



BIDDERS COMPANY NAME

Request for Proposal # 6086

2003 Washtenaw CDBG Urban County/HOME Consortium Housing & Human Services

Prepared By:

Washtenaw County Purchasing
Administration Building
P.O. Box 8645
220 N. Main B-35
Ann Arbor, MI 48107

Anne Strieter
Senior Buyer
(734) 222-6760





WASHTENAW COUNTY

Finance Department

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645

Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL# 6086

June 5, 2003

Washtenaw County Purchasing Division on behalf of the Department of Planning and Environment is requesting proposals for identified housing and human services. These projects will be funded through the Home Investment Partnerships (HOME) Program and the Community Development Block Grant (CDBG) Program, which are federal grants that Washtenaw County administers for two different decision-making bodies: The Washtenaw HOME Consortium; and the Washtenaw Urban County. All proposals for these funds must address the needs of the jurisdictions that currently participate in the Urban County and HOME Consortium.

Sealed Proposals: Vendor will deliver one (1) original and two (2) copies to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
P.O.Box 8645
Ann Arbor, MI. 48107**

By 3:00pm on Thursday, June 26, 2003.

A mandatory pre-bidders conference is scheduled for Friday, June 20th from 1:30-3:30pm at 705 N. Zeeb Road on the 2nd floor, Conference Room # 2010.

This submission shall include the entire Request For Proposal document and any amendments if issued.

Proposals received after the above-cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 6086.
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter at (734) 222-6760 or strietera@ewashtenaw.org
- Please direct specific technical questions regarding this RFP Annette Rook at (734) 222-3856 or rooka@ewashtenaw.org

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I. GENERAL INFORMATION FOR THIS RFP

Definitions: “County” is Washtenaw County in Michigan.

“Bidder” is an individual or business submitting a bid to Washtenaw County.

“Contractor” One who contracts to perform work or furnish materials in accordance with a contract.

A. Purpose of Request for Proposal

The Community Development Block Grant (CDBG) and the Home Investment Partnerships (HOME) grants were awarded to Washtenaw County on behalf of the Urban County and HOME Consortium. The 2003-2008 CDBG Urban County and HOME Consortium Consolidated Strategy and Plan¹ provides an analysis of the need for housing and non-housing community development projects within the boundaries of the following jurisdictions: Ypsilanti Township, City of Ypsilanti, Pittsfield Township, Superior Township, Northfield Township, Salem Township, Bridgewater Township, and Ann Arbor Township. This plan also provides a 5-year strategy and a 1-year action plan, which both outline the types of projects that the Urban County and HOME Consortium will fund with these two grants. Washtenaw County seeks proposals for housing and human services, which are consistent with the FY 2003-2004 Urban County/HOME Consortium Action Plan (see attachment A).

According to HUD guidelines, HOME and CDBG funding must be used to benefit those households that have incomes at 80% of the Area Median Family Income² and below (see attachment B for the 2003 income limits).

According to the priorities set in the 2003-2008 Consolidated Strategy and Plan, the **HOME funds** that are currently available must be used for the following activities: 1) acquisition and/or rehabilitation of rental housing; 2) and homeownership assistance, which may include acquisition, rehabilitation, construction, and resale of affordable housing.

Likewise, the **CDBG funds** that are currently available must be used for public/human services.

The current HOME funds available from these grants cover the period from July 1, 2002 to June 30, 2004; and the current CDBG funds available cover the period from July 1, 2003- June 30, 2004. Washtenaw County expects that the HOME and CDBG grants will be renewed annually. Washtenaw County is requesting proposals until **June 26, 2003 at 3:00pm**.

¹ A copy of this plan can be ordered through the Dept. of Planning & Environment from Annette Rook at (734) 222-3856.

² The U.S. Department of Housing and Urban Development releases these area median family income (AMI) limits on a yearly basis. However, as the local area median family income is very high in comparison to the national median income, HUD often caps the local eligibility at somewhat less than 80% of AMI. For instance, this year the cutoff for eligibility is approximately 72.7% of AMI.

