proposal must be received by the City on or before the RFP due date and time provided in RFP Timeline (Section 1.3). Proposals received after the RFP due date and time will not be considered.

Any requirements in the RFP that cannot be met must be indicated on Appendix VIII, "Exceptions to the RFP" and submitted with proposal. **Proposers must respond to the entire RFP. Any incomplete proposal may be eliminated from competition at the discretion of the City of Raleigh.** The City reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest.

Proposals that arrive after the due date and time will not be accepted or considered. It is the responsibility of the firm to ensure that their proposal arrives by the due date and time specified in the RFP Timeline (Section 1.3).

1.7 MWBE Participation Form

The City prohibits discrimination in any manner against any person based on actual or perceived age, race, color, creed, national origin, sex, mental or physical disability, sexual orientation, gender identity or expression, familial or marital status, religion, economic status, or veteran status. The City maintains an affirmative policy of fostering, promoting, and conducting business with women and minority owned business enterprises.

Complete and submit the MWBE Participation Form (Appendix VII) with your proposal.

1.8 Rights to Submitted Material

All proposals and supporting materials, as well as correspondence relating to this RFP, shall become the property of the City unless the material is qualified to be a trade secret under North Carolina law. Proposals will be reviewed by the Evaluation Team. Proposals will be subject to public record laws and may be viewed by members of the general public who submit public record requests. **Any proprietary data must be clearly marked in the manner required by North Carolina law and included in a separate envelope marked, "Trade Secret Materials"**. In submitting a Proposal, each Prospective Proposer agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the City to assist in the selection process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this Request for Proposal.

Proposals marked entirely as "confidential", "proprietary", or "trade secret" will be considered non-responsive and will be removed from the evaluation process.

1.9 Communications

Questions must be submitted in writing to the individual designated in Section 1.1. prior to the deadline provided in Section 1.3. Proposers should not rely on any information provided by the City that is not provided as part of this RFP, any addenda to this RFP, or communications with the City representative identified in Section 1.5.

1.10 Lobbying

By responding to this solicitation, the firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the City or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFP.

1.11 Conflicts of Interest

City of Raleigh contracts are controlled by three conflict of interest provisions.

First, federal procurement standards provide in 2 CFR 200.318 (c)(1):

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or a firm which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm

considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Similarly, the North Carolina General Statutes provides a criminal statute for conflicts of interest in public contracting. N.C.G.S. § 14-234(a):

(1) No public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law. (2) A public officer or employee who will derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract. (3) No public officer or employee may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.

City of Raleigh Charter Section 3.9 regulates private transactions between the City and its officials and employees. The Charter states:

"No member of the City Council, official, or employee of the City of Raleigh shall be financially interested, or have any personal beneficial interest, either directly or indirectly, as agent, representative, or otherwise, in the purchase of, or contract for, or in furnishing any materials, equipment or supplies to the City of Raleigh, nor shall any official or employee of the City of Raleigh accept or receive, or agree to accept or receive, directly or indirectly, from any person, firm or corporation to whom any contract may be awarded or from whom any materials, equipment or supplies may be purchased by the City of Raleigh, by rebate, gift, or otherwise, any money or anything of value whatsoever, or any promise, obligation or contract for future reward or compensation, for recommending or procuring the uses of any such materials, equipment or supplies by the City of Raleigh; no member of the City Council, official or employee of the City of Raleigh shall for his own personal benefit operate, directly or indirectly, any concession in any building or on any lands of the City of Raleigh, nor shall any official or employee of the City of Raleigh bid for or be awarded any contract granting concessionary rights of any nature or kind from the City of Raleigh; it shall be unlawful for any member of the City Council, official or employee of the City of Raleigh to bid for or to purchase or to contract to purchase from the City of Raleigh any real estate, equipment, materials, or supplies of any nature or kind whatsoever, either directly or indirectly, at either public or private sale, either singly, or through or jointly with any other person."

1.12 Proposer Expenses

The City will not be responsible for any expenses incurred by any Proposer in the development of a response to this RFP or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to City

and/or its representatives. Further, the City shall reserve the right to cancel the conveyance described herein prior to the City's execution of the lease.

1.13 Proposer Acceptance

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise on Appendix VIII, "Exceptions to RFP" and submitted with proposal. The City has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the City's best interests to do so. The City reserves the right to accept or reject any or all the items in the proposal, and to award the lease in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in the City's best interest. Moreover, the City reserves the right to make no selection if proposals are deemed to be not in the best interest of the City.

2 PROPOSALS

Responses must follow the format outlined below. The City may reject as non-responsive at its sole discretion any proposal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

2.1 Proposal Guidelines

Eligible Proposers: Eligible Proposers are non-profit or for-profit developers, or partnerships between a non-profit and for-profit developer.

Eligible Proposals: Eligible proposals for one or both sites will be multifamily building(s). For both the East/Cabarrus Cluster and Bloodworth Cluster, staff's preliminary assessment suggests that three-story walk-up apartments comprised of studio/efficiency units would effectively meet the market demand for the area. Other housing prototypes may be accepted with sufficient evidence supporting the design and type of development proposed.

Proposals may include developments on one or both sites. Lot clusters are a "package deal" and Proposers may not request individual lots within a cluster for development. The lot configurations as currently exist may be subject to recombination if Proposers offer an alternate layout that allows for the highest and best utilization of the site. Proposers are advised to consult with Planning & Development.

Appendix I contains maps of the Subject Properties being made available through this RFP.

No less than 20% of total units for the development must be reserved as affordable to low-income households earning no more than 60% of the AMI. Annual monitoring of the affordable units, such as tenant income certifications and rent approvals, will

be required. Selected projects will be subject to a long-term legally binding agreement requiring an affordability period of no less than the term of the ground lease. Tenant eligibility requirements will mirror those set forth by the North Carolina Housing Finance Agency (NCHFA) for the Low-Income Housing Tax Credit (LIHTC) program. See Appendix II for current income limits by household size and rent limits by bedroom size for the affordable units. In a case where the number of required affordable units (e.g., no less than 20% of units) results in a fraction, the developer must round up and provide an additional affordable unit.

Affordable units should be “floating” rather than “fixed” to ensure comparability between affordable and market-rate units. More details about management of the affordable income-restricted units are included in Appendix II, “Management Guidelines”.

No rent or income limits are imposed on the market-rate units. Income from these units is seen as a form of internal subsidy to make the affordable units financially feasible and sustainable.

Underwriting Assumptions and Fee Limits: The City will review the development budget and financial pro forma for accuracy and reasonableness according to the following underwriting assumptions:

- a) **Vacancy allowance:** 7%
- b) **Annual rent increase:** 2%
- c) **Annual operating expense:** At least \$3,800 per unit per year not including taxes, reserves and resident support services; annual increase of 3%
- d) **Debt coverage/operating coverage ratio:** At least 1.15 for the full term of all loans
- e) **Replacement reserves:** At least \$250 per year per unit; must be capitalized from project’s operations; annual increase of at least 4%
- f) **Rent-up reserves:** At least \$300 per year per unit
- g) **Operating reserves:** The greater of \$1,500 per unit per year or 4 months’ debt service and operating expenses (must be maintained for the duration of the ground lease)
- h) **Legal fees:** Developer will be responsible for paying all legal fees associated with the project, not including the City’s legal fees for drafting and executing the land lease.

Land Lease Terms: See Section 4 (Lease Terms).

2.2 Proposal Required Document Format

Responses should be divided using tabs to separate each section, listed sequentially as follows:

Tab 1: Cover Letter

Provide an introduction letter summarizing the unique proposal of your firm to meet the needs of this RFP. The letter should express why the Proposer is interested in

undertaking the project and why they should be selected. This letter should be presented on the firm's official letterhead and signed by an authorized representative who has the authority to enter into a lease with the City on behalf of the firm. Additionally, include the name, address, telephone and email address of the individual who serves as the point of contact for this solicitation.

Tab 2: Team Experience and Certifications

Include background information on the firm and provide detailed information regarding the firm's experience with development **and property management** of similar projects. Provide a list of all similar projects performed in the past five (5) number of years, accompanied by at least three (3) references (see Appendix V).

Include the total cost for each listed project, the length/timeline of the project, and a list of those involved in the project who are also proposed for the subject project in this solicitation. Failure to provide a list of all similar projects in the specified period may result in the rejection of the firm's proposal. The Evaluation Team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

This section must also include the proposed staffing of firm personnel to be assigned to this project. The Proposer shall provide information as to the experience of all personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. A project-specific organizational chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

Tab 3: Project Understanding, Approach, Budget, and Schedule

Provide a comprehensive narrative or outline demonstrating the firm's understanding and approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. The proposal should also include a description of proposed marketing and community engagement efforts to be undertaken if selected.

