

INTRODUCTION

Contra Costa County Department of Conservation and Development (County) is holding a competitive process, Request for Proposals (RFP), to allocate Neighborhood Stabilization Program (NSP3) funds. Through this competitive process, the County intends to select one or more organizations that have the ability to use the funds to help stabilize communities through the acquisition and redevelopment of foreclosed or vacant properties.

Based on the required criteria and data provided by HUD, the County has established priority areas of greatest need (Target Areas) for the use of NSP3 funds. These areas are found on the attached maps (Appendices A and B). All NSP3 assisted properties must be located within these Target Areas.

County NSP3 funding must be spent for acquisition and redevelopment of vacant or foreclosed residential properties. For the purpose of the NSP3 and this RFP, a project is defined as the acquisition and redevelopment of vacant or foreclosed residential properties within one or more of the priority target areas.

The County has been allocated **\$1,871,294** in NSP3 funds for all of Contra Costa County. The plan for distributing these funds is included in the Substantial Amendment, which was approved by the County Board of Supervisors on February 15, 2011. It can be accessed via the following link: http://www.ccreach.org/ccc_housing/nsp.cfm

*****COUNTY STAFF WILL HOLD A TECHNICAL ASSISTANCE MEETING ON MAY 18, 2011 from 10:00 AM to 12:00 PM AT 651 PINE STREET (ROOM 107 – BOARD CHAMBERS), MARTINEZ CA 94553. THE PURPOSE OF THIS MEETING IS TO PROVIDE PROSPECTIVE APPLICANTS WITH ASSISTANCE ON VARIOUS QUESTIONS THAT THEY MAY HAVE. THE TECHNICAL ASSISTANCE MEETING IS HIGHLY RECOMMENDED FOR ALL PROSPECTIVE APPLICANTS TO ATTEND. *****

I Summary and Background

In 2010, Congress appropriated a third round of neighborhood stabilization funds under Section 1497 of the Wall Street Reform and Consumer Protection Act of 2010 (Pub. L. 111-202, approved July 21, 2010) (Dodd-Frank Act). NSP3 provides targeted emergency assistance to state and local governments to acquire and redevelop vacant or foreclosed residential properties that might otherwise become sources of abandonment and blight within our communities.

The County has until March 8, 2013 to spend 50 percent of the funds, and until March 8, 2014 to expend all funds. Twenty-five percent (\$467,823.50) of the funds must be spent on projects that will be affordable to households with incomes that are less than 50 percent of the area median income (i.e. \$45,150 for a household of four).

Information about the NSP is located in the October 6, 2008 Federal Register and can be accessed via the following link:

<http://www.hud.gov/utilities.intercept.cfm?/offices/cpd/communitydevelopment/programs/neighborhoodspg/nspnotice.pdf>

In addition, two notices amending the NSP Program Criteria can be accessed via the following links:

Bridge Notice dated June 19, 2009-

http://www.hud.gov/offices/cpd/communitydevelopmentprograms/neighborhoodspg/pdf/nsp1_bridgenotice.pdf

New Definition of Abandoned and Foreclosed date April 9, 2010-

http://portal.hud.gov/portal/page/portal/HUD/press/press_releases_media_advisories/2010/HUD.No.10-066

II Request for Proposals

The Department of Conservation and Development – Economic and Redevelopment Division is sponsoring a Request for Proposals (RFP) to select a developer or developers who will acquire and redevelop vacant or foreclosed residential properties in one or more of the priority target areas. HUD requires NSP3 funds be targeted to the areas with a high need as determined by HUD and in a manner that will have the greatest impact to the neighborhood. Based on HUD's criteria, the target areas for the County are specific neighborhoods in Antioch, Bay Point, Concord, Pittsburg, North Richmond, Richmond, and San Pablo.

Although these seven general areas have been identified target areas, County staff has established a tiered activity/area approach in order to create the greatest impact possible with the amount of NSP3 funds available to the County. Developers may submit more than one proposal to address one or more tier. Proposals addressing the Tier 1 areas/activity will be evaluated first and are the highest priority. If there are no feasible Tier 1 proposals, County staff will evaluate Tier 2 proposals. If there are no feasible Tier 1 or Tier 2 proposals, then Tier 3 proposals will be evaluated. The three tier activities/areas are described below in the "Activity Description" section.

The County must be able to demonstrate to HUD that the organization receiving these funds is able to develop, rent or sale, and maintain (as applicable) a viable project or development. The organization must possess a full range of general real estate and housing development or rehabilitation knowledge, must have the ability to obtain bonding and adequate financing and insurance for the project and required permits and licenses and be able to coordinate and monitor construction activity. For homeownership projects, the organization must also possess the ability to participate in a systematic approach to providing pre and post purchase counseling with a HUD approved counseling agency.

The RFP describes the areas of expertise and the information from the responding developers to be considered for selection to provide the needed services. This RFP is competitive; therefore, successful proposals will thoroughly address and document the following criteria:

- Areas of Greatest Need: Target Areas within Tier 1, Tier 2, or Tier 3 (Please see Appendices A and B – *Tier 3 areas are any areas that are Tier 1 or Tier 2 areas*)

- Capacity of the applicant to administer the funds including relationships with lenders, insurance and bonding companies, appraisers knowledgeable in the Uniform Relocation Act, contractors, and other professionals as appropriate;
- The long-term viability of the proposed project;
- Readiness to proceed and ability to expend funds within the federally specified timeframe;
- Demonstrated qualifications and experience of staff and development team in administering similar programs/projects;
- Ability to leverage additional resources; and
- The comprehensive scope of the proposed projects (s).

Amount of Funding Available

An amount of \$1,684,165 in NSP funding is available to be distributed under this RFP with a minimum of \$467,824 for the purchase and rehabilitation of eligible properties that must be sold to households earning incomes 50% and below of the area median income (LH25).