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B. Request for Proposal Terms

- 1) Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor's qualifications and capabilities to provide the specified service, and other factors, which Washtenaw County may consider. The County does not intend to award a bid fully on the basis of any response made to a proposal.
- 2) The county reserves the right to reject any and all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interest of the County even though it is not the lowest bid.
- 3) An official authorized to bind the provider to its provisions for at least a period of 90 days must sign proposals. Failure of the successful bidder to accept the obligation of the bid may result in the cancellation of any award.
- 4) In the event it becomes necessary to revise any part of the RFP, an addendum will be provided. Deadlines for submission of the RFPs may be adjusted to allow for revisions.
- 5) Proposals should be prepared simply and economically providing a straightforward, concise description of the vendor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

II. NOTICE OF CDBG & HOME FUNDS AVAILABLE

***TOTAL FUNDS AVAILABLE: \$ 920,345**

HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM: \$ 782,045

2002 HOME FUNDS AVAILABLE: \$233,000

2003 HOME FUNDS AVAILABLE: \$549,045

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: \$ 138,300

2003 CDBG FUNDS AVAILABLE: \$138,300

*See breakdown of funds below, along with details about the preferences and/or target areas for each category of funds available.

GENERAL NOTE: The Washtenaw Urban County/ HOME Consortium's general terms of affordability for housing projects shall be based upon the amount of funds invested per unit, but shall be based on the following minimum standards:

Affordability Provisions

Less than \$15,000 per unit- 5 years

\$15,000- \$40,000 per unit - 10 years

Greater than \$40,000 per unit - 15 years

A. 2002 HOME Funds Available

*Must be spent to benefit eligible households (see Attachment B) in Ypsilanti Township or the City of Ypsilanti.

1) Rental Acquisition and/or Rehabilitation- \$50,000

- Preference for using the funds to acquire and/or rehabilitate to Housing Quality Standards identified rental property that is vacant, poorly maintained or poorly managed. (Project should add value to the housing.)
- Preference for Community Housing Development Organizations or other non-profits that will use HOME funds to acquire and rehabilitate rental housing for elderly and disabled populations w/ income under 60% AMI.
- Preference for proposals from organizations that have an updated maintenance log on their property, if the property is currently owned by the proposing organization.
- HUD requires that all employees of contractors and subcontractors comply with Davis-Bacon Labor Standards for housing projects that include 12 or more units.

2) Homeownership Assistance- \$183,000

- Preference for projects that convert rental property (or vacant property) to owner-occupied housing for 0-80% of AMI.
- Acquisition, rehabilitation, and resale of homes to qualifying homebuyers at 0-80% of AMI.

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- HUD requires that all employees of contractors and subcontractors comply with Davis-Bacon Labor Standards for housing projects that include 12 or more units.

B. 2003 HOME Funds Available

*Must be spent to benefit eligible households (see Attachment B) in any of the following jurisdictions: City of Ypsilanti, Ypsilanti Township, Pittsfield Township, Superior Township, Salem Township, Northfield Township, Bridgewater Township, Ann Arbor Township.

1) Rental Rehabilitation- \$250,000

- Preference for using the funds to acquire and/or rehabilitate to Housing Quality Standards identified rental property that is vacant, poorly maintained or poorly managed. (Project should add value to the housing.)
- Preference for Community Housing Development Organizations or other non-profits that will use HOME funds to acquire and rehabilitate rental housing for elderly and disabled populations w/ income under 60% AMI.
- HUD requires that all employees of contractors and subcontractors comply with Davis-Bacon Labor Standards for housing projects that include 12 or more units.

2) Homeownership Assistance- \$299,045

- Preference for projects that convert rental property (or vacant property) to owner-occupied housing for 0-80% of AMI.
- Acquisition, rehabilitation, construction, and resale of homes to qualifying homebuyers with incomes at 0-80% of AMI.
- Preference for proposals that are compatible with the building size and character of the neighborhood (if they are new construction proposals).
- HUD requires that all employees of contractors and subcontractors comply with Davis-Bacon Labor Standards for housing projects that include 12 or more units.