Provide a complete project timeline broken out by each stage of the development process (e.g., pre-development stage, construction stage, etc.) and include a detailed description for each major task throughout the development lifecycle.

Include an itemized total budget estimate for the proposed project, including preliminary sources and uses, as well as a 30-year pro forma. The financial model should include the total number of units, unit types (e.g., single-family, townhouse, duplex, apartment, ADU, etc.), income targeting of units (e.g., income level as defined by percentage of AMI, or "market rate" for units without income restrictions), projected rents, and number of bedrooms and square footage for each unit.

Tab 4: Site Plan and Renderings

Include a conceptual site plan of the proposed project. If available, also include any renderings and/or architectural plans for the proposed project.

2.3 RFP Documents

This RFP is comprised of the base RFP document, any attachments, and any addenda released before proposal selection. All attachments and addenda released for this RFP in advance of any proposal selection are incorporated herein by reference.

3 PROPOSAL EVALUATION

3.1 Proposal Evaluation Criteria

This is not a bid. There will not be a public opening. The Proposals received in response to this RFP will be evaluated and ranked by the Proposal Evaluation Team in accordance with the process and evaluation criteria contained below. Responses will be evaluated based on the material and substantiating evidence presented in the Proposal, and not based on what is inferred. After thoroughly reading and reviewing this RFP, each Evaluation Team member shall conduct their independent evaluation of the proposals received and grade the responses on their merit in accordance with the evaluation criteria set forth below.

While the scoring criteria described in this section are intended to help inform the City's selection of a Proposal, the City reserves the right to select the best overall proposal when measured against the City's strategic policy priorities, including, but not limited to the City's Strategic Plan, Comprehensive Plan, and any redevelopment plans adopted by the City Council.

A summary of the scoring criteria is shown in the table below. More detailed descriptions are in the narrative below the table.

Criteria	Max Points
Financial Feasibility and Leveraging	30
Development Quality	35
Development and Management Team	35
Subtotal	100
Affordability (Bonus Points)	10
Total Points Possible	110

Financial Feasibility and Leveraging (30 points)

Proposers must demonstrate that the project is financially feasible and sustainable without operating subsidies or project-based vouchers. Proposals that demonstrate project feasibility without City financial assistance (beyond the below-market land lease) will be preferred. Proposals with evidence of commitments of construction and permanent financing will be preferred to those without commitments. Reasonableness of project costs, demonstrated access to capital, and capital structure will be considered during the evaluation. Details about scoring in this category are below.

Commitments from Other Funding Sources (10 points)

Proposers with firm commitments from other funders will receive ten (10) points. Proposers with two or more soft commitments (such as a letter of interest) will be awarded points on a sliding scale from five (5) to ten (10) points based on the strength of the offers. Proposers with one soft commitment will receive five (5) points. Proposers with no funding commitments will receive zero (0) points.

Reasonableness of Project Costs (10 points)

Points will be awarded on a sliding scale from zero (0) to ten (10) points based on reasonableness of project costs.

Capital Structure (10 points)

Points will be awarded on a sliding scale from zero (0) to ten (10) points based on the strength and feasibility of the capital structure for the project, including the degree to which other public and private funding sources are leveraged and the degree of demonstrated financial feasibility without additional City subsidy.

Development Quality (35 points)

Proposals will be evaluated based on their relevance in addressing the housing needs targeted in this RFP. Proposals will also be evaluated on how well the units blend into the existing community character and compatibility with surrounding architecture. Proposed buildings should include glazing on all elevations/facades. Developer should provide evidence that they have reached out to the Raleigh Historic Development Commission (RHDC) within the Planning Department to discuss their proposal and align their proposal with RHDC's requirements, as applicable. Proposals will also be evaluated based on sensitivity to the natural environment. All new construction must meet or exceed SystemVision certifications. Proposers should embrace all possible sustainability measures, to include conservation and protection of environmental resources, green building (LEED standards), use of high-performance building materials and design, water conservation, recycling of construction and residential waste and energy efficiency. Proposers should describe any visitability or aging in place elements that will be incorporated into the design. Proposals should include representative floor plans and elevations and conceptual site plans.

Compatibility with Surrounding Architecture (15 points)

Points will be awarded on a sliding scale from zero (0) to fifteen (15) points based on the project design's compatibility with surrounding architecture, including adherence to relevant historic district guidelines.

Density/Maximization of Site (10 points)

Points will be awarded on a sliding scale from zero (0) to ten (10) points based on the degree to which the project maximizes the number of units to be built on the site(s), as allowed and possible under the current zoning.

Sustainability and Accessibility Measures (10 Points)

Points will be awarded on a sliding scale from zero (0) to ten (10) points based on the project's sustainability and accessibility features. Such features may include

but are not limited to: high performance building design and materials, adherence to green building standards, use of Green Stormwater Infrastructure, recycling measures during construction and ongoing building operations, and Universal Design or other accessibility/visitability features.

Development and Property Management Team (35 points)

Consideration will be given to the capacity and experience of the development and management team. The development **and property management** team must demonstrate prior successful experience with comparable size and type projects. Prior track record and current project status will be considered for firms that have worked with the City before. Property management team experience in managing income-restricted properties should be described as should the track record in effective property maintenance.

Demonstration of Development Experience (10 points)

Points will be awarded on a sliding scale from zero (0) to ten (10) points based on demonstration of the Proposer's prior experience with development projects of comparable size and type. Consideration in this category will include the Proposer's full team, not just the lead firm.

Demonstration of Property Management Experience (10 points)

Points will be awarded on a sliding scale from zero (0) to ten (10) points based on demonstration of the Proposer's prior experience with managing comparable size and type rental properties. Demonstrated experience managing income-restricted rental properties will be a key scoring factor. Consideration in this category will include the Proposer's full team, not just the lead firm.

Evidence of Financial Capacity to Execute Project (15 points)

Points will be awarded on a sliding scale from zero (0) to fifteen (15) points based on evidence of the Proposer's financial capacity to execute the proposed project. Past performance and current project status will be considered for firms that have previously worked with the City; points will be awarded based on a firm's track record of financial and project management and demonstrated ability to meet project deadlines.

Affordability (10 bonus points)

Bonus points will be awarded on a sliding scale from zero (0) to ten (10) points based on the number or percentage of affordable units and/or depth of income targeting (e.g., 60% AMI, 50% AMI, etc.) proposed. All proposals must include at least 20% affordable units up to 60% AMI to be considered.

3.2 Interview/Demonstration

Proposers selected for interviews/demonstrations under this section will be notified in writing of the date and time. Proposers' interviews/demonstrations shall be based solely upon information provided in each Proposer's original proposal.

3.3 Final Selection

Proposals will be evaluated and ranked by the City's Evaluation Team according to the criteria and weighted values set forth in Section 3.1. A final selection for recommendation will be made after each firm is evaluated and assigned a score to determine the best firm for recommendation.

City staff will recommend the best Proposal to the Raleigh City Council for approval, after which negotiations of a lease with the selected Proposer will commence. If negotiations are unsuccessful, the City may pursue negotiations with the next most qualified firm. All Proposers will be notified of their standing immediately following the City's decision.

The City shall not be bound or in any way obligated until both parties have executed a lease. The City also reserves the right to reject any and all proposals received as a result of the RFP, delay the award of the lease, and/or negotiate on the terms of the lease to best serve the interests of the City.

3.4 Notice to Proposers Regarding RFP Terms and Conditions

It shall be the Proposer's responsibility to read these instructions, all relevant exhibits, attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Proposers are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

4 LEASE TERMS

The selected Proposer(s) will enter a ground lease with the City with mutually agreeable terms. The City's strong preference and expectation is for a lease with a maximum term of 50 years, or 40 years with a single ten (10) year renewal. The lease length and specific terms may vary by site and proposed development. Proposers should include their proposed lease terms (e.g., length of lease, annual rental amount) in the proposal. The lease will include claw-back provisions to return complete site control to the City and allow for the termination of the lease in the event that key development deadlines or requirements are not met.

As described in Section 3, eligible proposals must include the provision that a minimum of 20% of units will be set aside as affordable to households earning no more than 60% of the area median income (AMI). Selected project(s) will be subject to this affordability requirement for not less than the term of the ground lease.

Pursuant to Resolution 2021-236 adopted by the Raleigh City Council, any lease of City property or City-provided financial assistance will require the developer to enter a contractual obligation to not disqualify any prospective tenant for eligibility to rent based on a refusal to consider any lawful source of income within their application. This requirement will be included in the ground lease.

The obligation of the City to lease the Subject Properties for construction of rental housing is contingent upon site plan approval, issuance of building permits, due diligence conditions being satisfied, and firm financial commitments for construction and/or permanent financing. If construction does not substantially commence within six (6) months of executing a ground lease, the City may, at its option, exercise recapture remedies. The Subject Properties will be leased in “as-is” condition and the selected Proposer(s) will be allowed a sufficient period to perform reasonable due diligence before executing a ground lease.