No limits are imposed on the amount of funds which may be requested by any applicant.

Activity Description:

TIER 1: Multi-family foreclosure or vacant property acquisition, rehabilitation, or construction for low- to moderate-income households in Tier 1 designated areas

The activity to be funded under Tier 1 involves the acquisition and rehabilitation or redevelopment (new construction) of vacant or foreclosed upon residential properties for a multi-family rental project, in which the units will subsequently be rented at affordable rents (refer to affordability requirements section) to eligible low- and moderate income families/households for use as their primary residence. Project proposals may be either for new construction of a multi-family rental development on a vacant or abandoned site, or rehabilitation of an existing foreclosed multi-family rental development. Low and moderate income units will be required based on a proportional share of the NSP3 investment into the project. For example, if the NSP3 funds are 10 percent of the total project cost, at least 10 percent of the units must be compliant with NSP3 income and rent requirements. Once 25 percent of the County's NSP3 funds have been used to support low income households, additional NSP3 funds may be allocated to the same project to support additional units that will be affordable to moderate income households.

The Tier 1 activity must be in one of the designated Tier 1 priority areas (See Appendix A), which are:

- 1) Portion of the Monument Corridor in the City of Concord
- 2) Downtown area in the City of Pittsburg
- 3) South end of Tabora Road in the City of Antioch

If there are no feasible proposals under Tier 1, County staff will review and consider proposals addressing Tier 2. (See Appendix B).

TIER 2: Multi-family foreclosure or vacant property acquisition, rehabilitation, or construction for low- to moderate-income households in Tier 2 designated areas.

The activity to be funded under Tier 2 is exactly as in Tier 1 (acquisition and rehabilitation or redevelopment (new construction) of vacant or foreclosed upon residential properties for a multi-family rental project, in which the units will subsequently be rented at affordable rents to eligible low- and moderate-income families/households for use as their primary residence). Project proposals may be either for new construction of a multi-family rental development on a vacant or abandoned site, or rehabilitation of an existing foreclosed multi-family rental development. Low and moderate income units will be required based on a proportional share of the NSP3 investment into the project. For example, if the NSP3 funds are 10 percent of the total project cost, at least 10 percent of the units must be compliant with NSP3 income and rent requirements. Once 25 percent of the County's NSP3 funds have been used to support low income households, additional NSP3 funds may be allocated to the same project to support additional units that will be affordable to moderate income households.

However the activity must be in one of the designated Tier 2 priority areas, which are:

- 1) Bay Point
- 2) North Richmond (County and City)
- 3) City of San Pablo

If there are no feasible proposals under Tier 1 or Tier 2, County staff will review and consider proposals addressing Tier 3 (**Tier 3 areas are any areas in Tier 1 or Tier 2 areas.** See Appendices A and B).

TIER 3: Establish funding mechanisms for purchase and rehabilitation of foreclosed upon homes and residential properties. Purchase and rehabilitate homes and residential properties that have been abandoned or foreclosed upon, in order to sell such homes.

The activity to be funded under Tier 3 involves the purchase and rehabilitation of vacant, abandoned or foreclosed upon single-family residential properties in one of the Tier 1 or Tier 2 areas, which will subsequently be sold at affordable prices (refer to affordability requirements in the Program/RFP Requirements section) to eligible homebuyers for use as their primary residence. All housing units purchased must be used to provide permanent housing primarily through homeownership.

If the purchase ready buyers cannot be identified, the homes may be available for lease to purchase or rental.

PLEASE NOTE: Proposals must detail how the proposer intends to: provide the necessary required homebuyer education; outreach to qualified buyers; infrastructure for processing loans; and proposer's relationships and/or agreements with lenders for permanent mortgage financing that meets HUD criteria.

The homes will be sold for an amount equal to or less than the total amount of funds used to acquire and rehabilitate the home. Homebuyers will be required to sign a shared appreciation promissory note. If redevelopment housing set-aside funds are used to supplement NSP funds, the buyer will be required to enter into a 45 year resale restriction. This activity will target properties that can be purchased and rehabilitated for under \$300,000. All properties will be purchased at a minimum of less than one percent (1%) below current market value as determined by an independent appraisal. Appraisals shall be consistent with the appraisal requirements of the Uniform Acquisition and Relocation Act (URA).

PROGRAM/RFP REQUIREMENTS

1. Eligibility Criteria

a. Eligible Applicants:

- Applicants can be individuals, partnerships, corporations, developers, or community land trusts.
- Applicants must demonstrate credit worthiness, financial capacity, and relevant past experience to undertake acquisition, rehabilitation, leasing, and management of rental properties, and resale of homes. Prior experience in using NSP, Community Development Block Grant, or HOME Investment Partnerships Act funds for acquisition and or rehabilitation activities will be a plus. Applicants without the necessary experience must enter into a legally binding joint venture agreement with qualified organizations and these agreements must be reviewed and approved by the County prior to acceptance by the County.

Any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime, may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of any public building or public work, may not submit proposals on leases of real property to a public entity crime, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity as required by California Statutes.

b. Eligible Properties:

Foreclosed property is property at least 60 days delinquent on its mortgage and the owner has been notified; or the property owner is 90 days or more delinquent on tax payments; or under state or local law, foreclosure proceedings have been initiated or completed; or foreclosure proceedings have been completed and title has been transferred to an intermediary aggregator or servicer that is not an NSP grantee, subrecipient, developer, or end user. Properties undergoing the "Short Sale" process are also eligible.

Abandoned property is defined as homes where no mortgage or tax payments have been made by the property owner for at least 90 days or a code enforcement inspection has determined that the property is not habitable and the owner has taken no corrective actions within 90 days of notification of the deficiencies.

- Single-family and multi-family residential structures.

- Properties must be located in areas with a high concentration of foreclosure activity as determined by the Community Development Department's Housing and CDBG Division, as found on Appendices A and B. These target areas are ranked the highest in the County at risk of foreclosure.

