



CITY OF LYNWOOD

REQUEST FOR QUALIFICATIONS

HOME CHDO PROGRAM

May 11, 2017

HOME CHDO Program Request for Qualifications

The City of Lynwood (City) is seeking to allocate HOME Investment Partnerships Act to established Community Housing Development Organizations (CHDOs). CHDO's interested in working with the City of Lynwood are invited to submit their qualifications.

Qualified CHDO's will be chosen to work with the City to acquire and rehabilitate or develop dwelling units for low- and very low-income families. **Predevelopment loans and rental assistance are not eligible affordable activities under this RFQ.** Housing units assisted under the HOME CHDO Program shall comply with the applicable federal, State and local codes and ordinances, the rules and regulations for affordable rental housing set forth at 24 CFR 92.252 and all other applicable federal requirements.

The amount of financial assistance allocated to eligible projects under this RFQ will be limited to the availability of HOME CHDO funds. The City must commit approx. \$47,444 of CHDO funds by July 31, 2017, therefore CHDO's must be able to demonstrate the ability to move forward in a timely manner.

The Submission Deadline is June 1, 2017 at 5:00 p.m. Please direct all questions on this RFQ to Andre Dupret at adupret@lynwood.ca.us.

Eligible applicants must be a Community Housing Development Organization (CHDO) or must be eligible for certification as a CHDO under the rules and regulations of the HOME Program and have a past record of operating as a CHDO. A CHDO is a nonprofit 501(c)(3) or 501(c)(4) corporation organized under the laws of the State of California that has the staff and capacity to develop affordable homeownership and rental housing. Applicants will be required to provide evidence of incorporation or organization, certificate of existence, contractor's license, business registration certificate, certificate of workers' compensation, and employer's liability insurance.

If a CHDO is interested in working with the City of Lynwood and has a potential project identified, the City will strongly consider these proposals. Eligible projects and activities include: the acquisition and rehabilitation of existing single-family dwelling units; the acquisition of building lots and the construction of new single-family dwelling units; the acquisition and rehab of existing rental housing units to provide permanent housing; and the new construction of housing to provide permanent housing that meets the needs of low-income persons and households.

Ineligible Projects/Activities: Predevelopment loans, homebuyer down-payment assistance programs and tenant- based rental assistance (TBRA) are ***not eligible*** activities under this RFQ.

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QUALIFICATIONS SUBMISSION PROCESS

1. Applicants must submit one (1) original and two (2) copies of the CHDO's Qualifications and required attachments for review and consideration by the City no later than June 1, 2017 at 5:00 P.M.
2. Qualifications will be reviewed within thirty (30) days of receipt by the City. Qualifications must include sufficient information to allow for a comprehensive review and analysis of the qualifications of the CHDO and any proposed project if applicable. The proposal must be typed and/or electronically prepared and printed on the prescribed form or follow the format referenced below.
3. Completed applications and project proposals should be mailed or delivered to:

Andre Dupret, Interim Development, Compliance
& Enforcement Services Director
City Clerk's Office
11330 Bullis Road
Lynwood, CA 90262

We look forward to reviewing your qualifications.

If a potential project is known, please complete Section 1. If not applicable proceed to Section 2.

Section 1.

Project Name _____

Project Address(es): _____ Zip Code: _____

Project Type: Acquisition & Rehabilitation Rehabilitation Only
(check all that apply) Preserve Existing Affordable Units New Affordable Units

of Units: _____ Amount of CHDO Funds Requested: _____

Terms: _____

Role of CHDO in Project (check all that apply): Owner Developer Sponsor

Section 2

1. CHDO Information

(If CHDO is not acting as the developer, please provide all the information below for the developer as well as for the CHDO. If the developer involves multiple entities, is a partnership, or joint venture, please provide duplicative information for each and identify the entity that will serve as the “lead” organization.)

Organization Name

Street Address

City State, Zip Telephone

Contact Person Contact’s Telephone

Federal Tax ID Number DUNS Number

The applicant/developer shall include a certification in their submittal indicating that the information and exhibits comprising this proposal are true and correct.

2. Board Authorization

The selected CHDO will be required to submit a copy of the Board of Directors’ resolution approving the CHDO to partner with the City of Lynwood.

3. Project Experience

In 5 pages or less, describe your experience, including the information listed below.

a. Development Team

Identify the entities anticipated to be involved in implementing projects including lenders, attorneys, accountants, architects, engineers, general contractor, subcontractors, and consultants. Also, indicate if any entity is a minority- or women-owned business enterprise (MBE/WBE) or if any of the entities are also a CHDO.