5 SCOPE OF WORK

The selected Proposer(s) shall complete the development of rental housing and associated infrastructure on one or both of the Subject Properties, all as set forth in this RFP and more particularly described in this Section 5.

5.1 Development Expectations and Considerations

All lots are cleared and improved with access to paved public streets and City water and sewer. Buildings must, at a minimum, meet the applicable state and local building codes. Proposers should also be familiar with NCG01 and all other applicable stormwater regulations.

The development of these site(s) should be consistent with all existing zoning and building code requirements including all tree protection and storm water regulations and historic and neighborhood overlays ensuring that new construction is of a scale and character compatible with the surrounding area. The design and quality of construction is very important. All building designs, site layouts, driveway placement, and landscape plans must be approved by the Housing & Neighborhoods Department before any land is leased.

All new structures must receive SystemVision certification. SystemVision is an energy efficiency program administered by Advanced Energy. More information can be obtained at www.SystemVision.org or www.AdvancedEnergy.org or by calling 919-857-9000.

For both the East/Cabarrus Cluster and Bloodworth Cluster, staff’s preliminary assessment suggests that three-story walk-up apartments comprised of studio/efficiency units would effectively meet the market demand for the area. Other housing prototypes may be accepted with sufficient evidence supporting the design and type of development proposed.

Lots in the Bloodworth Street Cluster are in the Prince Hall Historic District. In addition to other design guidelines, buildings on these lots must adhere to the Raleigh Historic Development Commission (RHDC) Guidelines for New Construction (Section 3.3) and Site Features and Plantings (Section 1.3), which can be found at <https://rhdc.org/certificates-appropriateness/design-guidelines>.

The City reserves the right to require the developer to furnish bonds covering faithful performance and payment of obligations for the development.

Developers may include a real estate professional who is either currently certified or enrolled to become certified as a Workforce Housing Specialist by the North Carolina Association of REALTORS® on their marketing team. More information can be found at: <http://www.ncrealtors.org/certificate-program-certificate-program-menu.html>

The developer and property manager must comply with the income and rent limits described in Appendix II.

5.2 Zoning and Development Review

The developer is responsible for understanding what is allowed by the existing zoning and the underlying development regulations of the City's Unified Development Ordinance (UDO). Proposals should utilize the existing zoning of the site(s); the City will not support additional zoning changes. Development of these site(s) must be consistent with all existing zoning and building code requirements, including all tree protection and storm water regulations. All proposals should include a site plan including, but not limited to, building elevations, building setback(s), proposed amenities, sidewalks, and landscaping. Please visit the City's UDO website for more information on zoning classifications: <https://raleighnc.gov/planning/unified-development-ordinance-udo>

The Bloodworth Cluster is in the Prince Hall Historic District. Development on these lots will be subject to approval by the Raleigh Historic Development Commission. More information can be found at <https://rhdc.org/certificates-appropriateness/design-guidelines>.

Developers are expected to have examined the Subject Properties to understand existing visible site conditions and to factor all development needs into their proposal. The City will require proposals to address all site needs and land planning including but not limited to: stormwater mitigation, grading, any necessary clearing including tree and stump removal, plantings to stabilize slopes, replacing extra curb cuts with curb and gutter, and repairing or replacing any adjacent curbs and/or sidewalks to ensure a high-quality development.

The City will retain ownership of the development site(s) and lease the land to the developer through a long-term ground lease. As property owner, the City is required to be the applicant for development approvals. However, the developer will be responsible for preparing all information needed for applications. The City will serve as the applicant in name only; staff will not represent the project or be responsible for preparing application materials. The developer will be solely responsible for providing all information and completing all work necessary to secure all required approvals to complete the development.

5.3 Developer Responsibility

The developer is responsible for securing construction financing, completing all necessary site planning, installing any necessary infrastructure (including, but not limited to, water and sewer taps, storm drainage, etc.), constructing the development, and marketing and renting all housing units to qualified households within 36 months of execution of the land lease. The developer is required to provide a construction schedule clearly outlining the sequence of activities and resources necessary to complete the project. This schedule should include all land planning efforts necessary to ensure efficient development of the site(s).

As described in Section 5.2, the developer is responsible for understanding and complying with the existing zoning and building code requirements of the Subject Properties and for preparing all information needed for development approvals for submission by the City on their behalf. The City will act as a “pass through” applicant for development approvals; City staff will not be responsible for representing or advocating for the project in the development review process.

The development of the Subject Properties should be consistent with all existing zoning and building code requirements including all tree protection and stormwater regulations. All proposals should include a site plan comprising but not limited to: building elevations, building setback(s), proposed amenities, sidewalks, and landscaping. The selected developer(s) will be responsible for conducting any necessary surveys and recording plats for the development site(s).

5.4 Affordability Conditions

All proposals must include a minimum of 20% of the total units within the development as affordable to households earning no more than 60% of the AMI, adjusted by family size, for the Raleigh, NC MSA. Any non-affordable units (e.g., market-rate units) within the development will not be subject to any affordability requirements (e.g., income limits, rent limits).

Household income limits, income verification, and rent limits for the affordable units must be reviewed and approved prior to initial occupancy (and upon subsequent lease renewals for rental units) by the City Housing and Neighborhoods staff.

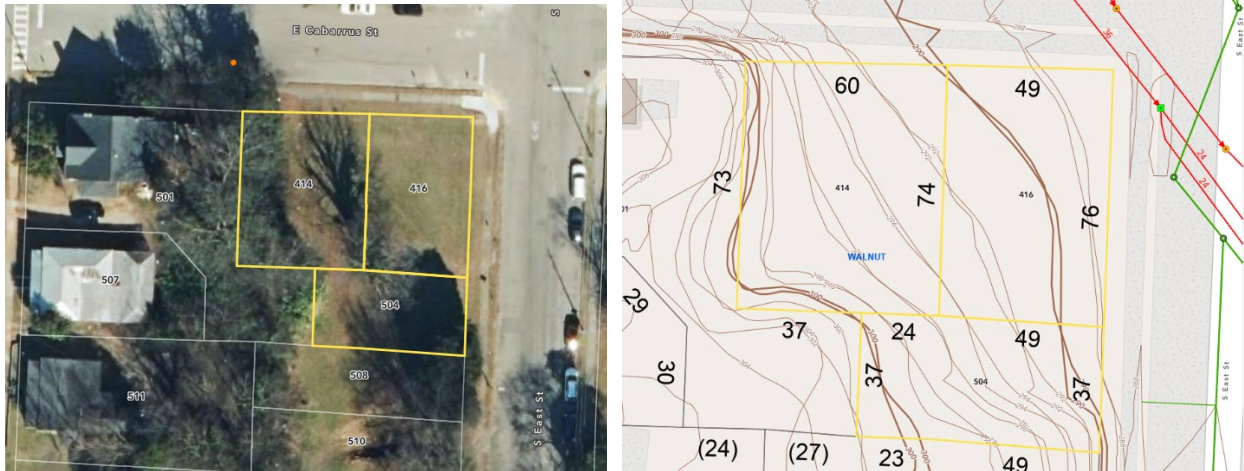
Current income limits by income level (AMI percentage) and household size, along with rent limits by income level and unit size, are shown in Appendix II.

APPENDIX I: MAPS OF SUBJECT PROPERTIES

Cabarrus/East Street Cluster

- 414 & 416 E. Cabarrus Street, 504 S. East Street
- Total Acreage: 0.24
- Zoning: RX-3-UL; Residential Mixed Use – Three Stories-Urban Limited Frontage

The Cabarrus/East Street Cluster is located at the intersection of E. Cabarrus Street and S. East Street. The cluster has noticeable topographical features with the highest points being the western boundaries of 414 E. Cabarrus Street and 504 S. East Street with the slope angling toward the intersection.



Bloodworth Street Cluster

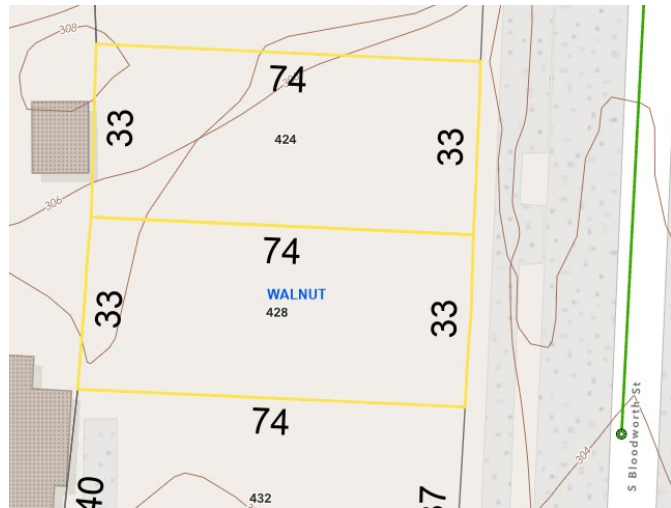
- 424 & 428 S. Bloodworth Street
- Total Acreage: 0.12
- Zoning: DX-3-DE; Downtown Mixed Use – Three Stories-Detached Frontage
- Overlay District: General Historic Overlay District (-HOD-G): Prince Hall

The Bloodworth Street Cluster is located near the intersection of E. Cabarrus Street and S. Bloodworth Street. Sidewalks are installed within the right-of-way and the lots are relatively flat. The lots are in the Prince Hall Historic District; Proposers are strongly encouraged to consult with the Raleigh Historic Development Commission (RHDC). Buildings should adhere to the RHDC Guidelines for New Construction and Site Features and Plantings, which can be found at <https://rhdc.org/certificates-appropriateness/design-guidelines>.