Vacant property is property with unoccupied structures or vacant land that was once developed (exception for infill property)

c. Eligible uses of Funds:

- *Acquisition.* Acquisition and related transaction costs such as appraisals, survey, and title work are eligible NSP expenses under this program. Properties acquired under this program must be purchased at a discounted price below the current market value of the property, taking into account its current condition, of at least one (1%) discount as, determined by a County approved appraisal.
- *Construction.* New housing construction is allowed on eligible vacant land.
- *Developer Fees.* The County will allow developers to receive a reasonable developer fee per HUD regulations.
- *Rehabilitation.* Funds may be used for the cost of rehabilitating properties that comply with the State and local code requirements and all applicable property standards (see below) necessary to endure housing safety, quality and habitability.
- *Related Soft Cost.* Funds may be used for related documented soft costs such as permits and fees, architectural and engineering fees, appraisal fees, title and escrow fees, marketing and sales costs, etc.
- *Relocation Expenses.*

d. Ineligible Costs:

Funds may not be used to provide improvements or finishes above standard quality. Funds may not be used to cover the costs of boarding up properties, mowing lawns, or otherwise maintaining the property in a static condition.

e. Leverage:

Projects/proposals that can demonstrate the leveraging of other funds will receive additional consideration in the evaluation.

2. Property Standards

a. Local Codes

Upon completions, properties must meet all applicable building codes, housing and planning standards.

b. Rehabilitation Standards

The County guidelines for under the Neighborhood Preservation Program will apply to all assisted single family homes. Rehabilitation may include improvements to increase energy efficiency or conservation of such homes and properties or provide and renewable energy source or sources for such homes and properties.

For NSP3, HUD is requiring that all gut rehabilitation or new construction of residential buildings up to three stories must be designed to meet the standard

for Energy Star Qualified New Homes. All gut rehabilitation or new construction or mid- or high-rise multifamily housing shall be designed to meet the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) Standard 90.1-2004, Appendix G plus 20 percent (which is the Energy Star standard for multifamily buildings piloted by the Environmental Protection Agency and the Department of Energy). All work must be done under the supervision of a licensed general contractor in a good standing with Contractors State License Board (CSLB) and comply with all Building Code requirements.

c. Accessibility to Persons with Disabilities

Accessibility to persons with disabilities to the extent required under applicable provisions of Section 504 of the Housing Rehabilitation Act of 1973, including compliance with Federal Uniform Accessibility Standards. Information regarding Section 504 Information can be accessed via the following link: www.hud.gov/offices/fheo/disabilities/sect504.cfm

3. Affordability Requirements

a. Rental Properties

- Rental housing developers will be required to enter into a Regulatory Agreement with a term of not less than 30 years.
- Affordable rentals are calculated as follows:
 - i. For low income households, the product of one-twelfth of 30 percent times 50 percent of the area median income adjusted for family size appropriate for the unit, less an allowance for tenant paid utilities.
 - ii. For moderate income households whose gross incomes exceed the maximum income for low income households, the product of one-twelfth of 30 percent times 65 percent of the area median income adjusted for family size appropriate for the unit, less an allowance for tenant paid utilities.
 - iii. For middle income households, the product of one-twelfth of 30 percent times 110 percent of the area median income adjusted for family size appropriate for the unit, less an allowance for tenant paid utilities.

b. Ownership Properties

- Properties must be sold at or below the total cost of acquisition and rehabilitation, including a reasonable developer fee as determined by the County.
- Properties must be occupied by households as their principal residence.
- Properties must be sold to households with incomes at or below 120 percent of area median income, adjusted for household size, as determined by the U.S. Department of Housing and Urban Development.

4. Disbursement of Funds

For acquisition and rehabilitation, funds will be disbursed only for costs actually incurred and approved prior to acquisition, construction/rehabilitation. Payment for construction cost will be made on a progress payment basis, subject to approval of each draw request by the County. The County will retain ten percent (10%), or an amount approved by the County of the amount budgeted for construction as performance retention, to be released upon recordation of a Notice of Completion, release of all liens, and satisfactory compliance with any other County requirements, including County contracting programs.

Additionally, the County will retain \$10,000 of the developer fee to be paid upon receipt approval of a cost certification.

5. Quarterly Updates

Upon selection by the County and implementation of activities, the selected organization must provide written quarterly updates to County staff. Quarterly updates will allow County staff to anticipate upcoming approvals needed and to stay informed about efforts to move the project forward on schedule.

6. Program Income

All proceeds from the sale of the units will become program income and must either be returned to the County.

7. Mandatory Counseling (only for Tier 3)

All prospective homebuyers must attend a housing counseling session, lasting for at least eight (8) hours, conducted by a HUD certified and approved housing counseling agency. It will be the responsibility of the organization to direct perspective buyers to qualified housing counseling agencies. If you have identified such an agency and are currently working with them, please include that information in your proposal.

8. Other NSP Program Requirements

California Environmental Quality Act (CEQA)

Prior to recommendation or approval to purchase, projects must be assessed in accordance with the California Environmental Quality Act (CEQA).

State Historic Preservation Review (SHPO)

The project must be assessed in accordance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470f), and its implementing regulations, 36 CFR 800, "Protection of Historic Properties," and as authorized by the U.S. Department of Housing and Urban Development (HUD).

National Environmental Policy Act (NEPA)

The project must be assessed in accordance with the National Environmental Policy Act of 1960 (NEPA) prior to funding.

Choice-Limiting Actions Prohibited During NEPA Review

Applicants must refrain from undertaking activities that would have adverse environmental impacts or would otherwise limit the choice of reasonable alternatives between the time of application submittal and when the County has completed its environmental review process. Such activities include acquiring, rehabilitating, converting, leasing, repairing, or constructing property, any kind of site preparation, or committing or expending HUD or non Federal funds for program activities with respect to any project eligible under this RFP.

