

ARKANSAS DEVELOPMENT FINANCE AUTHORITY (ADFA)

NOFA 2016-2017 (NOTICE OF FUNDS AVAILABLE)

REQUEST FOR PROPOSALS (“RFP”)

FOR National Housing Trust Fund Annual Allotment to be Administered by ADFA

General Information: The National Housing Trust Fund (“NHTF”) annual allocation to ADFA, (“**Grantee**”) by the NHTF, for production of affordable rental housing in Arkansas specifically for Veterans who meet the HUD Income Guidelines for Extremely-Low-Income (ELI). The services provided by your organization (“**Eligible Recipient**”), will be in accordance with all applicable program regulations and policies under the direction of ADFA and NHTF. It is the intent of ADFA to select applicants who will advise and consult with ADFA staff and carry out services listed in “**Scope of Services and Requirements**”.

Eligible Applicants: Eligible applicants consist of the Development Team who will construct new rental housing (single family homes, duplexes, assisted living units or multi-family units) for Veterans, in conjunction with a Non-Profit which specializes in support services for Veterans. “Development Team” means the applicant, consultant, contractor, architect, accountant, property manager, and attorney. The Veterans must meet HUD Income Guidelines for Extremely-Low-Income (ELI). Title 38 of the Code of Federal Regulations defines a veteran as “a person who served full time (active-duty service) in the military, naval, or air service and who was discharged or released under conditions other than dishonorable.” Per 24 CFR 93.250(a), in any fiscal year in which the total amount available for allocation of HTF funds is less than \$1 billion (such as in 2016 and 2017), ADFA must use 100% of its HTF grant for the benefit of extremely low-income families (ELI) or families with incomes at or below the poverty line (whichever is greater).

In accordance with the requirements of §93.2, eligible recipients are defined as follows: an organization, agency, or other entity (including a public housing agency, or a for-profit entity or a nonprofit entity) that receives NHTF assistance from a grantee as an owner or developer to carry out an NHTF-assisted project. A recipient must make acceptable assurances to the grantee that it will comply with the requirements of the NHTF program during the entire period that begins upon selection of the recipient to receive NHTF funds, and ending upon the conclusion of all NHTF-funded activities. A recipient must demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity; and demonstrate its familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with NHTF funds to ensure compliance with all applicable requirements and regulations of such programs. The recipients must have demonstrated experience and capacity to conduct an eligible NHTF activity as evidenced by its ability to design, construct, own, manage, operate, and market affordable multi-family rental housing. ADFA will measure these requirements per methods listed in the Scoring Matrix and per documents submitted with the application found at: <https://adfa.arkansas.gov/files/>



No NHTF application will be processed for any applicant or related entity which is not in good standing with ADFA and any other State housing finance authority, The Arkansas Economic Development Commission (“AEDC”), HUD, VA and USDA Rural Development. An applicant can be denied consideration for NHTF funds under Arkansas’s NHTF Program if the applicant or its related parties have a history of payment delinquencies, bankruptcy, foreclosure or activities determined to be unsound or unlawful.

ADFA will distribute NHTF funds by directly selecting applications submitted from eligible applicants and will not use sub-grantees.

Eligible Beneficiaries: ELI Veterans, and ELI Veterans and their families, with **preference** in the scoring matrix given to ELI Veterans who are **not only Vets, but are one or more of the following: homeless (or at risk of becoming homeless), those with special needs, individuals leaving correctional institutions, and those with mental health issues.**

Eligible Activities: New Construction of rental housing for eligible applicants. This RFP does not cover rehabilitation of existing projects. The maximum cost-per-unit is limited to:

Maximum Cost Per-Unit and Minimum Area Requirements

Property Type	#Bedrooms	#Baths	Min. Bedroom Net Area	MAX Cost Per- Unit
Rental Unit	3-4	2	120 sq. ft.	\$151,000
Rental Unit	1-2	1-2	120 sq. ft.	\$120,000
SFD	3-4	2	120 sq. ft.	\$162,000
SFD	2	1-2	120 sq. ft.	\$140,000
Assisted Living	1	1	120 sq. ft.	\$179,000

Per Unit Costs: calculated by dividing the total development costs by the total number of units. Unit areas do not include outside storage, covered porches, patios, balconies, etc.

Contents of Application Checklist:

The proposal should be labeled “Proposal to Serve as Development Team using NHTF Resources.” The submission must contain sufficient information to enable the ADFA Housing Staff to evaluate and underwrite the proposal. It should be prepared in a clear and concise manner and should address each of the following application checklist items.

