



**REQUEST FOR FUNDING PROPOSAL (RFP)**  
**FY 19/20 & FY 20/21 FUNDS**  
**US Department of Housing & Urban Development (HUD)**  
**HOME Investment Partnership (HOME)**

**RFP Release Date: May 11, 2023**  
**Proposal Due Date: 12:00 p.m. June 12, 2023**

It is the responsibility of the applicant to ensure application(s) arrive prior to the due date and time.  
Applications received after 12:00 p.m. will be returned to the applicant and will not be considered.

Method of delivery - Submit 9 copies of the application using a binder clip, three-hole punched on the left side. No staples or bound copies please.

Submit Proposals to:

City of Palm Bay  
Community & Economic Development  
Attn: Siphikelelo Chinyanganya  
120 Malabar Rd. SE  
Palm Bay, FL 32907

This Document can be made available in alternative accessible formats upon request.

**City of Palm Bay**  
**Community & Economic Development**  
**120 Malabar Rd. SE**  
**Palm Bay, Florida 32907**

**Siphikelelo Chinyanganya**  
**Housing Administrator**  
**(321)952-3400 Ext 3408**  
Siphikelelo.Chinyanganya@palmbayflorida.org

## INTRODUCTION

The City of Palm Bay, in partnership with Brevard County, designated as the lead agency and the cities of Melbourne, Cocoa, and Titusville receive HOME funds through a consortium. The Brevard County HOME Consortium (Consortium) brings together the cities and the unincorporated areas of the County.

The City of Palm Bay and its Community & Economic Development Department is soliciting proposals from nonprofit organizations for viable projects through a competitive application process. The U.S. Department of Housing & Urban Development (HUD), HOME Investment Partnership (HOME) funding requirements are applicable to this solicitation and entire process. Funds will be available to assist nonprofit organizations to increase the amount of affordable rental or homeownership housing. This Request for Proposals funding is based on City of Palm Bay HOME funding from fiscal year 19/20 \$230,300.52 and fiscal year 20/21 funding of \$205,446.37 for a total of **\$435,746.89**.

### ELIGIBLE PROJECTS:

- ❖ Acquisition with or without rehabilitation of affordable rental housing
- ❖ Acquisition with or without rehabilitation homeownership
- ❖ Acquisition of newly constructed housing (home must be constructed within 6 months of award)

The required HOME Maximum Per-Unit Subsidy, HOME Income Limits, and HOME Rent Limits are updated annually by HUD and may change prior to awarding of funds. The applicant is responsible to ensure adherence to all updated provisions/limits and should review on a regular basis to guarantee compliance the HUD links/resources located at: <https://www.hudexchange.info/programs/home/>.

Federal regulations limit the amount of HOME funds invested in each project. The current HOME Maximum Per-Unit Subsidy, subject to change prior to awarding of funds, are noted below. The applicant is responsible to ensure adherence to all updated provisions/limits and should review on a regular basis to guarantee compliance the HUD Maximum Per-Unit Subsidy located at <https://www.hudexchange.info/resource/2315/home-per-unit-subsidy/>.

1 bedroom	\$198,331
2 bedrooms	\$241,176
3 bedrooms	\$312,005
4 bedrooms	\$342,482

City of Palm Bay stipulates that rental housing funded under this RFP is restricted to tenants with annual household income at or below 80% of area median income (AMI). **The City will not accept proposals based on City owned properties.**

The current income limits, subject to change prior to awarding of funds, are noted below. The applicant is responsible to ensure adherence to all updated provisions/limits and should review on a regular basis to guarantee compliance the HUD Income Limits located at <https://www.huduser.gov/portal/datasets/il.html>.

2022 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person
Low (80%)	45,500	52,000	58,500	64,950	70,150	75,350	80,550
Very Low (50%)	28,450	32,500	36,550	40,600	43,850	47,100	50,350

Rental housing must comply with the HOME Rent Limits established by HUD. Current HOME rent limits for households with 80% of area median income, subject to change prior to awarding of funds. The applicant is responsible to ensure adherence to all updated provisions/limits and should review on a regular basis to

guarantee compliance the HUD Rent Limits located at <https://www.hudexchange.info/programs/home/home-rent-limits/>.

HOME Maximum Per-Unit Subsidy, HOME Income Limits, and HOME Rent Limits described above are provided as informational purposes only and are subject to change prior to awarding of funds. The applicant is responsible to ensure adherence to all updated provisions/limits and should review the HUD links/resources on a regular basis to guarantee compliance.