DEVELOPMENT TEAM				
Role	Name(s)	MBE ?	WBE ?	CHDO ?
Owner				
Developer				
Architect				
Engineer				
Construction Lender				
Potential Mortgage Lenders				
Attorney				
Accountant				
General Contractor				
Consultant (if applicable)				
Homeownership Counseling Provider				
Marketing Agent or Realtor				
Other				

b. Experience and Qualifications

COMPLETED PROJECTS				
Project Name & Address	# of Units	New or Rehab	For Rent or Homeownership	Year Completed

Include developer’s experience/qualifications in developing and/or completing housing projects, including CHDO projects, that are similar and/or smaller in size and scope based on the available funds by the City in the format provided above. Include experience with successfully completing: (a) projects that triggered Davis-Bacon and other Federal Labor Standards; (b) projects involving temporary or permanent relocation of tenants; or (c) projects involving the testing and appropriate treatment of lead-based paint and/or asbestos if the proposed project will involve any of those three dimensions.

c. Leveraging

Include project experience that demonstrates the CHDO’s ability to leverage other funds to implement projects such as owner equity and commitments from private and/or other public resources.

4. CHDO Status

Complete the CHDO Checklist and supply the supporting documentation including: (1) Proof of legal status: Articles of Incorporation and Certificate of Status from Secretary of State, (2) Capacity: copy of most recent audited financial statement and experience of key staff, and (3) CHDO Board Certification form.

CHDO CHECKLIST

The information contained in this checklist refers to the definition of Community Housing Development Organization (CHDO) in Subpart A, Section 92.2 of the HOME Final Rule.

I. LEGAL STATUS

A. The nonprofit organization is organized under State or local laws, as evidenced by:

- A Charter, OR**
- Articles of Incorporation**

B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:

- A Charter, OR**
- Articles of Incorporation**

C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) of the Internal Revenue Code of 1986, as evidenced by:

- A 501(c) Certificate from the IRS.**

D. Has among its purposes the provision of decent housing that is affordable to low and moderate-income people, as evidenced by a statement in the organization's:

- Charter,**
- Articles of Incorporation**
- By-laws, OR**
- Resolutions**
- A HUD approved audit summary**

II. CAPACITY

A. Conforms to the financial accountability standards of Attachment F of OMB Circular A-110, "Standards for Financial Management Systems," as evidenced by:

- A notarized statement by the president or chief financial officer of the organization;**
- A certification from a Certified Public Accountant; OR**
- A HUD approved audit summary**

B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

_____ Resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR

_____ Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization.

C. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:

_____ Statement that documents at least one year of experience in serving the community, OR

_____ For newly created organizations formed by local churches, service, or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

NOTE: The CHDO or its parent organization must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as developing new housing, rehabilitating existing stock, and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president of the organization or by a HUD-approved representative.

III. ORGANIZATIONAL STRUCTURE

A. Maintains at least one-third of its governing board's membership for residents of low income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations, as evidenced by the organization's:

_____ **By-Laws,**
_____ **Charter, OR**
_____ **Articles of Incorporation**

Under the HOME Program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

B. Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of all HOME-assisted affordable housing projects, as evidenced by:

- _____ **The organization's By-laws,**
- _____ **Resolutions, OR**
- _____ **A written statement of operating procedures approved by the governing body**

C. A CHDO may be chartered by a State or local government, however, the State or local government may not appoint: (1) more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials, as evidenced by the organization's:

- _____ **By-Laws,**
- _____ **Charter, OR**
- _____ **Articles of Incorporation**

D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

- _____ **By-Laws,**
- _____ **Charter, OR**
- _____ **Articles of Incorporation**

IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES

A. CHDO is not controlled, nor receives directions from individuals or entities seeking profit from the organization, as evidenced by:

- _____ **The organization's By-laws, OR**
- _____ **A Memorandum of Understanding (MOU).**

B. A CHDO may be sponsored or created by a for-profit entity, however:

(1) The for-profit entity's primary purpose does not include the development or management of housing, as evidenced by:

_____ **The for-profit organization's By-laws; AND**

(2) The CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced by the CHDO's:

_____ **By-Laws,**

_____ **Charter, OR**

_____ **Articles of Incorporation**

BOARD MEMBER INFORMATION

As a board member of a designated Community Housing Development Organization (CHDO), please provide the following information.

BOARD MEMBER NAME:	
HOME ADDRESS:	
PHONE:	
OCCUPATION:	

PLEASE CHECK ALL OF THE FOLLOWING THAT APPLY TO YOU:

- am a resident of a low-income neighborhood. (This does not mean that you must qualify for low-income status, only that your residence is located in a low-income neighborhood.)
- I am a low-income resident of the community. (Community is defined as: neighborhood, city, county, or metropolitan area.)
- I am an elected representative of a low-income neighborhood organization. (Low income organizations are composed primarily of residents of a low-income neighborhood. Examples of such organizations are: block groups, town watch organizations, civic associations, neighborhood church groups, etc.)
- I am a representative of the public sector. (A public sector representative is any elected public official, any appointed public official, any public/government employee of a public agency or department, or any individual who is appointed by a public official to serve on a CHDO board.)

I certify that the information is true and correct.

Board Member	Print Full Name	Title	Date
Signature			