- A. **ADFA Housing Application:** The following applications and documents may be found at the Forms tab <https://adfa.arkansas.gov/files/> Low Income Housing Tax Credit and LIHTC Documents



B. Additional Attachments Required:

1. **Explanation of Treatment of Program Income, if applicable.**
 2. **References** – Attach references with particular attention to affordable housing projects you have successfully completed similar to the affordable housing projects proposed in your response to this NOFA.
 3. **Administrative Costs/ Development Fee Proposal** – The administrative cost / development fee section of the proposal is an important component of the evaluation process. State the basic assumptions on which the figures are based and any factors that would affect the proposal. Administrative costs / development fees lower than the ten percent (10%) cap will be evaluated more favorably than those fees which are at the ten percent (10%) cap.
 4. **Ethics Certification** – In accordance with the State of Arkansas Procurement Law and Rule Subchapter 7 on Ethics 19-11-703(c), it is essential that those doing business with the state also observe the ethical standards prescribed in this subchapter. The ethical standards deal with Arkansas conflicts of interest and the persons or organizations which may participate in NHTF programs with NHTF resources. An Ethics Certification, executed by the NOFA applicant, the contractor, subcontractor, consultant or a duly authorized representative thereof, must accompany any written proposal submitted in response to this NOFA. The full version of the ethical standards, may be found at: <http://staging-dfa-site.ark.org/images/uploads/procurementOffice/forum201411.pdf>
 5. **Description of Eligible Activities** – Narrative description of eligible activities to be conducted with NHTF funds as required in §93.200 (Eligible Activities)
- C. **Acceptance** – Submission of proposals, in response to this NOFA, constitute acceptance of all conditions, ADFA and NHTF requirements, and limitations described in this document.

When & Where Applications are to be Submitted: Written proposals responding to the questions and requests for information in the manner specified in this Request for Proposal (“RFP”) should be submitted to the following: nofa@adfa.arkansas.gov

To be considered, one (1) copy of the proposal should be delivered to ADFA not later than October 15, 2018 by 11:59:59 p.m. CST, via email only. Late proposals will not be accepted. Grantee reserves the right to reject any or all proposals. It is the responsibility of the proposer to inquire about and clarify any aspect of this NOFA. Questions should be directed to Virginia Wright, (Virginia.Wright@adfa.arkansas.gov), Manager for ADFA’s NHTF at 501-682-5923. Substantive questions and answers will be documented in letter form and will be sent by electronic mail to all the proposers who provide us with an email address. IN ORDER TO BE ON THE DISTRIBUTION LIST FOR INTERNET TRANSMISSION OF ALL RESPONSES TO INQUIRIES, YOU MUST **IMMEDIATELY** ADVISE VIRGINIA WRIGHT AT THE EMAIL ADDRESS STATED ABOVE, OF THE INTERNET EMAIL ADDRESS TO WHICH YOU WANT ALL SUCH TRANSMISSIONS SENT.



Any information or materials submitted as a response to this NOFA shall become the property of ADFA and will not be returned. All submitted materials will be available for public review.

Response to Request for Proposal: Applicants wishing to respond to this NOFA may contact Larry Tate, ADFA Housing Manager or Virginia Wright, ADFA NHTF Manager. ONCE THE APPLICATION REVIEW PROCESS HAS BEGUN, NO CONTACT WITH ADFA BOARD MEMBERS OR ADFA STAFF MEMBERS CONCERNING THE NOFA IS ALLOWED. ANY SUCH CONTACT WILL BE GROUNDS FOR IMMEDIATE REJECTION OF AN APPLICANT’S PROPOSAL, EXCEPT THAT ADFA STAFF MAY CONTACT THE APPLICANT WITH QUESTIONS REGARDING THE SUBMITTED PROPOSAL.

Criteria by Which Applications will be Evaluated: ADFA Staff and Management will generally use the ADFA National Housing Trust Fund Scoring Matrix (see in Appendix “E”) to rank all acceptable proposals and to develop recommendations to be presented to the ADFA Staff Housing Review Committee, the Board Housing Review Committee, and the ADFA Board of Directors. ADFA reserves the right to evaluate the ranking of proposals based on factors beyond the listed criteria.

Who Will Review Applications: Staff and Management of ADFA will conduct a review of the application and assess a score based upon the ADFA NHTF Scoring Matrix.