Procurement

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If applicant has entered into a purchase agreement or contract for any of the above activities prior to applying for this RFP, work may continue pursuant to that contract but will not be part of NSP contract. Amendments to the contract or new contracts may not be entered into. NSP funds may not be used to reimburse an applicant for any project costs incurred after the applicant has submitted the application for funding and before the completion of the County's environmental review process for NEPA except for activities that are excluded and not subject to federal environmental review requirements, and for certain relocations costs.

Davis-Bacon Act and Prevailing Wages

The project selected will be subject to federal labor standards and federal prevailing wages set by the Davis-Bacon Act. All construction, laborer, or mechanic classifications are required to be paid at least the minimum federal prevailing wages set by the applicable wage decision for the project.

Lead-Based Paint

Properties must comply with all applicable federal standards for abatement of Lead-Based paint hazards. Testing and abatement of lead-based paint in rehabilitation projects may be required. The use of lead-based paint on County funded projects is prohibited. Projects typically must follow the federal guidelines, which require notification to prospective residents of potential lead-based paint hazards, among other requirements.

Section 3 and Vicinity Hiring Requirements

NSP3 funds are federal funds provided by HUD and are subject to Section 3 of the U.S. Housing Act of 1968 and Vicinity Hiring Preference of the Dodd-Frank Wall Street Reform and Consumer Protection Act.

The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible and consistent with existing Federal, State and local laws and regulations, be directed to low and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

In addition to the Section 3 requirements, NSP3 funds include the requirement to prioritize vicinity hiring. Vicinity is defined as the neighborhood(s) identified by the County as being the areas of greatest need. The Vicinity Hiring preference acts in conjunction with the Section 3 requirements by having the vicinity of the selected NSP3 project as the top priority area for hiring Section 3 residents.

Relocation

If the relocating of residents or businesses is necessary, the project must comply with the Uniform Relocation Act. Developer must hire a consultant and not attempt to manage relocation in house.

Additional Federal Funding Requirements

Applicants will be required to comply with applicable federal statutes and laws, including, but not limited to:

- Equal Opportunity and related requirements in 24 CFR Section 982.53
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- Architectural Barriers Act of 1968
- Fair Housing Act of 1988

Insurance

During development, organizations must obtain comprehensive general liability insurance of at least \$1 million and \$2 million if construction activities are involved. General liability insurance shall cover property damages, personal injury, completed operations and contractual obligations. The County also requires property damage or builder's risk insurance in an amount equal to 100% of the replacement cost of the structure, with a lender's payable endorsement in favor of the County. Automobile insurance, professional liability, workers' compensation in the statutory amounts, and employer's liability coverage of at least \$1 million are also required.

Payment and Performance Bonds

General contractors will be required to provide payment and performance bonds equal to 100% of the construction contract amount.

Application Become Public Records

Applicants should understand that, under the California Public Records Act all documents that they submit in response to this RFP are considered public records and will be made available to the public upon request following the application deadline.

Right Not to Fund

The County reserves the right to suspend, amend or modify the provisions of this RFP, to reject all proposals, to negotiate modifications of proposals, or to award less than the full amount of funding available.

Expenditure of Funds

The County has until March 8, 2013 to spend 50 percent of the funds, and until March 8, 2014 to expend all funds. Twenty-five percent (\$467,823.50) of the funds must be spent on projects that will be affordable to households with incomes that are less than 50 percent of the area median income (i.e. \$45,150 for a household of four).

SELECTION CRITERIA

The selection criteria includes the following:

- Applicants' prior experience with projects similar to proposed project, including such details as acquisition of real property, construction management, rehabilitation, marketing, and management of affordable rental housing. Or if a ownership project, then sale of affordable housing to qualified purchasers.
- If proposal is serving specific target populations, the organization's experience serving that population.
- Ability to meet the NSP3 requirements to expend funds as described above.
- Ability to leverage additional financial resources.
- Ability to comply with all applicable federal regulations as described above.

PROPOSAL APPLICATION REQUIREMENTS

1. Proposal Cover Page
2. A narrative description of the project proposed by the Applicant which meets the Program requirements provided in the RFP. It should include the following:
 - Number of units
 - Tenure of units (e.g. rental or ownership)
 - Total per unit development cost
 - Total NSP3 request
 - Target area (see Appendices A and B)
3. A budget for the proposed program per unit (if scattered site single-family) and total project, including both sources and uses of funds and indicating the amount and source of any non-County funds. Describe assumptions used for all development costs. Rental projects need to include a 20 year operating cost pro forma. Please use the California Universal Application budget pages for multi-family projects. Single-family home projects see attached sample.
4. An implementation schedule of the proposed project showing major activities and milestones especially those ensuring that the NSP3 funds are expended as defined above.
5. Evidence of Experience

Acquisition/Rehabilitation: The development entity applying for funding must have experience successfully completing at least three housing development projects. The applicant must show evidence of at least one of the completed projects similar to the project for which funding is being sought.

Developers must submit the following information concerning the three most recently completed projects to show they meet or exceed minimum experience requirements.

- The type of project developed (number of units, funding sources, total development cost, new construction or rehabilitation ownership or rental).
- Location of project.
- Date of project start and completion.
- List of staff members involved in the development of the project.
- The income level of the households served.
- Name, title, and telephone number of staff member of local governing body most familiar with the project.
- Whether project was on time and budget (relative to schedule and budget at start of construction)

6. Evidence of Organizational Capacity

Developer Project Management: Experience with 3 similar projects is required.

- Submit resumes and job description of key staff
- Please show experience with at least 3 completed projects similar to the project proposed.
- Please show that the lead staff person to be assigned this project if awarded has completed one project from start to finish, which should be the same general type and complexity as the project being proposed.

7. Evidence of Project Team Capacity

Consultants and Other Team Members: Development team members must show experience with 3 similar projects.