RHDC Staff Contact Information:

RHDC Office
One Exchange Plaza, Suite 300
Raleigh, NC 27601
Phone: 919-832-7238
Email: rhdc@rhdc.org

Tania Tully, Planning Supervisor
Tania.Tully@raleighnc.gov
919-996-2674



APPENDIX II: MANAGEMENT GUIDELINES

Rent and Income Limits for Affordable Units

Properties must adhere to the affordable rent and income limits for the Raleigh, NC Metropolitan Statistical Areas published annually by the City's Housing and Neighborhoods Department (from limits calculated and published by HUD and Novogradac & Company LLP for the Low-Income Housing Tax Credit Program).

Current income limits by income level (AMI percentage) and household size, along with rent limits by income level and unit size, are shown below (effective as of April 18, 2022).

Income Limits*

Income Level	Household Size							
	1	2	3	4	5	6	7	8
30%	\$22,500	\$25,700	\$28,900	\$32,100	\$34,700	\$37,250	\$39,850	\$42,400
40%	\$29,960	\$34,240	\$38,520	\$42,800	\$46,240	\$49,680	\$53,080	\$56,520
50%	\$37,450	\$42,800	\$48,150	\$53,500	\$57,800	\$62,100	\$66,350	\$70,650
60%	\$44,940	\$51,360	\$57,780	\$64,200	\$69,360	\$74,520	\$79,620	\$84,780
70%	\$52,430	\$59,920	\$67,410	\$74,900	\$80,920	\$86,940	\$92,890	\$98,910
80%	\$59,950	\$68,500	\$77,050	\$85,600	\$92,450	\$99,300	\$106,150	\$113,000

*Income limits subject to change

Rent Limits*

Income Level	Number of Bedrooms					
	Efficiency	1	2	3	4	5
30% AMI	\$561	\$601	\$722	\$834	\$931	\$1,027
40% AMI	\$749	\$802	\$963	\$1,113	\$1,242	\$1,370
50% AMI	\$936	\$1,003	\$1,203	\$1,391	\$1,552	\$1,712
60% AMI	\$1,123	\$1,203	\$1,444	\$1,669	\$1,863	\$2,055
70% AMI	\$1,310	\$1,404	\$1,685	\$1,947	\$2,173	\$2,397
80% AMI	\$1,496	\$1,605	\$1,926	\$2,226	\$2,484	\$2,740
City Utility Allowances	<i>Must be determined for each individual apartment or identical apartments in a project</i>					

*Rent limits subject to change

Household income limits, income verification, and rent limits for the affordable units must be reviewed and approved prior to initial occupancy (and upon subsequent lease renewals for rental units) by the City Housing and Neighborhoods Department staff.

The property owner/manager must submit a request for rent increases each year along with back-up documentation to the City and receive approval before rents may be changed.

Income Certification for Affordable Units

The City will also require tenant income certification forms be submitted for households occupying affordable units, included in this RFP as Appendix VI.

Documentation supporting the annual household income calculation should be included. Examples of acceptable documentation are detailed below.

Income from Employment or Wages: most recent tax return (IRS Form 1040), most recent consecutive paystubs covering a period of at least two (2) months

Income from Social Security/Supplemental Security/Disability/Pensions: benefits letter from applicable agency (issued within the last 12 months), most recent bank statements showing direct deposits covering a period of at least two (2) months

Income from Public Assistance: documentation from public agency confirming benefit amount (issued within the last 12 months)

Income from Assets: if cash value of assets (e.g., stocks, dividends) exceeds \$5,000, annual income from assets should be included in the household's income calculation and documentation of the assets (e.g., bank statements) should be provided

Tenant incomes must be recertified at least annually to ensure incomes are below the most current income limits available.

Designation of Affordable Units

Affordable units within the property should be “floating” rather than “fixed”. This means that affordable units are not designated as specific units within the property (e.g., in a ten-unit property, units A and B are set as “affordable units” and units C through J are set as “market-rate units”).

Rather, the established percentage of affordable units (no less than 20% of units) must be maintained but the designation of which units are affordable can “float” depending on availability. In the ten-unit example above, the property owner would designate two units as affordable, and at any given point any two of units A through J would be restricted to occupancy by income-eligible tenants.

A floating designation helps ensure that all units, whether affordable or market-rate, are comparable in terms of size, feature, and number of bedrooms. In a case where the number of required affordable units (e.g., no less than 20% of units) results in a fraction, the developer must round up and provide an additional affordable unit.

Over-Income Households in Affordable Units

Property owners/managers should follow guidelines for the HOME Program in cases where a household occupying an affordable unit is determined to be “over-income” upon income recertification.

Following the guidelines set forth at 24 CFR 92.252(i), affordable units will continue to be considered “affordable” rather than “market rate” despite a temporary noncompliance caused by increases in the incomes of existing tenants if actions are being taken to ensure that all vacancies are filled such that the ratio of affordable to market rate units is restored.

For example, if a household’s annual income is determined to be above the 60% of AMI income limit adjusted by household size upon recertification, that household may continue occupying their unit and the unit may continue counting toward the percentage of affordable units in the property as long as the next available unit that becomes vacant is rented to an income-eligible household. At that point, the unit with the “over income” household will convert to market rate and the newly filled unit will be “take its place” as an affordable unit.

In such an instance, tenants who no longer qualify as low-income may not be automatically required to pay the full “market rate” rent. Rather, the household should be charged the lesser of the market rate rent or 30% of the household’s adjust income.

Tenant Selection and Protections

Property owners/managers must have a written tenant selection policy for both affordable and market rate units that complies with all applicable State, federal, and local laws, including Fair Housing laws.

The tenant selection policy for affordable units should conform with the HUD HOME Program guidelines set forth in 24 CFR 92.253(d).

Leases for both market-rate and affordable units may not include the prohibited lease terms set forth in 24 CRF 92.253(b).

APPENDIX III: PROPOSER QUESTIONNAIRE

The following questions must be answered, and data given must be clear and comprehensive. If necessary, questions may be answered on separate sheets. The Proposer may submit any additional information desired.

Company Name:		d/b/a (if applicable)	
Street / PO Box:			
City:		State:	Zip:
Phone:		Fax:	E-Mail:
Website (if applicable):			
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other			
Number of years in business under company's present name:			
Fed Tax ID #:		DUNS #	
Are you certified with the North Carolina Secretary of State to conduct business (if required)? (Check One) YES: <input type="checkbox"/> NO: <input type="checkbox"/> Not Applicable: <input type="checkbox"/>			
Are you properly licensed/certified by the Federal and/or State of North Carolina to perform the specified work? YES: <input type="checkbox"/> NO: <input type="checkbox"/> Not Applicable: <input type="checkbox"/> ATTACH COPY OF ALL APPLICABLE LICENSING/CERTIFICATION DOCUMENTS			
Are/will you be properly insured to perform the work? YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
Contact for this Contract:		Title:	
Phone:		Fax:	E-Mail:
Have you ever defaulted or failed on a contract? (If yes, attach details) YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
List at least three (3) references for which you have provided these services (same scope/size) in the past three years - preferably government agencies. Do not include City of Raleigh as a reference to meet the requirement of listing at least (3) references. PROPOSERS ARE RESPONSIBLE FOR SENDING REFERENCE QUESTIONNAIRE (APPENDIX V) TO THEIR REFERENCES.			
1.	Company:		
	Contact Person:		Title:
	Phone:	Fax:	E-Mail:
Describe Scope of Work:			
2.	Company:		
	Contact Person:		Title:
	Phone:	Fax:	E-Mail:
Describe Scope of Work:			
3.	Company:		
	Contact Person:		Title:
	Phone:	Fax:	E-Mail:
Describe Scope of Work:			
4.	Company:		
	Contact Person:		Title:
	Phone:	Fax:	E-Mail:
Describe Scope of Work:			
5.	Company:		
	Contact Person:		Title:
	Phone:	Fax:	E-Mail:
Describe Scope of Work:			
The undersigned swears to the truth and accuracy of all statements and answers contained herein:			
Authorized Signature:		Date:	

APPENDIX IV: REFERENCE QUESTIONNAIRE (Instructions)

City of Raleigh RFP# #274-052223DD

The City of Raleigh, as a part of the RFP, requires proposing companies to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document the experience relevant to the scope of services and aid in the evaluation process.