C. 2003 CDBG Funds Available

*Must be spent to benefit eligible households (see Attachment B) in any of the following jurisdictions: Ypsilanti Township, Pittsfield Township, Superior Township, Salem Township, Northfield Township, Bridgewater Township, Ann Arbor Township.

1) Public/ Human Services- \$138,300

- Preference for transportation services.
- Preference for senior services.
- Preference for childcare subsidies.
- Preference for supportive services to prevent homelessness.

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III. CONTRACTOR INFORMATION

The proposal shall include all of the following information (failure to include all the information may result in disqualification):

A. Organization Description Narrative

- 1) List the current projects of your organization, including the source of funds used and the status of the projects;
- 2) Discuss any prospective projects and/or initiatives you are considering.
- 3) Discuss the target areas and populations that you currently serve.
- 4) Describe the demographic information that your agency currently collects and reports for customers.

B. Project Information

- 1) Discuss the particular projects that you intend to support with this HOME/ CDBG grant.
- 2) Define the target population of the project- income (using % of AMFI in Attachment B), age, race, disability status, etc.
- 3) How many low-to-moderate income households will be served by this project (as defined in Attachment B)?
- 4) What priority rating has the target population been assigned in the 2003-2008 CDBG/HOME Consolidated Plan? (See Attachment C for priority tables).
- 5) If this project will serve non-eligible households, what funding will your organization use to supplement these County funds?
- 6) What system will your organization use to determine eligibility for this project (0-80% of AMFI) and report this information to the County?
- 7) What is the timeline for implementing this project/ expected completion date?
- 8) For housing projects, please describe the maintenance history on the property.

C. Applicant Information

- 1) Identify key staff members, describe qualifications, and state the roles they will play.
- 2) Attach current year organization operating budget.
- 3) Provide audit of most recent prior year (nonprofit organizations).
- 4) If applicable, provide non-profit Board of Directors Roster (See Attachment D for blank roster)
- 5) Provide bylaws of the organization (if not already on file)
- 6) Additional Community Housing Development Organization (CHDO) requirements:
 - a. Submit CHDO Certification forms signed by each individual Board member (see Attachment E)
 - b. Submit CHDO Minutes from the previous five Board meetings.

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D. Project Funding Summary

- 1) How much funding is being requested and what type?
 - a. Grant Type (i.e. HOME or CDBG)
 - b. Fiscal Year of Grant (see notice of funds available, p. 3)
 - c. General Category of Funding (i.e. rental rehab, homeownership, public services)
- 2) Identify other types of assistance needed (technical assistance, planning and development, coordination with County departments, other units of government, or private entities).
- 3) What is the time period for expending these funds?
- 4) Provide a budget for this request. Please use the budget format provided in Attachment F.

IV. Submission Requirements Checklist

PROPOSAL- SUBMIT ONE (1) ORIGINAL AND TWO (2) COPIES OF EACH

- ORGANIZATION DESCRIPTION NARRATIVE
- PROJECT INFORMATION
- APPLICANT INFORMATION
- PROJECT FUNDING SUMMARY
- SIGNATURE PAGE
- SUBMISSION REQUIREMENTS CHECKLIST

ATTACHMENTS- SUBMIT ONE (1) COPY OF EACH

- A. BYLAWS³
- B. INDEPENDENT AUDIT FOR NONPROFIT ORGANIZATIONS (AND A-133 AUDIT IF APPLICABLE)
- C. BOARD ROSTER (NONPROFIT ORGANIZATIONS)
- D. PROJECT BUDGET
- E. AGENCY OPERATING BUDGET
- F. IRS FEDERAL FORM 990 EXEMPT ORGANIZATION RETURN
- G. PROOF OF 501(C) 3 OR OTHER TAX EXEMPT STATUS³
- H. ARTICLES OF INCORPORATION³

³ Only new applicants for HOME and CDBG funds need submit these documents.