- Provide a list of any other members of the project team, aside from the lead developer including professionals such as architect, construction manager, building inspector, etc.
- Provide resumes for key staff of the project team. If rental units are being developed, need to include detailed property management information.

General Contractor (if selected): Experience with 3 similar projects required. Designation of a general contractor is not required with the application.

Upon designation of a general contractor, the following information must be submitted as part of the RFP:

- Demonstrated experience with similar construction types, e.g. steel or wood frame, podium construction.
- Demonstrated experience with a project of similar complexity.
- Show experience with prevailing wage/Davis-Bacon requirements. Experience in this area is desirable. If contractor has been involved with a previous project financed by the County, previous performance will be considered.
- Show experience with local hiring programs. Experience in this area is desirable. If contractor has acted on a previous project partially financed by the County, previous performance will be considered.
- Demonstrate that the contractor has the financial capacity to take on the project.
- Show that the on-site construction supervisor has the experience required of the contractor. Provide contractor's license and insurance and standing with the CSLB.
- Information regarding any project for which the general contractor did not complete, liquidated damages were imposed, the bonding company was contacted, a claim or lawsuit was filed, or a notice of default was issued.

Joint Venture Agreement (if applicable): If the applicant is a Joint Venture, a Venture Agreement is required, clearly describing the roles and responsibilities of each partner, who is the lead partner, or if the responsibilities are approximately shared between the partners.

8. Proof of liability insurance and bonding

9. Certifications – see pages 16-18: Complete and submit the Certifications provided:

ALL APPLICATIONS MUST BE SIGNED BY THE ORGANIZATION'S: BOARD CHAIR, EXECUTIVE DIRECTOR, PRESIDENT OR OTHER DESIGNATED PERSON. **UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED.**

PAGE and BINDING SPECIFICATIONS

- Page Size – 8 ½ x 11; oversized or pullout pages must be folded to accommodate this size.
- Application must be typed and properly bound appropriate for the document's thickness. Unbounded applications will not be accepted.
- Original Document – Shall have original signatures and be clearly noted ORIGINAL on the cover.

PROPOSAL SUBMITTAL FORMAT

One (1) original and two (2) copies (for a total of 3), of each proposal shall be submitted in a sealed envelope, prominently marked on the outside with the words, “**NSP3 RFP attn. Kara Douglas**” with the firm's name and return address. Proposals submitted in express, overnight or courier envelopes, boxes or packages must be prominently marked and the contents sealed as required.

Proposals must be received no later than 4:00 p.m. on Thursday June 9, 2011. Proposals submitted by FAX or other electronic media will not be accepted under any circumstances.

Late proposals will not be accepted, and will be returned, unopened, to the applicant, at the applicant's expense.

**Please send applications to:
Kara Douglas, Affordable Housing Manager
Department of Conservation and Development
2530 Arnold Drive-Suite 190,
Martinez, CA. 94553**

Contra Costa County reserves the right to reject any and/or all proposals, reserves the right to waive any informalities or irregularities in the proposal or evaluation process, and reserves the right to award contract(s) in the best interest of Contra Costa County.

CERTIFICATIONS

Applicant hereby certifies:

1. Truth of Application

That the information submitted Loan Application and any supporting materials are true, accurate and complete to the best of its knowledge. Applicant acknowledges and understands that if facts and/or information herein are found to be misrepresented, it shall constitute grounds for the default of the loan for which application is being made.

2. No Conflicts of Interest

That, to the best of its knowledge, no "covered person" (as defined below) associated with the County has or will obtain a financial interest or benefit from this loan or the Project, or has or will obtain an interest in any contract, subcontract or agreement with respect to the loan, the Project or the proceeds thereunder, either for themselves or those with whom they have immediate family or business ties, during that covered person's tenure with the County or for one year thereafter. A "covered person" for purposes of this paragraph includes any employee, agent, consultant, officer, or elected or appointed official of the County who, with respect to activities assisted with HUD funds, (a) exercise or have exercised any functions or responsibilities, or (b) is in a position to participate in a decision making process, or (c) is in a position to gain inside information. No officer, employee, agent or consultant or Applicant affiliates may occupy a Project Unit.

Applicant warrants and represents, to the best of its present knowledge, that no public official of County who has been involved in the making of this loan, or who is a member of the County Board or commission which has been involved in the making of this loan, has or will receive direct indirect financial interest in this loan or the Project in violation of the rules contained in California Government Code Section 1090, et seq., pertaining to conflicts of interest in public contracting. Applicant shall exercise due diligence to ensure that no such official will receive such an interest. If Applicant, a general partner or Applicant, or an affiliate of Applicant or Applicant's general partner is a nonprofit corporation, Applicant warrants and represents, to the best of its present knowledge, that such public official of County who is an employee or a noncompensated director or officer of said nonprofit corporation has disqualified himself or herself from participating in County's decision to make this loan.

Applicant further warrants and represents, to the best of its present knowledge and expecting any written disclosures as to these matter already made by Applicant to the County, that (1) non public official of County who has participated in decision making concerning this loan or the Project or has used his or her official position to influence decision regarding this loan or Project, has an economic interest in Applicant or the Project, and (2) neither the Project nor the loan will have a direct or indirect financial effect on said official, the official's spouse or dependent children, or any of the official's economic interests. Applicant agrees to promptly disclose to County in writing any information it may receive concerning any such potential conflict of interest. Applicant's attention is directed to the conflict of interest rules applicable to governmental decisions making contained in the Political Reform Act (California Government Code Section 87100, et seq.) and its implementing regulations (California Code of Regulations Title 2, Section 18700, et seq.).