- The Proposer is required to send the reference form (the following two pages) to each business reference listed on Proposer Questionnaire.
- The business reference, in turn, is requested to submit the Reference Form directly to the City of Raleigh Point of Contact identified on the Reference Questionnaire form for inclusion in the evaluation process.
- The form and information provided will become a part of the submitted proposal. The business reference may be contacted for validation of the response.
- It is the Proposer's responsibility to verify their references have been received by the City of Raleigh Point of Contact by the date indicated on the reference form.

APPENDIX V: REFERENCE QUESTIONNAIRE FORM

City of Raleigh
RFP#274-052223DD
REFERENCE QUESTIONNAIRE FORM

(Name of Business Requesting Reference)

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to the City of Raleigh, C.J. Valenzuela, via email to Christopher.Valenzuela@raleighnc.gov no later than **4:00 p.m. ET, August 25, 2023**, and **MUST NOT** be returned to the company requesting the reference. For questions or concerns regarding this form, please contact the City of Raleigh, Point of Contact above.

Company Providing Reference

Contact Name and Title/Position

Contact Telephone Number

Contact Email Address

Questions:

1. In what capacity have you worked with this company in the past? If the company was under a contract, please acknowledge and explain briefly whether or not the contract was successful.

Comments:

2. How would you rate this company's knowledge and expertise?

☐ 3= Excellent ☐ 2= Satisfactory ☐ 1= Unsatisfactory ☐ 0= Unacceptable

Comments:

3. How would you rate the company's flexibility relative to changes in the scope and timelines?

☐ 3= Excellent ☐ 2= Satisfactory ☐ 1= Unsatisfactory ☐ 0= Unacceptable

Comments:

4. What is your level of satisfaction with hard-copy materials, e.g., reports, logs, etc. produced by the company?

☐ 3= Excellent ☐ 2= Satisfactory ☐ 1= Unsatisfactory ☐ 0= Unacceptable

Comments:

5. How would you rate the dynamics/interaction between the company and your staff?

☐ 3= Excellent ☐ 2= Satisfactory ☐ 1= Unsatisfactory ☐ 0= Unacceptable

Comments:

6. Who were the company's principle representatives involved in providing your service and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?

(3= Excellent; 2= Satisfactory; 1= Unsatisfactory; 0= Unacceptable)

Name: _____	Rating: _____
Name: _____	Rating: _____
Name: _____	Rating: _____
Name: _____	Rating: _____

Comments:

7. With which aspect(s) of this company's services are you most satisfied?

Comments:

8. With which aspect(s) of this company's services are you least satisfied?

Comments:

9. Would you recommend this company's services to your organization again?

Comments:

APPENDIX VI: TENANT CERTIFICATION FORM

(on following page)

TENANT INCOME CERTIFICATION
☐ Initial Certification ☐ Recertification ☐ Other _____

 Effective Date: _____
 Move-in Date: _____
 (MM/DD/YYYY)
PART I. PROPERTY INFORMATION
 Property Name: _____ BIN # (if LIHTC): _____
 Address: _____ Unit Number: _____ #Bedrooms: _____
PART II. HOUSEHOLD COMPOSITION

HH Mbr #	Last Name	First Name & M.I.	Relation to Head of Household	Date of Birth	Full-time Student (Y or N)	Last 4 Digits of SSN (if applicable)
1						
2						
3						
4						
5						
6						
7						
8						

PART III. GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)

HH Mbr #	(A) Employment or Wages	(B) Social Security/Pensions	(C) Public Assistance	(D) Other Income
TOTALS	\$	\$	\$	\$

 Add totals from (A) through (D), above – **TOTAL INCOME (E):** \$
PART IV. INCOME FROM ASSETS

HH Mbr #	(F) Type of Asset	(G) C/I	(H) Cash Value of Asset	(I) Annual Income from Asset
TOTALS:			\$	\$
Enter Column (H) Total. If over \$5,000: \$ _____ x Current Passbook Rate = (J) Imputed Income				\$
Enter the greater of the total of Column (I) or Row (J) = TOTAL INCOME FROM ASSETS (K)				\$
(L) Total Annual Household Income from All Sources [Add (E) + (K)]				\$

HOUSEHOLD CERTIFICATIONS & SIGNATURES

The information on this form will be used to determine income eligibility. I/we have provided for each person set forth in Part II acceptable verification of current anticipated annual income. I/we agree to notify the landlord immediately upon any member of the household moving out of the unit or any new member moving in. I/we agree to notify property management immediately upon any member becoming a full-time student.

Under penalties of perjury, I/we certify that the information presented in this Certification is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of the lease agreement.

Signature

Date

Signature

Date

Signature

Date

Signature

Date

PART V. DETERMINATION OF INCOME ELIGIBILITY

TOTAL ANNUAL HOUSEHOLD
INCOME FROM ALL SOURCES: \$
From item (L) on page 1

Designated Income Restriction:

☐ 80% ☐ 70% ☐ 60% ☐ 50% ☐ 40% ☐ 30% ☐ 20% ☐ Other:
____%

Current Income Limit per Household Size: \$ _____

Household meets Income Restriction: ☐ Yes ☐ No

RECERTIFICATION ONLY:

Designated Income Limit:
\$ _____

Household is over income at
recert:

☐ Yes ☐ No

(If yes) Current 80% AMI
Limit:

\$ _____

Hhld income over 80% AMI Limit:

☐ Yes ☐ No

Household Income at Move-In: \$ _____

Household Size at Move-In: _____

PART VI. RENT

Tenant Paid Rent: \$ _____

Unit Meets Rent Restriction at:

Utility Allowance: \$ _____

☐ 80% ☐ 70% ☐ 60% ☐ 50% ☐ 40% ☐ 30%

Rental Assistance: \$ _____

☐ 20% ☐ Other: ____%

Other non-optional charges and mandatory fees: \$ _____

Gross Rent for Unit (See Instructions): \$ _____

Is the source of rental assistance federal? ☐ Yes ☐ No

If no, what is the source of assistance? _____

If yes, identify the source of federal rental assistance:

☐ HUD Multi-Family Project-Based Rental Assistance (PBRA)

☐ HUD Section 8 Moderate Rehabilitation

☐ Public Housing Operating Subsidy

☐ HOME Tenant Based Rental Assistance (TBRA)

☐ HUD Housing Choice Voucher (HCV-tenant based)

☐ HUD Project-Based Voucher (PBV)

☐ USDA Section 521 Rental Assistance Program

☐ Other Federal Rental Assistance

PART VII. STUDENT STATUS

ARE ALL OCCUPANTS FULL-TIME STUDENTS?

☐ Yes ☐ No

If yes, enter Student Explanation*
and attach documentation
Enter 1-5 below:

*Student Explanation

1. TANF assistance
2. Previously in state foster care system
3. Job Training Program
4. Single parent/dependent child
5. Married/joint return

PART VIII. PROGRAM TYPE

Mark the program(s) listed below for which this household's unit will be counted toward the property's occupancy requirements. Under each program marked, indicate the household's income status as established by this certification/recertification.

☐ City of Raleigh Voluntary Inclusionary Zoning
Income Status:

☐ ≤ 30% AMI ☐ ≤ 80% AMI
☐ ≤ 50% AMI ☐ Other: _____
☐ ≤ 60% AMI ☐ Over-income*

☐ City of Raleigh Re-zoning Condition
Income Status:

☐ ≤ 30% AMI ☐ ≤ 80% AMI
☐ ≤ 50% AMI ☐ Other: _____
☐ ≤ 60% AMI ☐ Over-income*

☐ Other: _____

Income Status:
☐ ≤ 30% AMI ☐ ≤ 80% AMI
☐ ≤ 50% AMI ☐ Other: _____
☐ ≤ 60% AMI ☐ Over-income*

*Upon recertification, household was determined over-income according to eligibility requirements of the program(s) marked above

SIGNATURE OF OWNER/REPRESENTATIVE

Based on the representations herein and upon the proofs and documentation required to be submitted, the individual(s) named in Part II of this Tenant Income Certification is/are eligible to live in an income-restricted affordable unit in this Project.

Signature of Owner/Representative

Date

INSTRUCTIONS FOR COMPLETING TENANT INCOME CERTIFICATION

This form is to be completed by the owner or an authorized representative.

Part I. Property Information

Check the appropriate box for Initial Certification (move-in), Recertification (annual recertification), or Other. If Other, designate the purpose of the recertification (i.e., a unit transfer, a change in household composition, or other required recertification).