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V. STANDARD PROVISIONS FOR COUNTY CONTRACTS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions, which will become a part of any formal agreement. These provisions are general principles, which apply to all contractors of service to Washtenaw County such as the following:

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to Planning and Environment and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on **(to be determined)** and ends on **(to be determined)**.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any

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sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest, which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of

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Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - LIVING WAGE⁴

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$9.09 per hour with benefits or \$10.66 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2003 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

⁴ Some exemptions may apply. For instance, any HOME or CDBG housing rehabilitation projects, which entail work on projects with greater than 12 units, will require that the contractor utilize prevailing wage rates for his/her employees and those employees of all subcontractors working on the project.

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ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

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VI. TERMS AND CONDITIONS

A. Award

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors, which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

B. Criteria for Ranking of Proposals

In particular, Washtenaw County intends to consider the following criteria when awarding contracts for these funds:

1) Rental Rehabilitation

- a. Project to benefit low-income families or individuals
- b. Project meets identified need outlined in CDBG/HOME Consolidated Plan
- c. Evidence of past experience in acquisition, rehabilitation, management and/or development of housing projects
- d. Timeliness of completion/ proper documentation of records for prior projects funded by the County
- e. Evidence of other sources of funding and/or HOME match contributions
- f. Total units currently under management
- g. Level of prior County funding
- h. Degree to which the project will improve the neighborhood

2) Homeownership Assistance

- a. Project to benefit low-income families or individuals
- b. Project meets identified need outlined in CDBG/HOME Consolidated Plan
- c. Evidence of past experience in acquisition, rehabilitation, management and/or development of housing projects
- d. Timeliness of completion/proper documentation of records of prior projects funded by the County
- e. Evidence of other sources of funding and/or HOME match contributions
- f. Degree to which the proposed project will adhere to neighborhood characteristics (i.e. design and building size)
- g. Level of prior County funding
- h. Degree to which the project will improve to the neighborhood

3) Public/ Human Services

- a. Project to benefit low-income families or individuals
- b. Project meets identified need outlined in CDBG/HOME Consolidated Plan
- c. Evidence of past experience in the provision of human/public services

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- d. Timeliness of completion/ proper documentation of records of prior projects funded by the County
- e. Evidence of other sources of funding
- f. Submission of a detailed service delivery plan
- g. Level of prior County funding
- h. Feasible system of eligibility screening and reporting proposed

C. Term of Contract

The contract(s) will last until **(to be determined)**.

D. Cost of RFP

The County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

E. Bid Term

The bid opening will be on Thursday, June 26, 2003 at 3:00 pm.

F. Inspection of Facilities

The Manager of the Purchasing Division reserves the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine the fitness, reliability, and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts, and/or for ability to comply with conditions of the bid.

G. Bid Response

Vendor must affirm that the costs stated in this RFP will be valid for the year period after the proposal is submitted.

H. Invoices

Invoices submitted must be itemized to include monthly costs for given time period, and include the county's purchase order number. Any additional changes need to be detailed on the invoice.

VIII. Attachments

Attachment A: FY 2003- 2004 Washtenaw Urban County/ HOME Consortium Community Development Block Grant (CDBG) & Home Investment Partnerships (HOME) Program Action Plan⁶

Housing

Goal 1 To increase the number of units of homeowner rehabilitation opportunities for low-moderate income households

- The Urban County will continue the coordination and funding of homeowner rehabilitation, which is currently performed by the County's Employment Training and Community Services (ETCS). With the start of the Washtenaw Urban County, effective July 1, 2003, CDBG funding only will be used for homeowner rehabilitation activities.
- The Urban County will coordinate with the ETCS program to increase homeowner rehab opportunities to HQS for **12 housing units** for households between **31-80% of AMI**, and may provide rehab opportunities for **3 housing units** for households at **<30% AMI**. These units will be completed over the next two years.
- It is anticipated that significant proportion of year one CDBG funds going toward homeowner rehab activities will be devoted to the Washtenaw Autumn subdivision, since it has a partially developed neighborhood revitalization plan in place, which was funded by County general funds in the 2001-2002 period. Most of the residents of this neighborhood are senior citizens and minorities.
- The Urban County will encourage CHDOs and other nonprofits to hire participants in CDBG or HOME funded activities. This employment may take the form of property management/maintenance, landscaping, childcare, elder care, etc.