3. No use of Suspended/Disabarred Contractors

That Applicant its principal and its contractors:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by and Federal department or agency;
- (b) Have not within a three-year proceeding this Application been convicted of or had a civil judgment rendered against them for: commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; or violation of Federal or State antitrust statues or commissions of embezzlement, theft, forgery, bribery, falsification or destruction or records, making false statements, or receiving stolen property;
- (c) Are not presently indicated or otherwise criminally or civilly charged by governmental entity (Federal, State, local) with commission of any of these offenses enumerated in the subsection (b) above; and
- (d) Have not within a three-year period preceding this Application had one or more public transaction (Federal, State, or local) terminated for cause or default.

If Applicant is unable to certify as to any of the above statements, Applicant has attached a written explanation to this Agreement.

4. Choice-Limiting Actions During NEPA Review are Prohibited

That the applicant acknowledges that any choice limiting actions or actions that have environmental consequences as defined in the Program Descriptions and Requirement sections will not be undertaken during the period between application submittal and the completion of the County's environmental review process.

5. Applicant Will Abide by Program Rules

That if Applicant is successful in receiving funds as a result of this Application, it will abide by all applicable rules and regulations governing the program.

6. Applications are Public Record

That Applicant acknowledges that the information submitted as part of this application may be made available to the public pursuant to a request under the California Public Records Act.

Applicant Name (s):

Signature/Date:

**CONTRA COSTA COUNTY
 NEIGHBORHOOD STABILIZATION PROGRAM REQUEST FOR PROPOSAL
 SINGLE-FAMILY HOMES
 ACQUISITION /REHABILITATION BUDGET**

PROPOSED NO. OF UNITS 0

NATIONAL STABILIZATION PROGRAM	TOTAL	PER UNIT	INCLUDED
PROPOSED BUDGET	BUDGETED	BUDGETED	IN SALES
	AMOUNT	AMOUNT	PRICE
Acquisition	\$ -		Yes
Acquisition Closing and Related Costs	\$ -		Yes
Demolition	\$ -		Yes
Rehabilitation	\$ -		Yes
Boarding Up	\$ -		No
Lawn Mowing & Maintenance	\$ -		No
Sales Costs	\$ -		Yes
Activity Delivery Costs	\$ -		Yes
Closing Costs-Sale to End Buyer	\$ -		Yes
Housing Counseling	\$ -		No
Developer Fee, if applicable	\$ -		Yes
TOTAL COSTS	\$ -	\$ -	

***Rental projects should use budget section of California Universal Application**

Appendix A

Maps of Tier 1 and Tier 3 Priority Areas

Portion of the Monument Corridor in the City of Concord

Downtown Area in the City of Pittsburg

South end of Tabora Road in the City of Antioch

Concord – Monument (Appendix A)

HUD USER GIS Maps - Microsoft Internet Explorer provided by DCD CD DIVISION IT

http://www.huduser.org/NSP/NSP3.html

File Edit View Favorites Tools Help

HUD USER GIS Maps

Neighborhood Stabilization Program Grants

The Neighborhood Stabilization Program (NSP) provides grants to address the problems associated with homes that have been foreclosed upon and are creating economic problems for their communities.

Enter an Address, city or state Go

Select a State Select a County Go

Map Options: Clear | Reset

Click to view details

Project Name: Concord Monument

Block Group	Neighborhood Housing Units	Block Group Housing Units	Block Group Score	State Min	USPS MDA
060139844016000336101U2	657	860	16	17	940 221
060139844016000336102U1	513	746	16	17	758 203
060139844016000336200U2	224	324	16	17	326 138
060139844016000336200U4	20	282	16	17	283 109
060139844016000336200U5	685	685	16	17	689 256

Total Neighborhood Housing Units: 2109
 Neighborhood NSP3 Score: 17.52
 State Minimum Threshold NSP3 Score: 17

The summary NSP3 score for all projects drawn. Click on "View Projects", which will list all of the projects (target areas) that have data calculated. It shows the NSP3 score for each target area along with the total estimated housing units in that area. At the bottom of the list is a sum of all housing units in all target areas and the NSP3 score for all target areas drawn. Grantees are advised to know their state minimum and if the summary score is less than the state minimum the grantee should delete, add, or revise target areas. Note that if you delete or add, the tool only recalculates after you close the "View Projects" box and reopen it. HUD also advises grantees to think carefully about the size of their target areas in total. If those target areas have a very large number of total housing units relative to the dollars available, HUD will likely ask that the grantee reduce the number and/or size of their target areas.

Map Overview

Map Terrain

LOG OUT

Map data ©2011 Google - Terms of Use

Done

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Pittsburg – Los Medanos (Appendix A cont.)

HUD USER GIS Maps Microsoft Internet Explorer provided by DCD CD DIVISION IT

http://www.huduser.org/NSP/NSP3.html

File Edit View Favorites Tools Help

HUD USER GIS Maps

Neighborhood Stabilization Program Grants

The Neighborhood Stabilization Program (NSP) provides grants to address the problems associated with homes that have been foreclosed upon and are creating economic problems for their communities.

Enter an Address, city or state Go Select a State Select a County Go

Map Options: Clear | Reset

Click Model: Zoom | Info NSP Legend (%) — Tract Outline

[Click here for an Overview](#)

NSP3 Options

15 Current Zoom Level

Show Tracts Outline (Zoom 11+)

DRAW PRINT

VIEW DATA

VIEW PROJECTS

METHODOLOGY INSTRUCTIONS

The NSP3 mapping tool now provides a summary NSP3 score for all projects drawn. Click on "View Projects", which will list all of the projects (target areas) that have data calculated. It shows the NSP3 score for each target area along with the total estimated housing units in that area. At the bottom of the list is a sum of all housing units in all target areas and the NSP3 score for all target areas drawn. Grantees are advised to know their state minimum and if the summary score is less than the state minimum the grantee should delete, add, or revise target areas. Note that if you delete or add, the tool only recalculates after you close the "View Projects" box and reopen it. HUD also advises grantees to think carefully about the size of their target areas in total. If those target areas have a very large number of total housing units relative to the dollars available, HUD will likely ask that the grantee reduce the number and/or size of their target areas.