- | | |
|----------------|--|
| Move-in Date | Enter the date the tenant has or will take occupancy of the unit. |
| Effective Date | Enter the effective date of the certification. For move-in, this should be the move-in date. For annual recertification, this effective date should be no later than one year from the effective date of the previous(re)certification. For acquisition/rehabilitation where existing tenants are being initially certified within 120 days of the date of acquisition, the effective date is the date of acquisition. Otherwise, the effective date is the date the existing household signs the TIC. |
| Property Name | Enter the name of the development. |
| BIN # | Enter the building identification number (BIN) assigned to the building (from IRS Form 8609). |
| Address | Enter the address of the building. |
| Unit Number | Enter the unit number. |
| # Bedrooms | Enter the number of bedrooms in the unit. |

Part II. Household Composition

List all occupants of the unit. State each household member's relationship to the head of household by using one of the following coded definitions:

- | | |
|----------------------|--------------------------------|
| H: Head of household | S:: Spouse |
| A: Adult co-tenant | F:: Foster child(ren)/adult(s) |
| C: Child | O:: Other |
| L: Live-in caretaker | |

Enter the date of birth, student status, and Social Security number or ITIN for each occupant. *If there are more than eight (8) occupants, use an additional sheet of paper to list the remaining household members and attach it to the certification.*

Part III. Annual Income

See HUD Handbook 4350.3 for complete instructions on verifying and calculating income, including acceptable forms of verification.

From the verification forms obtained from each income source, enter the gross amount anticipated to be received for the 12 months from the effective date of the (re)certification. Complete a separate line for each income-earning member. List the respective household member number from Part II.

- Column (A) Enter the annual amount of wages, salaries, tips, commissions, bonuses, and other income from employment; distributed profits and/or net income from a business.
- Column (B) Enter the annual amount of Social Security, Supplemental Security Income, pensions, military retirement, etc.
- Column (C) Enter the annual amount of income received from public assistance (i.e., TANF, general assistance, disability, etc.).
- Column (D) Enter the annual amount of alimony, child support, unemployment benefits, or any other income regularly received by the household.
- Row (E) Add the totals from columns (A) through (D), above. Enter this amount.

Part IV. Income from Assets

See HUD Handbook 4350.3 for complete instructions on verifying and calculating income from assets, including acceptable forms of verification.

From the third-party verification forms obtained from each asset source, list the gross amount anticipated to be received during the 12 months from the effective date of the certification. List the respective household member number from Part II and complete a separate line for each member.

- Column (F) List the type of asset (i.e., checking account, savings account, etc.).
- Column (G) Enter C (for current, if the family currently owns or holds the asset) or I (for imputed, if the family has disposed of the asset for less than fair market value within two years of the effective date of (re)certification).
- Column (H) Enter the cash value of the respective asset. Cash value is the market value less expenses involved in converting the asset to cash.
- Column (I) Enter the anticipated annual income from the asset (i.e., savings account balance multiplied by the annual interest rate). Anticipated income is the market value multiplied by the interest rate for the asset.
- TOTALS Add the total of Column (H) and Column (I), respectively.

If the total in Column (H) is greater than \$5,000, you must do an imputed calculation of asset income. Enter the Total Cash Value, multiply by current passbook rate and enter the amount in (J), Imputed Income.

Row (K) Enter the greater of the total in Column (I) or (J).

Row (L) Total Annual Household Income from All Sources. Add (E) and (K) and enter the total.

HOUSEHOLD CERTIFICATION AND SIGNATURES

After all verifications of income and/or assets have been received and calculated, each household member age 18 or older must sign and date the Tenant Income Certification. For move-in, it is recommended that the Tenant Income Certification be signed no earlier than five days prior to the effective date of the certification.

Part V. Determination of Income Eligibility

Total Annual Household Income from All Sources Enter the number from item (L).

Current Income Limit per Household Size Enter the Current Move-in Income Limit for the household size at the designated income limit for that unit.

Household Income at Move-In For recertifications only. Enter the household income from the move-in certification.

Household Size at Move-In Enter the number of household members from the move-in certification.

Household Meets Income Restriction Check the appropriate box for the income restriction that the household meets according to what is required by the minimum set-aside(s) for the project.

Household is Over Income For recertifications only. Compare the household income at recertification to the current designated income limit for the unit. If over income, compare to the current 80% AMI limit to determine whether the unit can continue to be counted as an affordable housing unit.

Part VI. Rent

Tenant Paid Rent Enter the amount the tenant pays toward rent (not including rent assistance payments such as Section 8).

Utility Allowance Enter the utility allowance. If the owner pays all utilities, enter zero.

Rental Assistance	Enter the amount of rent assistance, if any.
Other Non-Optional Charges	Enter the amount of <u>non-optional charges</u> , such as mandatory garage rent, storage lockers, charges for services provided by the development, etc.
Gross Rent for Unit	Enter the total of tenant paid rent plus utility allowance and other non-optional charges.
Source of Rental Assistance	Check whether the rental assistance is provided under a federal rental assistance program. If so, check the type of federal rental assistance in one of the boxes below. If the rental assistance is not provided under a federal rental assistance program, indicate the source of the assistance.
Row (L)	Total Annual Household Income from All Sources. Add (E) and (K) and enter the total.

Part VII. Student Status

If all household members are full-time* students, check “yes.” If at least one household member is not a full-time student, check “no.” If “yes” is checked, the appropriate exemption must be listed in the box to the right. If none of the exemptions apply, the household is ineligible to rent the unit.

**Full-time is determined by the school the student attends.*

Part VIII. Program Type

Mark the program(s) for which this household’s unit will be counted toward the property’s occupancy requirements. Under each program marked, indicate the household’s income status as established by this certification/recertification.

SIGNATURE OF OWNER/REPRESENTATIVE

It is the responsibility of the owner or the owner’s representative to sign and date this document immediately following execution by the resident(s).

The responsibility of documenting and determining eligibility (including completing and signing the Tenant Income Certification form) and ensuring such documentation is kept in the tenant file is extremely important and should be conducted by someone well trained in tax credit compliance.

These instructions should not be considered a guide on compliance with any other affordable housing program. The responsibility for compliance with federal program regulations lies with the owner of the building(s).

APPENDIX VII: MWBE FORM

IDENTIFICATION OF MWBE PARTICIPATION FOR FORMAL CONTRACTS

Contract amount is ≥ (greater than or equal to) \$300,000.00

This Identification of MWBE Participation Form is for the purpose of capturing information regarding the utilization of MWBEs and other subcontractors and suppliers on Formal City Contracts. MWBE participation is encouraged for all City of Raleigh contracting opportunities. Please refer to the City's MWBE Policy for any contract specific requirements. *Copy this Form as needed.*

COMPANY NAME			
PROJECT NAME			
PROJECT NUMBER		CITY	
CONTRACT TYPE	<input type="checkbox"/> Services <input type="checkbox"/> Other _____ *		
<input type="checkbox"/> PRIME IS MWBE	Classification: _____ <input type="checkbox"/> Certified with NCHUB <input type="checkbox"/> Certified with NCDOT-DBE	RFP SUBMITTAL DATE	

MWBE Classifications:

American Indian (AI), Asian American (AA), Black/African American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantaged (D)

☐ **WORK TO BE SELF-PERFORMED**

Check this box **only** if you intend to perform 100% of the work for this Contract with your own current work forces, and you normally perform and have the capability to perform all elements of this work for this Contract with your own current work forces.

MWBE SUBCONTRACTORS

Complete the chart below for all MWBE subcontractors that you intend to use for this Contract regardless of dollar amount.