Selection Process: Proposals will be evaluated based on responses to specifics outlined in the section named “**Contents of Application Checklist**” in this NOFA. Proposals which omit any of these items may be rejected as non-responsive. The ADFA Housing staff will make its recommendation(s) to the ADFA Staff Housing Review Committee, the Board Housing Review Committee, and the ADFA Board of Directors. The final selection will be made by a vote of the ADFA Board members at a regularly scheduled meeting.

ADFA may, at any time, prior to the selection of an applicant, reject any and all proposals and **cancel** this RFP, without liability therefore, upon finding that there is good cause for rejecting all proposals and that it would be in its interest to cancel the solicitation. Further, regardless of the number and quality of proposals submitted, ADFA shall under no circumstances be responsible for any applicant costs and expenses incurred in submitting a response to this NOFA. Each applicant who submits a response does so at the applicant’s cost, risk, and expense. ADFA accepts no responsibility for the return of successful or unsuccessful proposals. This NOFA in no way obligates ADFA to select an applicant.

Any organization selected will be required to complete a conflict of interest disclosure form in compliance with Governor’s Executive Order 98-04.

Date of Grant Awards:

NOFA Issued and Published in the Arkansas Democrat Gazette on 3 /30/18-4/1/18 and on ADFA’s Website

Proposals Due 11:59:59 PM, October 15, 2018, via email

- 7/16/18-10/15/18 Oral Interviews, if needed
- 10/20/16 ADFA Board Approval
- 5/21/18 Submission to Legislative Committee for Contract Review Action

Scope of Services and Requirements: ADFA is seeking qualified applicants to serve as Development Teams of affordable housing rental units/projects. The qualified organization(s) will have extensive experience providing the required services specifically for affordable rental housing units/projects. These services include, but are not limited to, the following (all of the following services **must** be addressed in your response to be considered):

- A. Prepare and submit a complete ADFA application. For sections not applicable to your housing proposal, please mark as “not applicable” or “NA”.
- B. Provide firm financial commitments of all other sources of funding to be used for the project.
- C. Provide evidence of site control regarding land for new construction.
- D. Submit a market study of the selected geographic market area, evidencing the need for the affordable housing units proposed. The market study must be performed by an ADFA-approved market study provider, and the market study must conform to all ADFA-adopted market study guidelines.
- E. Provide a letter of support from the chief elected official or a majority of the members of the elected governing body of the jurisdiction where the affordable housing is to be located.
- F. Submit proof of all Development Team members’ relevant experience and qualifications, along with contractors’, and subcontractors’ qualifications and appropriate, active licenses in good standing.
- G. Establish and include a timeline for completion of all activities to be accomplished.
- H. Satisfactorily complete all required environmental review processes.
- I. Include an explanation of any projected program income in the project pro forma and/or project budget and explain when and how any program income will be repaid to the AHTF for reallocation to eligible projects.
- J. Submit proof of all Development Team members having attended Fair Housing training provided by the Arkansas Fair Housing Commission.
- K. Ensure per unit cost caps are within those established by ADFA for the type of affordable housing proposed.
- L. Ensure plans include the same affordability requirements as specified by the HOME Investment Partnerships Program for the type of affordable housing proposed.
- M. Satisfactorily execute an ADFA agreement, which will serve as the commitment of NHTF funds,



an ADFA agreement for any other ADFA funds included in the budget, closing documents, and a mortgage and note in favor of ADFA, (going to be a grant) if applicable, for all ADFA funds allocated to the project as a loan.

- N. Participate, along with all Development Team members, in a pre-implementation meeting and any other called project meetings, as necessary.
- O. Commence work only after receipt of a written Notice to Proceed issued by ADFA.
- P. Ensure project rents, if applicable, are affordable to persons at ELI limits of thirty percent (30%) of HUD area median income, adjusted for family size.
- Q. Provide periodic reports, as required by ADFA.
- R. Participate in periodic compliance monitoring processes, performed by ADFA staff, to ensure initial and ongoing project compliance.
- S. Maintain a cooperative working relationship with ADFA staff and inspectors.
- T. Submit a completed ADFA Form Attachment "A" – Criminal Background & Disclosure Form for each Development Team member.

ATTACHMENTS:

ADFA NOFA - ("RFP")

ADFA's Scoring Matrix for NHTF Allotment

ADFA Multi-Family Housing Minimum Design Standards ("MDS")

ADFA Multi-Family Housing Minimum Design Standards ("MDS") Check Sheet

ADFA Maximum Cost Per-Unit and Minimum Square Footage Requirements