Pittsburg

NSP3

Project Name: Greater Pittsburg

Block Group	Neighborhood Housing Units	Block Group Housing Units	Block Group Score	State Min	USPS HMDA
060139000057456308000U2	111	251	17	17	260 205
060139000057456308000U3	133	257	17	17	256 210
060139000057456310000U2	142	281	19	17	383 271
060139000057456310000U3	251	670	19	17	842 625

Total Neighborhood Housing Units: 637
 Neighborhood NSP3 Score: 18.33
 State Minimum Threshold NSP3 Score: 17

Done

start

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Pittsburg – W 10th & Siena (Appendix A cont.)

Neighborhood Stabilization Program Grants

The Neighborhood Stabilization Program (NSP) provides grants to address the problems associated with homes that have been foreclosed upon and are creating economic problems for their communities.

Enter an Address, city or state: California Contra Costa

Map Options: Clear | Reset
Click Mode: Zoom | **NSP**

NSP Options

15 Current Zoom Level
 Show Tracts Outline (Zoom 15+)

NSP

Project Name: Pittsburg - W 10th

Stock Group	Neighborhood Housing Units	Block Group Housing Units	Block Group Score	State Min	USPS HWDA
0601390000574503090002	39	251	17	17	299 206
0601390000574503100003	294	670	19	17	882 625

Total Neighborhood Housing Units: 329
 Neighborhood NSP Score: 18.79
 State Minimum Threshold NSP Score: 17

METHODOLOGY **INSTRUCTIONS**

The NSP mapping tool now provides a summary NSP score for all projects drawn. Click on "View Projects", which will list all of the projects (target areas) that have data calculated. It shows the NSP score for each target area along with the total estimated housing units in that area. At the bottom of the list is a sum of all housing units in all target areas and the NSP score for all target areas drawn. Grantees are advised to know their state minimum and if the summary score is less than the state minimum the grantee should delete, add, or revise target areas. Note that if you delete or add, the tool only recalculates after you close the "View Projects" box and reopen it. HUD also advises grantees to think carefully about the size of their target areas in total. If those target areas have a very large number of total housing units relative to the dollars available, HUD will likely ask that the grantee reduce the number and/or size of their target areas.

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Antioch – Tabora (Appendix A cont.)

HUD USER GIS Maps - Microsoft Internet Explorer provided by DCD CD DIVISION IT

http://www.huduser.org/NSP/NSP3.html

File Edit View Favorites Tools Help

HUD USER GIS Maps

Neighborhood Stabilization Program Grants

The Neighborhood Stabilization Program (NSP) provides grants to address the problems associated with homes that have been foreclosed upon and are creating economic problems for their communities.

Select a County Go

LOG OUT

Enter an Address, city or state

Map Options: Clear | Reset

Click Model: Zoom | Info

NSP3

Project Name: Tabora

Block Group	Neighborhood Housing Units	Block Group Housing Units	Block Group Score	State Min	USPS HMDA
0601390800025238720504	239	711	17	17	714 378

Total Neighborhood Housing Units: 239
 Neighborhood NSP3 Score: 17.00
 State Minimum Threshold NSP3 Score: 17

NSP3 Options

15 Current Zoom Level

Show Tracts Outline (Zoom)

DRAW

The NSP3 mapping tool now provides a summary NSP3 score for all projects drawn. Click on "View Projects", which will list all of the projects (target areas) that have data calculated. It shows the NSP3 score for each target area along with the total estimated housing units in that area. At the bottom of the list is a sum of all housing units in all target areas and the NSP3 score for all target areas drawn. Grantees are advised to know their state minimum and if the summary score is less than the state minimum the grantee should delete, add, or revise target areas. Note that if you delete or add, the tool only recalculates after you close the "View Projects" box and reopen it. HUD also advises grantees to think carefully about the size of their target areas in total. If those target areas have a very large number of total housing units relative to the dollars available, HUD will likely ask that the grantee reduce the number and/or size of their target areas.

Map data ©2010 Google - Terms of Use

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Appendix B

Maps of Tier 2 and Tier 3 Priority Areas

Bay Point (Bella Monte Area)

Bay Point (Shore Acres Area)

North Richmond (City and County)

San Pablo (Old Town Area)

Bay Point - Bella Monte (Appendix B)

HUD USER GIS Maps - Microsoft Internet Explorer provided by DCD CD DIVISION IT

http://www.huduser.org/NSP/NSP3.html

File Edit View Favorites Tools Help

HUD USER GIS Maps

Neighborhood Stabilization Program Grants

The Neighborhood Stabilization Program (NSP) provides grants to address the problems associated with homes that have been foreclosed upon and are creating economic problems for their communities.

Enter an Address, city or state Go

Select a State Select a County Go

Map Options | Clear | Reset

Click Here: Zoom | Info

NSP3 Legend (%)

NSP3 Options

14 Current Zoom Level

Show Tracts Outside (Zoom 11+)

The NSP3 mapping tool now provides a summary NSP3 score for all projects drawn. Click on "View Projects", which will list all of the projects (target areas) that have data calculated. It shows the NSP3 score for each target area along with the total estimated housing units in that area. At the bottom of the list is a sum of all housing units in all target areas and the NSP3 score for all target areas drawn. Grantees are advised to know their state minimum and if the summary score is less than the state minimum the grantee should delete, add, or revise target areas. Note that if you delete or add, the tool only recalculates after you close the "View Projects" box and reopen it. HUD also advises grantees to think carefully about the size of their target areas in total. If those target areas have a very large number of total housing units relative to the dollars available, HUD will likely ask that the grantee reduce the number and/or size of their target areas.