Company Name	MWBE Classification*	Description of Services	Percentage of Total Contract	Total Projected Utilization (\$)

*MWBE Classifications:

American Indian (AI), Asian American (AA), Black/African-American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantaged (D)

Total Estimated MWBE Utilization*

\$ _____

Total Proposal Amount*

\$ _____

Percent Estimated MWBE Utilization*

_____ %

(Total Estimated MWBE Utilization divided by Total Bid Amount)

APPENDIX VIII: EXCEPTIONS TO RFP

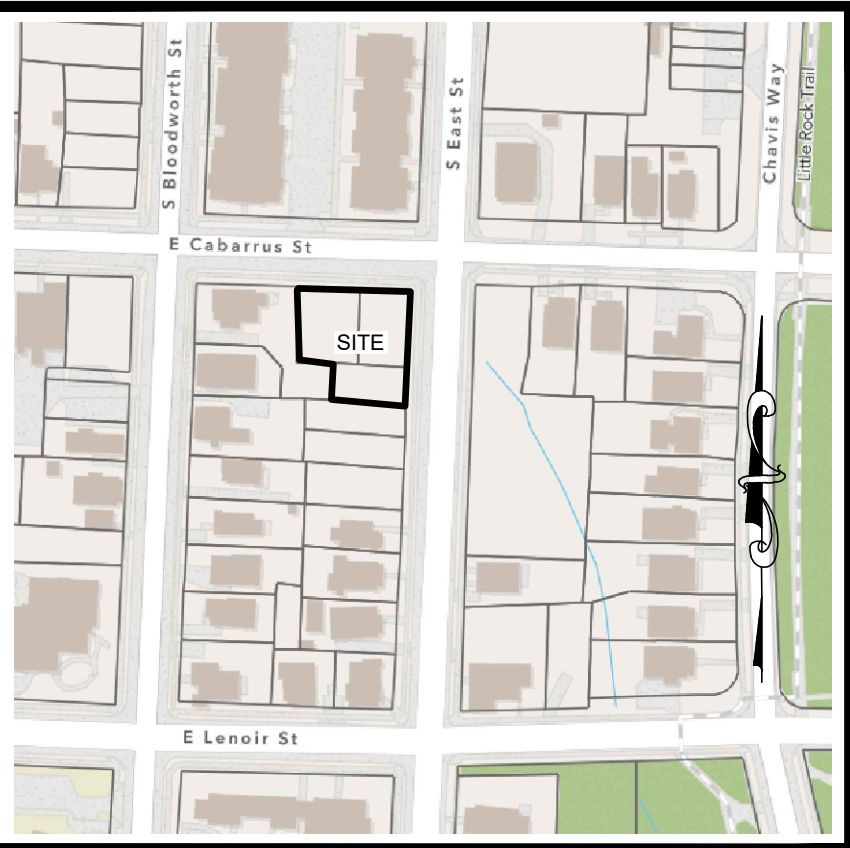
Check one: ☐ NO EXCEPTIONS, PROPOSER COMPLIES WITH ALL DOCUMENTS IN RFP. ☐ EXCEPTIONS ARE LISTED BELOW:

#	RFP Page #, Section #, Appendix #	Exceptions [Describe nature of Exception]	Explain why this is an issue	Proposed Alternative	Indicate if exception is negotiable (N) or non- negotiable (NN)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

FAILURE TO IDENTIFY ANY EXCEPTIONS WILL INDICATE ACCEPTANCE OF ALL TERMS AND CONDITIONS, AND REQUIREMENTS OF THE RFP AND ANY CORRESPONDING ADDENDUM ISSUED. THE CITY, AT ITS SOLE DISCRETION, MAY MODIFY OR REJECT ANY EXCEPTION OR PROPOSED CHANGE.

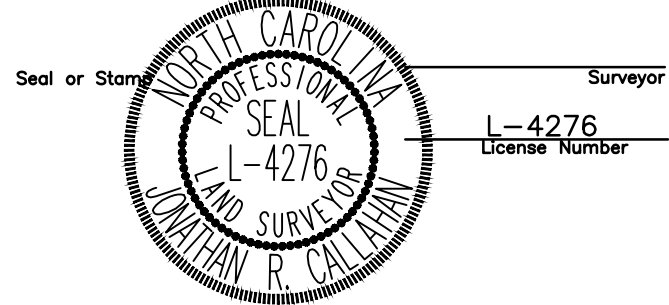
Firm:	Authorized Signature	Title:
Printed Name of Signer	Date:	

APPENDIX IX: BOUNDARY SURVEYS
(on following page)



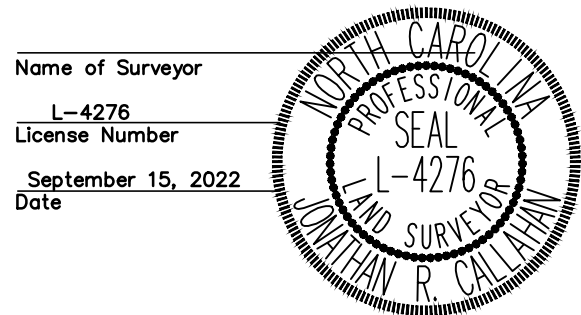
VICINITY MAP
NOT TO SCALE

I, JONATHAN R. CALLAHAN, P.L.S., certify that this plot was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book N/A, page etc.); that the boundaries not surveyed are clearly indicated as drawn from information found in Book N/A, page N/A; that the ratio of precision as calculated is 1:20,000; that this plot was prepared in accordance with G. S. 47-30 as amended. Witness my original signature, license number and seal this 15th day of September, A.D., 2022.



- ☐ This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels;
- ☐ This survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
- ☒ This survey is of an existing parcel or parcels of land;
- ☐ This survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision;

I, Jonathan R. Callahan, P.L.S., do hereby certify that the location of the subject property has been checked against area maps & information provided by the Federal Emergency Management Agency (F.E.M.A.) for the National Flood Insurance Program and that the property ☐ is ☒ is not located in an area designated as having special flood hazards. Property is located in Zone "X" as defined by F.I.R.M. Community Panel Numbers 3720170300K with an effective date of July 19, 2022.

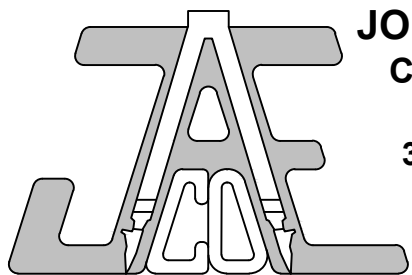


Name of Surveyor
L-4276
License Number
September 15, 2022
Date

NOTES:

- ALL DISTANCES ARE HORIZONTAL GROUND.
- ALL DIMENSIONS ARE IN FEET.
- AREA COMPUTED USING COORDINATE METHOD FROM MEASURED FIELD DATA.
- BASIS OF BEARINGS IS BM 2015, PG 1359
- NO BUILDING EXISTS ON SUBJECT PROPERTIES.
- ALL LOTS ARE VACANT.
- THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY BE SUBJECT TO ANY MATTERS THAT A FULL TITLE SEARCH WOULD DISCLOSE.

DATE	REVISION	BY

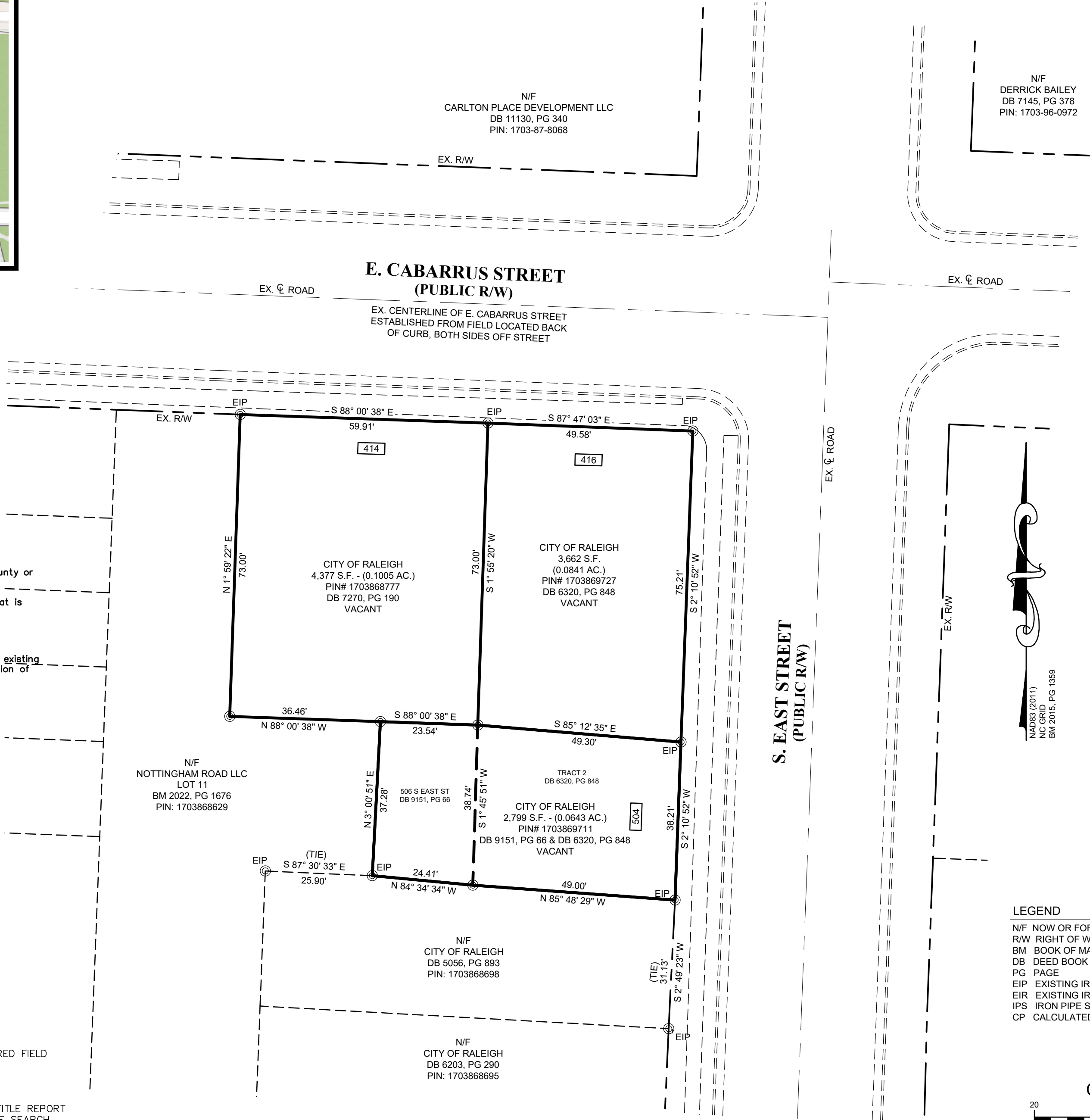


JOHN A. EDWARDS & COMPANY
Consulting Engineers & Surveyors
NC License F-0289
333 Wade Ave., Raleigh, N.C. 27605
Phone: (919) 828-4428
Fax: (919) 828-4711
E-mail: info@jaeco.com