Priority will be given to:

- Agency who demonstrates experience working with HOME funded projects of similar size, scope, and level of capacity to proposed project.
- Agency that can demonstrate sufficient staffing for unit maintenance and income certification.
- If applying for homeownership, Agency must require potential homebuyers to attend HUD housing counseling.
- Agency who can provide additional funding for this project from supplementary sources.
- Project that addresses a goal identified in City of Palm Bay Annual Action Plan.
- Project that increases affordable rental or homeownership housing inventory.

### **BIDDER QUALIFICATIONS**

For a proposal to be considered for HOME funds, the agency applying must be a nonprofit organization 501(c)(3) or (4). The bidder should have experience and capacity in-

- managing and maintaining rental properties,
- Property Standards as per 24 CFR 92.251(c)(1) and 24 CFR Part 92.25192.251(b)
- rental subsidy,
- conducting and completing income qualifications,
- federal or state reporting,
- experience in case management or partner with an agency to provide case management services,
- experience with maintenance and repair of units,
- a history of serving the community of Palm Bay.

### **PROPOSAL SUBMISSION REQUIREMENTS**

The attached proposal forms and complete narrative must be submitted to the City of Palm Bay Community and Economic Development (CED) Department **no later than 12:00 p.m. on June 12, 2023.**

**Proposals received after the due date and time will not be considered.** Submission of 9 copies of the application using a binder clip, three-hole punched on the left side. No staples or bound copies please. Please include an electronic copy of your application on a USB. Agency representative that has the authority and ability to bind the entity must sign proposal cover page. Faxed proposals will not be accepted. Proposals will be rejected if:

- not received before the deadline
- incomplete applications
- bidder is not an eligible nonprofit organization 501(c)(3) or (4)

The bidder is instructed to:

- Number all pages of the proposal beginning with the Proposal Cover (page 1) and label all attachments.
- Use the content outline contained in this packet to develop the required narrative. Include the question in the narrative, and number the answers corresponding to each question. Do not omit answering any questions. Proposals with unanswered questions may not be considered.

Additionally,

- All costs associated with the proposal preparation are the responsibility of the bidder.
- All responses to this RFP become the property of the City of Palm Bay and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes.

- Submission of this proposal does not guarantee funding.
- The proposed project must specifically benefit residents of the City of Palm Bay.

## **REVIEW PROCESS**

City staff will review and evaluate comprehensive proposals received by the stated deadline to determine compliance with the requirements of the RFP and the HOME program regulations. HUD requires that the City evaluate the underwriting of each project requesting federal funds. The City must assess development capacity and fiscal soundness, as well as examine neighborhood market conditions to ensure adequate need for the project. Contracts will be awarded with funds currently available.

Agencies will be required to present to the Community Development Advisory Board to advocate for the projects on June 21, 2023 at 6pm. The City Council has the final decision-making authority for proposal funding and reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received and to request additional information. The anticipated date of the City Council meeting is July 6, 2023 at 6pm. The City reserves the right to reduce, amend, and/or rescind this RFP at any time prior to the final award and approval of any contract for services by the Board of County Commissioners (BoCC) of Brevard County or the City of Palm Bay and to reject all proposals based on changes or non-availability in funding as notified by BoCC and/or HUD. Submission of a proposal does not guarantee funding.

## **APPEALS PROCESS**

Applicants can appeal a decision if they believe the decision is arbitrary and prevents them from providing services to very low-income or low-income households or if a proposal is approved with such conditions that providing services is infeasible. Applicants must be able to demonstrate that they have been unfairly denied approval of their application.

The appeal can be denied if the applicant does not meet applicable administrative and regulatory rules to meet federal, state, and local requirements, city code or other conditions as determined by the City; or if the applicant does not exhibit financial stability or has a present financial audit finding, comments, or concerns; or due to limited funding or in cases when funds are not available.

All appeals must be submitted in writing within two (2) business days from notification of non-eligible status from City Staff. Appeals shall first be referred for disposition by the Community & Economic Development Director who shall respond in writing within five (5) business days of receipt, where practicable. The City Manager will make final determination unless the determination warrants a legal opinion, in which case, the final determination will be made by the City Attorney. A written appeal must be received by the Community & Economic Development Department office no later than two (2) business days following the day of notice of non-eligibility status.