Project Name: Bay Point - Bella Monte

Block Group	Neighborhood Housing Units	Block Group Housing Units	Block Group Score	State Min	USPS	HHDA
00013000000441031410411	447	542	18	17	592	318
00013000000441031410412	841	841	18	17	210	481
00013000000441031410413	534	1190	18	17	1200	833

Total Neighborhood Housing Units: 1792
 Neighborhood NSP3 Score: 18.88
 State Minimum Threshold NSP3 Score: 17

Map Terrain

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Bay Point – Shore Acres (Appendix B cont.)

HUD USER GIS Maps Microsoft Internet Explorer, provided by DCD CD DIVISION IT

http://www.huduser.org/NSP/NSP3.html

File Edit View Favorites Tools Help

HUD USER GIS Maps

Neighborhood Stabilization Program Grants

The Neighborhood Stabilization Program (NSP) provides grants to address the problems associated with homes that have been foreclosed upon and are creating economic problems for their communities.

Enter an Address, city or state Go

Map Options | Clear | Reset

Click Mode: Zoom | Info NSP3 Legend

NSP3 Options

14 Current Zoom Level

Show Target Outline (Zoom 11+)

DRAW PROJECTS

VIEW DATA

VIEW PROJECTS

METHODOLOGY INSTRUCTIONS

The NSP3 mapping tool now provides a summary NSP3 score for all projects drawn. Click on "View Projects", which will list all of the projects (target areas) that have data calculated. It shows the NSP3 score for each target area along with the total estimated housing units in that area. At the bottom of the list is a sum of all housing units in all target areas and the NSP3 score for all target areas drawn. Grantees are advised to know their state minimum and if the summary score is less than the state minimum the grantee should delete, add, or revise target areas. Note that if you delete or add, the tool only recalculates after you close the "View Projects" box and reopen it. HUD also advises grantees to think carefully about the size of their target areas in total. If those target areas have a very large number of total housing units relative to the dollars available, HUD will likely ask that the grantee reduce the number and/or size of their target areas.

Project Name : Bay Point - Shore Acres

Block Group	Neighborhood Housing Units	Block Group Housing Units	Block Group Score	State Min	DSPS RMDA
060138688804415314288U1	540	540	18	17	544 372
060138688804415214288U2	524	524	18	17	528 361

Total Neighborhood Housing Units: 1064
 Neighborhood NSP3 Score: 16.80
 State Minimum Threshold NSP3 Score: 17

Map Terrain

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North Richmond – City and County (Appendix B cont.)

Neighborhood Stabilization Program Grants

The Neighborhood Stabilization Program (NSP) provides grants to address the problems associated with homes that have been foreclosed upon and are creating economic problems for their communities.

Enter an Address, city or state Go Go

Map Options | Clear | Reset LOG OUT

Click Here: Zoom | Info NSP3 Legend (N) Tract Outline

NSP3 Options

15 Current Zoom Level
 Show Tract Outline (Zoom 11+)

The NSP3 mapping tool now provides a summary NSP3 score for all projects drawn. Click on "View Projects", which will list all of the projects (target areas) that have data calculated. It shows the NSP3 score for each target area along with the total estimated housing units in that area. At the bottom of the list is a sum of all housing units in all target areas and the NSP3 score for all target areas drawn. Grantees are advised to know their state minimum and if the summary score is less than the state minimum the grantee should delete, add, or revise target areas. Note that if you delete or add, the tool only recalculates after you close the "View Projects" box and reopen it. HUD also advises grantees to think carefully about the size of their target areas in total. If those target areas have a very large number of total housing units relative to the dollars available, HUD will likely ask the grantee reduce the number and/or size of their target areas.

Block Group	Neighborhood Housing Units	Block Group Housing Units	Block Group Score	State Min	USPS IRMDA
0601300620000230500002	1	1	19	17	1
0601300620000230500003	43	136	19	17	150
0601300620000230500004	290	290	19	17	343
0601300620000230500005	32	354	11	17	355
0601300620000230500006	326	520	19	17	593
0601300620000230500007	189	129	19	17	148
0601300620000230500008	248	269	19	17	300

Total Neighborhood Housing Units: 1540
 Neighborhood NSP3 Score: 18.75
 State Minimum Threshold NSP3 Score: 17

San Pablo – Old Town (Appendix B cont.)

Neighborhood Stabilization Program Grants

The Neighborhood Stabilization Program (NSP) provides grants to address the problems associated with homes that have been foreclosed upon and are creating economic problems for their communities.

Enter an Address, city or state Go Select a State Select a County Go

Map Options | Clear | Reset

Click, Hold: Zoom | Info NSP Legend (N) Tract Outline **LOG OUT**

[Click here for an Overview](#)

NSP Options

15 Current Zoom Level

Show Tract Outline (Zoom 11+)

The NSP mapping tool now provides a summary NSP score for all projects drawn. Click on "View Projects", which will list all of the projects (target areas) that have data calculated. It shows the NSP score for each target area along with the total estimated housing units in that area. At the bottom of the list is a sum of all housing units in all target areas and the NSP score for all target areas drawn. Grantees are advised to know their state minimum and if the summary score is less than the state minimum the grantee should delete, add, or revise target areas. Note that if you delete or add, the tool only recalculates after you close the "View Projects" box and reopen it. HUD also advises grantees to think carefully about the size of their target areas in total. If those target areas have a very large number of total housing units relative to the dollars available, HUD will likely ask that the grantee reduce the number and/or size of their target areas.

NSP Data Table:

Block Group	Neighborhood Housing Units	Block Group Housing Units	Block Group Score	State Min	USPS IRDA
06013036288254300000U1	358	506	15	17	527 257
06013036288254300000U2	462	494	18	17	514 298
06013036288254300000U3	279	326	18	17	339 191
06013036288254300000U5	342	348	18	17	380 283
06013036288254300000U6	249	254	18	17	264 149

Summary:

- Total Neighborhood Housing Units: 1724
- Neighborhood NSP Score: 68.88
- State Minimum Threshold NSP Score: 17