Goal 2 To increase homeownership opportunities for low-moderate income households

- The Urban County will work with CHDOs and other nonprofits to expand homeownership opportunities by **10 units**, using HOME funds. Homeownership assistance will be provided to households at **51%-80% AMI**. A combination of homebuyer counseling, homebuyer education, down payment assistance and buying down of debt will be used. In addition, the Washtenaw Michigan State University Extension Service provides home maintenance education that will further support this activity. These units will be completed over the next two years.

⁶ Taken from pages 103-106 of the 2003-2008 Combined Washtenaw Urban County & HOME Consortium Consolidated Strategy and Action Plan.

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- The Urban County will continue to work with the Ann Arbor Housing Commission and Community Housing Alternatives to implement the Section 8 Homeownership program. The Ann Arbor Housing Commission is targeting **50 units for households at <50%** of AMI with this Section 8 pilot.
- The Urban County will work with CHDOs or other nonprofits to acquire, rehab and convert rental property to owner-occupied property.
- The Urban County will contribute technical assistance to the Tax Foreclosure Prevention Task Force, a countywide task force that includes the County Treasurer, Housing Bureau for Seniors, Neighborhood Senior Services and other nonprofits.
- In the event the Urban County is eligible for Emergency Shelter Grant (ESG) funds, it will work with the above and other groups to establish a loan foreclosure prevention strategy to prevent loss of owner-occupied housing due to arrearages due to economic dislocation, such as layoffs or disability.

Goal 3 To improve the quality, management, and supply of existing rental property available to low-moderate income households

- In addition to Goal 8 under Special Populations/Non-Homeless, the Urban County will work with township officials to identify rental property that is poorly maintained or poorly managed for acquisition, rehab to Housing Quality Standards (HQS) and to assure that property management is adequate to maintain the units to HQS.
- The Urban County will work with Community Housing Development Organizations (CHDOs) or other nonprofits to use HOME funds to acquire and rehab **4 units** of rental housing to HQS targeting elderly and/or disabled populations at **<60% AMI**.

Public Facilities

Goal 4 To promote community stability through the coordinated delivery of services at designated places

- The Urban County will assess the feasibility of rehabilitating existing facilities, such as senior centers, community centers and youth centers serving the **<80% AMI** population using CDBG funds.

Infrastructure and Improvements

Goal 5 To increase the quality of life of Urban County residents by attending to infrastructure needs in order to reduced safety and health risks to LMI residents

- The Urban County will work to assess the eligibility of infrastructure improvements targeting households or areas at **<80% AMI**. This activity will include general development plans to make physical improvements to identified manufactured housing communities. Approximately **25%** of year one CDBG funds (\$229,300) will be directed to this activity.

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Public/ Human Services

Goal 6 **To promote housing stability by addressing identified gaps in public/human services**

- The Urban County will plan to direct the maximum allowable **15%** (\$138,300) of total CDBG funds to public services in year one.
- The Urban County will develop a plan to assess the need for transportation subsidies and public transportation extensions, particularly for the elderly and for the extremely low to low-income households.
- In addition to transportation subsidies, the Urban County may provide child care subsidies to households at **<80% AMI**. This would be done by coordinating with the Child Care Network, which would manage the childcare subsidies and work directly with eligible households.

Planning/ Administration

Goal 7 **To develop plans that will efficiently address concerns that are identified by low to moderate-income target areas and other problems within the Urban County**

- The Urban County will develop neighborhood plans in the Washtenaw Autumn subdivision and at least one other neighborhood to facilitate neighborhood revitalization and/or large-scale homeowner rehabilitation efforts.
- The Urban County will fund the Impediments to Fair Housing Analysis, as required by HUD, using CDBG funds. It is projected this will cost \$25,300.

