

Community Housing Development Organization Proposal Request

The City of Fort Lauderdale, Florida (City) is seeking a qualified, experienced and certified Community Housing Development Organization (CHDO) to acquire and renovate residential properties within the City's limits.

Properties purchased within the Northwest Progresso Flagler Heights Community Redevelopment Area (map attached – Exhibit 1), must be for homeownership only. These properties will be converted for rent to low-income families or for sale specifically to low-income First Time Homebuyers. This Proposal Request is issued pursuant to the provisions of the U. S. Department of Housing and Urban Development (HUD) Home Investment Partnerships Program (HOME) rules referenced at 24 CFR 92, 2013 HOME Final Rule.

The City has designated \$289,445.55 to assist in this activity. These Funds are available for CHDO set-aside activities. The City's goal is to promote the acquisition, construction and rehabilitation of permanent affordable housing for low-income families. Proposed Projects should be completed and all invoices submitted to the City by September 30, 2017.

ALL FUNDS ARE SUBJECT TO AVAILABILITY.

The City reserves the right to cancel, modify and terminate the award (*which includes increasing and/or reducing the funding amount*). The City also reserves the right to award to one (1) or multiple agencies. The City reserves the right to utilize other funding sources for this activity.

A Pre-CHDO Proposal Meeting will be held on February 23, 2017 at 10:00 a.m. for discussion of the proposed projects and to answer any questions. All persons interested in submitting a proposal should attend at 914 N.W. 6th Street (Sistrunk) Suite 103., Fort Lauderdale, Florida.

Activities

Proposals are being sought for the following activities:

1. Acquisition and rehabilitation of single units for rental to low-income households, and / or;
2. Acquisition and rehabilitation of single family units for sale to first time homebuyers.

Submission Deadline

Proposals shall be delivered during the City's normal business hours in a sealed envelope and addressed to the City of Fort Lauderdale, Housing & Community Development Division, and Attention: Avis A. Wilkinson at 914 NW 6th Street (Sistrunk), Suite 103, Fort Lauderdale, FL 33311 (City Hall) by March 6, 2017. The City's normal business hours are Monday through Friday, 8:00 a.m. through 5:00 p.m. excluding holidays observed by the City.

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One (1) original and four (4) copies plus One electronic (soft) copy of your proposal shall be delivered in a sealed package on or before the date and time stated.

HUD required CHDO Certification each time funding is awarded. The attached CHDO recertification form with required documents should be submitted with your proposal.

Items to be included:

1. Statement of Organizational Capacity

- a. Experience working on similar projects
- b. Financial Capacity

2. Statement of Need

- a. Based on Consolidated Plan including target population/target service delivery area.

3. Project Description

- a. Describe the Project

4. Project Readiness

- a. Provide proof of site control
- b. Scope of Work

5. Leveraging

- a. Meet City's leverage requirement

6. Budget

- a. Provide supporting documentation to justify funding request.
- b. Provide a project or property development sources and uses budget:

Sources: Indicate the funding requested for development and for buyer assistance, plus any other types of financial assistance to be used. Provide documentation to support the commitment of these funds. If funds are not available to the project at the time of application submittal, please identify when you will apply for the identified funds. Also, please identify when the commitment may be expected.

Uses: Provide an estimated budget for the acquisition, rehabilitation, and disposition of foreclosed homes (including soft costs such as developer fees, realtor fees, appraisals, inspections, marketing, carrying costs, etc.).

Developer fee: Indicate the proposed developer fee, and all other fees proposed to be earned by affiliates of the developer.

Complete and submit the attachments with Proposal.

- Attachment 1 - Project Development Schedule
- Attachment 2 - Financial Analysis (Project Costs) - First Time Homebuyer and Rental Rehabilitation Project
- Attachment 3 - Project Rents
- Attachment 4 - Operating Statement Pro Forma
- Attachment 5 - Completed Projects
- Attachment 6- CHDO Recertification Form

Additional instructions will be provided to the applicant of the selected Proposal.

If you have questions, please contact Avis A. Wilkinson at 945.828.4513 or email at aviswilkinson@fortlauderdale.gov