## **TECHNICAL ASSISTANCE**

A NON-MANDATORY technical assistance workshop is required for any agency applying HOME funds. Please RSVP to attend the virtual workshop on May 17, 2023 at 11am. Please contact Siphikelelo Chinyanganya at 321-952-3400 ext 3408 [Siphikelelo.Chinyanganya@palmbayflorida.org](mailto:Siphikelelo.Chinyanganya@palmbayflorida.org).

## **POST AWARD REQUIREMENTS**

Following notification of award, a contract will be executed by the City and administered by the City. The contract will be based upon the information submitted in the proposal and all accompanying exhibits and attachments. Contract language is not negotiable. Acquisition funding will be made available upon submission of closing documentation from title company. Funds for the rehabilitation portion are reimbursement based. The awarded applicant must be able to pay for project costs and related work must be completed prior to requesting payment. Modifications and updates to proposal exhibits may be required prior to contract execution. A document (i.e., Land Use Restriction Agreement (LURA), Second Mortgage) recorded at Brevard County Clerk of Courts to secure all projects and **enforce the affordability period will be required.**

## OTHER FEDERAL REQUIREMENTS

Approved projects are subject to regulations of federal funds including, but not limited to, public and competitive bidding, prevailing wage, affirmative action, civil rights, environmental review, property standards, lead based paint regulations, relocation, and accessibility requirements. Projects must meet State/Local government codes for any building converted, rehabilitated, or renovated with HOME funds. Any pre-1978 unit will be subject to lead based paint and asbestos removal regulations.

The applicant is required to comply with all contract and applicable State, County, and HUD HOME and requirements including applicable environmental reviews.

Questions regarding the HOME program and HOME requirements may be researched at the following sites:

- A Federal Regulations - 24 CFR 92 (HOME), and 24 CFR 200 (Uniform Administrative Requirements):  
<http://www.ecfr.gov/cgi-bin/ECFR?page=browse>
- B HUD HOME Website: [HOME: HOME Investment Partnerships Program - HUD Exchange](#)
- C HUD HOME Program Topics: <https://www.hudexchange.info/programs/home/topics/>
- D HOME Maximum Per-Unit Subsidy Limits: <https://www.hudexchange.info/resource/2315/home-per-unit-subsidy/>
- E Rent Limits: <https://www.hudexchange.info/manage-a-program/home-rent-limits/>
- F Income Limits: <https://www.hudexchange.info/manage-a-program/home-income-limits/>

**PROPOSAL COVER PAGE**  
**Release Date: May 11, 2023**

Applicant/Agency Name: \_\_\_\_\_

Federal ID#: \_\_\_\_\_ Agency Fiscal Year: \_\_\_\_/\_\_\_\_through\_\_\_\_/\_\_\_\_

CAGE #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web Page: www.\_\_\_\_\_

**Please list the amount being requested for the following eligible activities:**

Affordable Rental Housing - Acquisition with/without Rehabilitation \$ \_\_\_\_\_

Homeownership – Acquisition with/without Rehabilitation \$ \_\_\_\_\_

Including New Construction, if completed within 6 months of award.

I hereby certify that I am an authorized representative of the agency and that to the best of my knowledge:

- The data in this application is true and accurate, including agency's overall organization, history, and agency's success with similar projects in the past, or with any current projects.
- This document has been duly authorized by the governing body.
- The agency will be able to meet all of the minimum proposal requirements as specified in the RFP.
- The agency will comply with the necessary certifications and assurances and provide project described in the proposal including federal regulations and requirements if a contract is awarded.

Representative's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## REQUIRED NARRATIVE

### I. **PROPOSAL SUMMARY**

Include a concise, detailed description of proposed project, which includes enough specifics so reviewers will be able to obtain a comprehensive understanding of the proposed project based upon the information that is presented. Scoring of proposal and award of funding may be affected by the thoroughness of the description presented. At a minimum include the following:

- Summary of proposed project.
- Programs and services to be offered.
- Project site address(es).
- Project goals.
- How requested funds will enhance this project; and
- Agency's proposed effect on affordable housing or services to the community.