Homeless and Special Populations

Goal 8 ***To promote a suitable living environment, improve safety and livability, reduce isolation, support family structures and facilitate access to mainstream resources for special populations***

- The Urban County will assist a local Community Development Housing Organization with HOME rental rehab funds in the amount of \$150,000 to acquire **two supported living units** for severely and multiply impaired adults that are currently owned by an investor group. This will produce two (2) units of HOME assisted supported housing for eighteen (18) disabled individuals at **0-30% AMI**. This HOME assistance represents **22%** of the total 2003-2004 HOME allocation of \$681,229 (estimated). Extensive supportive services available to residents of these supportive living units will provide HOME match.
- The Urban County may assist non-profits and/or the Ann Arbor Transportation Authority to provide transportation services to individuals at **0-80% of AMI** that live within the Urban County.

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Goal 9 To address gaps in support services needs for homeless individuals in the wider urban county community

- The Urban County will coordinate with the Continuum of Care Board and its affiliated CHDOs, other non-profits and for profit developers to apply to HUD, under the Continuum of Care program, for a permanent supportive housing project to address the needs of special populations that may be at high risk of homelessness or may experience high housing cost burdens.
- The Urban County will work with a consortium of organizations that is applying to HHS for a Health Care for the Homeless grant to be submitted in March 2003. The Urban County will also work with this consortium of organizations to apply for the Collaborative Initiative to Help End Chronic Homelessness that is being coordinated by the U.S. Interagency Council on the Homeless and to be submitted jointly to HUD, HHS and the VA in April 2003. This will target increasing Shelter Plus Care or permanent Supportive Housing resources, as well as mental health and substance abuse treatment, primary health care and Veterans Affairs case management services to up to 300 individuals, some of whom live in the Urban County area.
- The Urban County will work with the Continuum of Care to maintain the current 72 Shelter Plus Care vouchers that are administered by the Washtenaw County Planning and Environment Department, which also administers the Urban County.
- The Urban County does not plan to allocate CDBG or HOME funds to housing activities for the homeless, except to the extent that a participant in the Health Care for the Homeless, the Collaborative Initiative to Help End Chronic Homelessness or Continuum of Care programs may also participate in a HOME funded rental rehab project or HOME or CDBG funded homeownership activity described elsewhere in this Plan. However, the Urban County may fund supportive services to prevent homelessness for individuals and families.

Attachment B: Area Median Family Income (AMFI) Limits⁷

HUD uses a form of income classification to identify low and moderate-income limits based on an area median family income for a metropolitan statistical area. All jurisdictions within the Urban County are considered a part of the Ann Arbor Metropolitan Statistical Area, which includes, Lenawee, Livingston and Washtenaw Counties. Income categories are then based on a percentage of the area median income, which for 2003 is \$77,700 for a family of four.

- *Extremely Low-Income Families* are those with 0-30% of the Median Income.
- *Very Low-Income Families* are those with incomes between 31-50% of Median Income.
- *Low-Income Families* are typically those with 51-80% of Area Median Income. However, due to the HUD definition that in high income areas, the 80% income is capped at the national median income limit, the actual low-income number in the chart is approximately 72.7% of AML.

The 2003 Area Median Income limits for the Ann Arbor Metropolitan Statistical Area are listed in the table below.

2003 Area Median Family Income Limits by Household Size						
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
Low Income (50-80% of AMFI)	\$39,550	\$45,200	\$50,850	\$56,500	\$61,000	\$65,550
Very Low Income (31-50% of AMFI)	\$27,200	\$31,100	\$34,950	\$38,850	\$41,950	\$45,050
Extremely Low Income (0-30% of AMFI)	\$16,300	\$18,650	\$21,000	\$23,300	\$25,150	\$27,050

Source: 2003 HUD Income Limits- effective January 31, 2003.