SCALE: 1" = 20'	DATE: 9/15/22
FLD. BK. & PAGE	DRAWN BY: JRC
FILE NO:	CHECKED BY: JAE, JR.

SURVEY FOR:	CITY OF RALEIGH
	414 & 416 E. CABARRUS STREET & 504 S. EAST STREET
RALEIGH	WAKE COUNTY NORTH CAROLINA
	BOUNDARY SURVEY

SHEET
1
OF
1



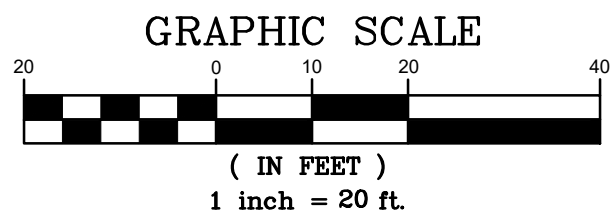
SITE INFORMATION

OWNER: CITY OF RALEIGH
222 W. HARGETT STREET
RALEIGH, NC 27601
PIN NUMBERS: 1703-86-8782
1703-86-9722

ZONING: RX-3 UL

LEGEND

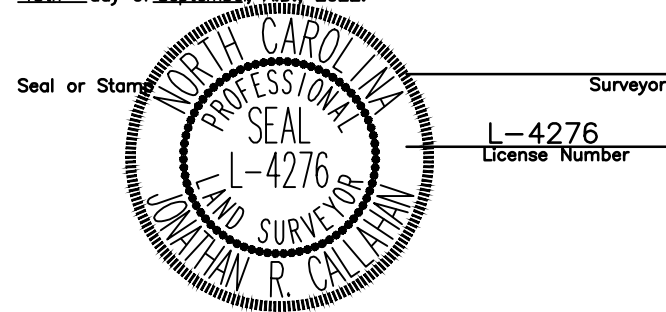
N/F NOW OR FORMERLY	PROPERTY BOUNDARY LINE
R/W RIGHT OF WAY	RIGHT OF WAY LINE
BM BOOK OF MAPS	ADJOINING PROPERTY LINE
DB DEED BOOK	EASEMENT LINE
PG PAGE	NRB NEUSE RIVER BUFFER
EIP EXISTING IRON PIPE	
EIR EXISTING IRON ROD	
IPS IRON PIPE SET	
CP CALCULATED POINT	
XXX	DENOTES PROPERTY ADDRESS
	DENOTES NEW STORMWATER EASEMENT





VICINITY MAP
(NOT TO SCALE)

I, JONATHAN R. CALLAHAN, P.L.S., certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book N/A, page , etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book N/A, page N/A; that the ratio of precision as calculated is 1: 20,000; that this plat was prepared in accordance with G. S. 47-30 as amended. Witness my original signature, license number and seal this 15th day of September, A.D., 2022.



- ☐ This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels;
- ☐ This survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
- ☒ This survey is of an existing parcel or parcels of land;
- ☐ This survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision;

I, Jonathan R. Callahan, P.L.S., do hereby certify that the location of the subject property has been checked against area maps & information provided by the Federal Emergency Management Agency (F.E.M.A.) for the National Flood Insurance Program and that the property ☐ is ☒ is not located in an area designated as having special flood hazards. Property is located in Zone "X" as defined by F.I.R.M. Community Panel Numbers 3720170300K with an effective date of July 19, 2022.

Name of Surveyor

L-4276
License Number

September 15, 2022
Date



NOTES:

- ALL DISTANCES ARE HORIZONTAL GROUND.
- ALL DIMENSIONS ARE IN FEET.
- AREA COMPUTED USING COORDINATE METHOD FROM MEASURED FIELD DATA.
- BASIS OF BEARINGS IS BM 2015, PG 1359
- NO BUILDING EXISTS ON SUBJECT PROPERTIES.
- ALL LOTS ARE VACANT.
- THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY BE SUBJECT TO ANY MATTERS THAT A FULL TITLE SEARCH WOULD DISCLOSE.

N/F
313 EAST CABARRUS
STREET LLC
DB 12856, PG 568
BM 2007, PG 2516
PIN: 1703-86-5919

N/F
MARKETTE
WAGNER-HOLLAND
DB 8727, PG 2239
PIN: 1703-86-5984

N/F
WILLIAM, MARY ANN
MONROE POWELL,
THOMAS EUGENE
DB 12923 PG 415
PIN: 1703-86-5943

PROPERTY LINE PER
DB 8727, PG 2239
APPARENT GAP
AREA: 289 S.F.
0.0066 AC.

N/F
CRAIG LAWRENCE BETHEL
DB 16685 PG 136
PIN: 1703876040

LOT 1
BM 2015, PG 1359

LOT 2
AREA: 2,426 S.F.
0.0557 AC.

LOT 3
AREA: 2,437 S.F.
0.0559 AC.

N/F
MATTHEW & NICOLE
TOMASULO
DB 17235 PG 2145
PIN: 1703866940

LOT 4
BM 2015, PG 1359

E. CABARRUS ST.
(66' PUBLIC R/W)

S. BLOODWORTH ST.
(66' PUBLIC R/W)



NC GRID
NAD83(2011)
BM 2015, PG 1359

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	7.23'	S01° 54' 51"W
L2	14.28'	S01° 54' 51"W
L3	12.82'	N02° 11' 50"E
L4	5.96'	N02° 33' 48"W
L5	20.21'	N05° 08' 36"E

SITE DATA

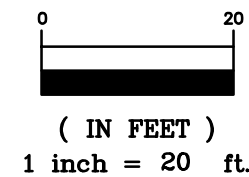
OWNER: CITY OF RALEIGH
PO BOX 590
RALEIGH, NC 27602

PINS: LOT 2 1703866947
LOT 3 1703866943

ZONING: DX-3-DE HOD-G
GENERAL HISTORIC OVERLAY DISTRICT (HOD-G)
(PRINCE HALL)

LAND USE: VACANT
REFERENCE: DB 9929, PG 17
WAKE COUNTY REGISTRY

GRAPHIC SCALE

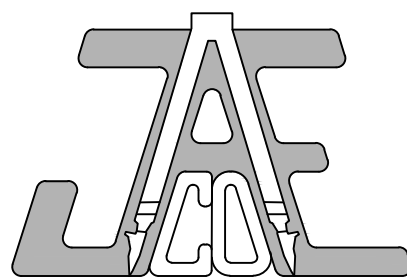


LEGEND

N/F NOW OR FORMERLY
R/W RIGHT OF WAY
BM BOOK OF MAPS
DB DEED BOOK
PG PAGE
EIP EXISTING IRON PIPE
SIB EXISTING SOLID IRON BAR
IPS IRON PIPE SET
CP CALCULATED POINT
--- PROPERTY BOUNDARY LINE
--- RIGHT OF WAY LINE
--- ADJOINING PROPERTY LINE
--- EASEMENT LINE

XXX DENOTES PROPERTY ADDRESS

DATE	REVISION	BY



JOHN A. EDWARDS & COMPANY
Consulting Engineers & Surveyors
NC License F-0289
333 Wade Ave., Raleigh, N.C. 27605
Phone: (919) 828-4428
Fax: (919) 828-4711
E-mail: info@jaeco.com

SCALE: <u>1" = 20'</u>	DATE: <u>9-15-2022</u>
FLD. BK. & PAGE 	DRAWN BY: <u>JRC</u>
FILE NO: 	CHECKED BY: <u>JAE, JR.</u>

424 & 428 S. BLOODWORTH ST. CITY OF RALEIGH			SHEET 1
RALEIGH	WAKE COUNTY	NORTH CAROLINA	OF
BOUNDARY SURVEY			1