### II. **PROJECT DESCRIPTION**

#### A.

1. Explain the need in the community and how the project addresses the need.
2. Include the number of projected clientele during the affordability period to be served in proposed project.
3. Provide number and location of units to be acquired/rehabilitated to be improved.
4. If the proposed project is addressing a special needs population, describe the population; how the project specifically accommodates this group; and any service gaps in the community and how project will address the gaps.
5. Explanation of the applicant's partnerships/collaborations with other area service providers, and how those partnerships/collaborations will impact this project.
6. Project timeline and milestones
7. Explanation of other available funding sources, fundraising activities, and match that will be utilized or are proposed to be used for the project. Maximization of resources by combining other funding sources is encouraged.
8. Explain if the agency has current site control necessary for the project or necessary steps (and timeline) to obtain site control. Drawings and/or work specifications showing a clear description of modifications anticipated to the project site, if available.

#### B. **Affordable Rental Housing Projects:**

1. Provide initial rent amounts and the method of calculation used to determine the rent amount; method for calculation of rental amounts on an annual basis after the initial rent determination; and procedure for rent increases. Include methodology and process for when client's income exceeds HOME income eligibility limits.
2. Describe process to maintain compliance of property standard requirements.
3. Describe plan to ensure that initial occupancy occurs within 18 months of project completion.

#### **Neighborhood Market Assessment (Rental)**

1. Provide a neighborhood market analysis justifying there is an adequate need for the proposed project. Include a description and map of neighborhood market area including the site address and defined geographical boundaries of the market area. The description of the market area must be detailed and specific and could include census tract information or other identifying features.
2. Detailed explanation of how the market area was determined and specific resources used to develop the market assessment.
3. Site location advantages and disadvantages.
4. Documentation of target population, waiting lists, counseling pipelines, recent sales/rent-

ups, or other documentation supporting interest in the proposed unit.

**C. Homeownership Projects**

1. Describe the process for determining the sales price in accordance with HOME requirements.
2. Describe the process to have a ratified sales contract with an eligible homebuyer within six (6) months of construction completion.

**Neighborhood Market Assessment**

1. Provide a neighborhood market analysis justifying there is an adequate need for the proposed project. Include a description and map of neighborhood market area including the site address and defined geographical boundaries of the market area. The description of the market area must be detailed and specific and could include census tract information or other identifying features.
2. Detailed explanation of how the market area was determined and specific resources used to develop the market assessment.
3. Site location advantages and disadvantages.
4. Documentation of target population, waiting lists, counseling pipelines, recent sales or other documentation supporting interest in the proposed units.

**III. AGENCY & ADMINISTRATIVE CAPACITY**

- A. Description of the applicant's mission and primary activities/services offered to the targeted population.
- B. Describe the programs and services offered by the agency.
- C. Rental Housing Projects: Summarize your organization's experience in affordable housing development, housing management and/or other areas relevant to the proposed project. Include in the summary a list of affordable housing projects developed by your organization, number of units, and year completed. Attach copies of the agency's Tenant Selection Policy and Lease Agreement.
- D. Describe the plan to manage the development process and on-going rental housing.
- E. Explain how the agency ensures nondiscrimination in the provision of services.
- F. List primary staff who will be administering the proposed project, including tenure of staff and previous program experience. Identify staff that will be completing HOME income certifications, quarterly reports, maintenance personnel and annual recertifications.
- G. Rental Housing Projects: Describe agency's Affirmative Fair Housing Marketing Plan. A copy of the agency plan will be required if funding is approved for projects including five or more units.

**IV. FISCAL CAPACITY**

- A. List and describe all funds to be used for this project that have been secured and/or are expected to be received. If other funding is anticipated, include time frame of when it is expected to be received.
- B. Describe accounting systems and internal fiscal controls (attach Audit/Financial Statements).
- C. Describe how client files are maintained and reported.
- D. Attach a detailed project budget for the proposed activity. (See attached format.) Each line-item amount must be a reasonable and necessary cost for the performance of the project.
- E. Attach an Operating Expense Pro Forma demonstrating applicant's ability to cover facility operating and maintenance expenses throughout applicable affordability period. (See attached format.)



<b>Rental Housing Assessment:</b>	
1. Total number of households in neighborhood market area (data source)	<input type="text"/>
2. Number of rental households in neighborhood market area (data source)	<input type="text"/>
<b>3. Percentage of total (Divide Line 2 by Line 1)</b>	<input type="text"/> %
4. Number of income eligible households in neighborhood market area (data source)	<input type="text"/>
5. Number of income eligible rental households (data source)	<input type="text"/>
6. Number of proposed units	<input type="text"/>
<b>Market Capture Rate for potential tenants (Divide Line 6 by Line 5)</b>	<input type="text"/> %