⁷ Eligible households for the CDBG and HOME program must have incomes below 80% of AMFI. (The maximum income for eligibility by household size is shaded in the table provided.)

Attachment C: 2003- 2008 Washtenaw Urban County & HOME Consortium Priority Ranking Tables

Homeless and Special Needs Population Priority Ranking Table

2002 Continuum of Care Gaps Analysis	Estimated Need	Current Inventory	Unmet Need / Gap	Relative Priority
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Individuals

Beds / Units	Emergency Shelter	230	84	146	L
	Transitional Housing	247	106	141	L
	Permanent Supportive Housing	482	176	306	L
	Total	959	366	593	
Estimated Sub-Populations	Chronic Substance Abuse	584	364	220	M
	Seriously Mentally Ill	500	285	215	M
	Dually-Diagnosed	215	156	59	M
	Veterans	388	334	54	M
	Persons with HIV/AIDS	19	8	11	M
	Victims of Domestic Violence	34	23	11	M
	Elderly	205	133	72	M
	Youth	140	85	55	M
	Other: Ex-offenders	116	83	33	M
	Other: Working poor	58	19	39	M
	Other: Physical disability	73	20	53	M

Persons in Families with Children

Beds / Units	Emergency Shelter	264	121	143	L
	Transitional Housing	163	101	62	L
	Permanent Supportive Housing	316	32	284	L
	Total	743	254	489	
Estimated Sub-populations	Chronic Substance Abuse	148	32	116	M
	Seriously Mentally Ill	59	12	47	M
	Dually-Diagnosed	25	7	18	M
	Veterans	16	6	10	M
	Persons with HIV/AIDS	3	1	2	M
	Victims of Domestic Violence	169	47	122	M
	Elderly	2	0	2	M
	Youth	103	36	67	M
	Other: Ex-offenders	24	4	20	M
	Other: Working poor	330	111	219	M
	Other: Physical disability	33	10	23	M

Source: 2002 Washtenaw County/ City of Ann Arbor Continuum of Care Document

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Affordable Housing Needs Priority Ranking Table

PRIORITY HOUSING NEEDS (households)		Priority Need Level High, Medium, Low		Unmet Need (*)	Goals	Estimated \$ to Address Needs (5 yr)
Renter	Small Related	0-30%	M	1,835 (85%)	3	\$75,000.00
		31-50%	M	824 (64%)	2	\$50,000.00
		51-80 ⁸ %	L	373 (27%)	0	\$0.00
	Large Related	0-30%	M	291 (89%)	3	\$75,000.00
		31-50%	M	140 (75%)	2	\$50,000.00
		51-80%	L	135 (56%)	0	\$0.00
	Elderly	0-30%	M	541 (54%)	3	\$75,000.00
		31-50%	M	317 (63%)	2	\$50,000.00
		51-80%	M	83 (32%)	0	\$0.00
	All Other	0-30%	M	1,709 (84%)	3	\$75,000.00
		31-50%	M	1,764 (84%)	2	\$50,000.00
		51-80%	L	958 (24%)	0	\$0.00
Owner	0-30%	H	1,885 (85%)	15	\$750,000.00	
	31-50%	H	1,474 (49%)	15	\$750,000.00	
	51-80%	H	1,588 (35%)	40	\$2,000,000.00	
Special Populations	51-80%	M		10	\$750,000.00	
Total Goals					100	\$4,750,000
Total 215 Goals					100	\$4,750,000

* Percent of all Households within this category experiencing housing problems

⁸ Due to the HUD definition that in high income areas, the 80% income is capped at the national median income limit, the actual low-income number in the chart is approximately 72.7% of AMI.

