

City of Burlington
2020/2021 HOME/CDBG PROGRAM ELIGIBLE HOUSING DEVELOPMENT
Request For Proposals

The City of Burlington requests proposals from for-profit and nonprofit entities for HOME program eligible development activities. Proposals will be accepted for HOME eligible activities including the development of new affordable units (rental or homeowner occupied), rehabilitation of existing housing units, conversion of non-residential buildings to housing use or any combination thereof. Available funding includes approximately **\$1 million** from the Federal HOME Program, and/or including CDBG funding for infrastructure, which may be awarded to multiple projects.

There are two funding opportunities contained in this request for proposals.

1. Funding has been set aside for Affordable Single Family Development including local nonprofit affordable housing providers.
2. HOME funding is available for multi-family rental rehabilitation and/or multi-family new construction in Burlington and Alamance County. This funding can be used in conjunction with a tax credit award, combined with a USDA or Federal Home Loan bank funding.

These figures are estimates only. The total available by type of project may be adjusted depending on eligible applications.

Note: Use of HOME funds triggers a 25% match obligation. Projects must incorporate another source of eligible non-federal match funds in an amount greater than Burlington's match obligation for the project and keep record of those funds. Depending on quality of applications alternative match amounts may be considered. Match – permanent investment in affordable housing. I.e. Federal Home Loan Bank grants; in-kind contributions. Does not include loans.

All projects receiving federal HOME program funds must meet all applicable federal regulations. For further information on federal HOME program regulations and eligibility requirements consult the U.S. Department of Housing and Urban Development's HOME Program website at:

https://www.hud.gov/program_offices/comm_planning/affordablehousing/programs/home/

Project developers should familiarize themselves with the HOME program requirements prior to proposal submission.

Eligibility: All proposed projects must be located within Burlington and Alamance County. Applicants can be a for-profit or nonprofit organization or developer. For rental development projects, the applicant must also be the owner of the project.

Submittal Instructions:

Option #1:

Proposals shall be delivered unbound in an 8 1/2" x 11" format. Please use a labeled paper exhibit separator, as the submittals must be scanned and copied for the review team.

Deliver to City of Burlington Planning & Community Development, P.O. Box 1358, Burlington, North Carolina, 27216. Proposals should be placed in a manila envelope with the words "**2020/21 Burlington HOME/CDBG Eligible Housing Development Proposal Application**" written on the outside of the envelope. The City of Burlington will not consider proposals that are mailed and do not arrive prior to the proposal deadline. **Proposals must be received by the City of Burlington Planning & Community Development staff by 5:00pm on Thursday, January 7th, 2021. (No exceptions)**

Option #2:

Proposals shall be submitted through the participant's Neighborly Software user account.

<https://portal.neighborlysoftware.com/burlington/participant>

Proposals must be submitted through the Neighborly Software platform by 11:59 PM Thursday, January 7th, 2021. Link to apply will expire at this time.

Evaluation Process: Contained in the Application package is a description of the Project Selection Criteria and Point Allocation System to be used in evaluating proposals. Each proposal will be evaluated against these criteria and assigned a point value. The project scoring is a tool for evaluation, but is not the sole criterion for a decision. The City of Burlington City Council will make a final funding decision.

Decision Process: The consideration of funding proposals is anticipated to be at a Council meeting in January 2021.

Further Information: For further information about this application process, please contact Ashley Pendley or Rebecca Ashby at 336.904.0300.