<b>Homeownership Assessment:</b>	
1. Number of households in neighborhood market area (data source)	<input type="text"/>
2. Number of homeowner households in neighborhood market area (data source)	<input type="text"/>
<b>3. Percentage of total (Divide Line 2 by Line 1)</b>	<input type="text"/> %
4. Number of income eligible households in neighborhood market area (data source)	<input type="text"/>
5. Number of income eligible homeowner households (data source)	<input type="text"/>
6. Number of proposed units	<input type="text"/>
<b>Market Capture Rate for potential homeowners (Divide Line 6 by Line 5)</b>	<input type="text"/> %

Optional Resources:

CPD Maps: <https://egis.hud.gov/cpdmaps/>

CPD Maps Desk Guide: <https://www.hudexchange.info/resource/2405/cpd-maps-desk-guide/>

## DEVELOPMENT BUDGET

Include all funding sources, the dollar amount for each source, and all uses of funds. Attach documentation of funding sources such as financial commitment letters including terms and conditions, and/or partnership agreements including cash contribution amount.

<b>Funding Source</b>	<b>Amount</b>	<b>Commitment Date</b>
<b>Total</b>		

	<b>Requested Amount of HOME Funds</b>	<b>Other Funds</b>	<b>Total Cost</b>
Acquisition Cost – The costs of acquiring the units			
Surveys/ Title work, Costs for surveys, title fees, recording fees			
Design Fees (architectural, engineering) Cost for professional services to prepare plans and documents			
Developer Fee			
Rehab - Building permits & costs to bring the units into HOME compliance			
Concrete/Masonry			
Plumbing			
HVAC			
Electrical			
Fire Alarm/Smoke Detectors			
Roofing			
Doors and Windows			
Carpentry			
Flooring			
Interior Paint			
Exterior Paint or Other Finish			
Soffit, Fascia, Gutters			
Lead Base Paint Removal			
Other (specify)			
<b>TOTAL</b>			

**PROPOSED PROJECT OPERATING EXPENSE PRO  
FORMA**

Investment of HOME Funds =	Under \$15,000					\$15,000 - \$40,000					Over \$40,000				
<b>LIST REVENUE SOURCES</b> <b>(add more lines if necessary)</b>	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
<b>Gross Annual Operating Income:</b>															
Rental Housing Only:															
Anticipated Vacancy Rate Percentage															
Vacancy Loss															
<b>Effective Gross Income:</b>															

<b>EXPENSES</b>	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Rent															
Property Management Fee															
Utilities															
Insurance															
Property Maintenance															
Repairs															
Property Taxes															
Personnel Costs															
Marketing/Advertising															
Accounting															
Legal															
Reserves															
Office Expenses															
Other Related Expenses (specify)															
Other (specify)															
<b>Total Annual Operating Expenses</b>															
<b>Net Annual Operating Income</b> <b>(Income - Expenses)</b>															

## HOME FUNDING PROGRAM SCHEDULE

DATE	ACTIVITY
May 11, 2023	<b>ADVERTISEMENT</b> in Florida Today – Availability of Funding/RFA Publish Date
May 11, 2023	Requests for Proposals published and applications available to public
May 17, 2023	Non-Mandatory Technical Assistance 11:00 am
June 12, 2023	Application/Proposal Deadline ( <b>Due no later than 12:00 PM</b> )
June 12, 2023 June 19, 2023	Staff reviews proposals for program eligibility
June 21, 2023	5 pm Last day for Appeals
June 21, 2023	Evaluation & Selection by Community Development Advisory Board (scheduled & recorded) – <b><i>All applicants are required to attend this meeting.</i></b>
June 22, 2023	Notification of recommendations to agencies
June 22 2023	Advertise Public Hearing ad
June 22, 2023	Council agenda submitted to City Clerk for recommendations on funding
July 06, 2023	6pm City Council meeting
July 07, 2023	Environmental Review (45 days) Packet to Brevard County for HOME approval (ER, Subsidy Layering, Market Analysis, Agreement)
August 01, 2023	Anticipated Executed Agreement

**NOTE:** *Dates are tentative and subject to change.*

**NOTE:** Meetings held at the Palm Bay City Hall, 120 Malabar Rd. SE, Palm Bay, FL 32917. ***Dates are tentative and subject to change.*** If there are any questions, please contact the Community & Economic Development Department, Siphikelelo Chinyanganya, Housing Administrator at (321) 952-3400, ext. 3408, between 8:00am-4:30pm, Monday through Friday.