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Non-housing Community Development Priority Needs Ranking Table

PRIORITY COMMUNITY DEVELOPMENT NEEDS - TABLE 2B	Priority Need Level High, Medium, Low, No Such Need	ESTIMATED DOLLARS NEEDED TO ADDRESS
PUBLIC FACILITY NEEDS		
Senior Centers	M	\$700,000
Youth Centers	M	See Recreation Ctrs.
Child Care Centers	M	1
Parks and/or Recreation Facilities	M	\$1,731,800
Health Facilities	L	1
Parking Facilities	L	1
INFRASTRUCTURE IMPROVEMENT		
Flood Drain Improvements	M	\$7,497,500
Water Improvements	M	\$37,500,000
Street Improvements	M	\$1,500,000
Sidewalk Improvements	H	\$1,450,155
Sewer Improvements	M	\$37,500,000
Asbestos Removal	M	1
Other Infrastructure Improvement Needs	L	\$795,000
PUBLIC SERVICE NEEDS		
Senior Services	H	\$9,347,000
Services for Persons w/ Disabilities	M	\$3,400,800
Youth Services	M	1
Transportation Services	H	\$1,500,000
Substance Abuse Services	L	\$3,540,583
Employment Training	M	1
Crime Awareness	M	1
Fair Housing Counseling	L	\$150,000
Child Care Services	M	\$1,796,256
Health Services	M	1
ACCESSIBILITY NEEDS		
Accessibility Needs	M	\$5,000,000
HISTORIC PRESERVATION NEEDS		
Residential Historic Preservation Needs	L	70,000
Non-Residential Historic Preservation Needs	L	1
ECONOMIC DEVELOPMENT NEEDS		
Commercial-Industrial Rehabilitation	M	1
Micro-Business	M	1
Other Businesses	M	1
Other Economic Development Needs	L	1
OTHER COMMUNITY DEVELOPMENT NEEDS		
Lead Based Paint/Hazards	H	1
Code Enforcement	M	\$200,000
PLANNING		
Planning	M	\$75,300
TOTAL ESTIMATED DOLLARS NEEDED TO ADDRESS:		\$113,754,408

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Attachment E- Certification of Board Representation

The undersigned has been designated as a Representative on the Board of Directors for _____(agency name). The undersigned is attesting that he or she qualifies as a Representative under the HOME definition of Community Housing Development Organization (CHDO) in Subpart A, Section 92.2 of the HOME Regulations by being eligible under either Part 1, Part 2 or Part 3 listed below.

Further, the Authorized representative of _____(agency name) is attesting that supporting documentation of the said Representative Board Member is on file and available at _____(address).

Part 1: Residents of Low-Income Neighborhoods
I, _____, am a resident of neighborhood where 51% or more of the Residents are low-income. The neighborhood has been designated as a low-income neighborhood as documented by _____.

Part 2: Low-Income Residents of the Community
I, _____, qualify as a low-income resident under the HOME Program Definition. My household annual gross income is at or less than 80% of the _____ (name of area) median income of _____.

Part 3: Elected by Low-Income Neighborhood Organization
I, _____, am an elected representative of _____
A low-income neighborhood organization. The selection process took place on _____ (date). The selection criteria or process was: _____

Name of Board Representative

Signature of Board Representative

Name of Authorized Agency Representative

Signature of Authorized Agency Rep

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Attachment F: FY 2003-2004 Proposed Budget for Washtenaw County HOME/ CDBG Funds			
ORGANIZATION NAME:			
TOTAL COUNTY FUNDS REQUESTED:			
Total Project Revenues			
Revenue Type	COUNTY FUNDING	OTHER REVENUES	PROGRAM TOTALS
AMOUNT REQUESTED			
PROJECTED PROGRAM INCOME⁹			
TOTAL REVENUE			¹⁰
Total Project Expenditures			
Expenditure Type	COUNTY FUNDING	OTHER EXPENDITURES	PROGRAM TOTALS
PERSONNEL, TAXES, & FRINGES			
CONSULTANT & CONTRACTUAL			
SPACE & RELATED COSTS			
PRINTING/ SUPPLIES			
REHABILITATION			
OTHER			
TOTAL COUNTY GRANT EXPENDITURE			

⁹ Revenue generated as a result of activities funded by federal dollars.

¹⁰ The bottom right boxes in the revenue and expenditure tables should equal one another.