

CITY OF BEND, OREGON

AFFORDABLE HOUSING FEE PROGRAM



**Request for Proposals
for
Affordable Housing Fee Funding**

Program Year 2013

Additional copies are available from:

**City of Bend
Administrative Services
710 NW Wall Street
P.O. Box 431
Bend, OR 97709**

**Phone: 541-388-5505 ♦ TDD: 541-389-2245
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1. Application Schedule and Deadlines

The following schedule applies to the funding proposal process for the City of Bend's 2013 AFFORDABLE HOUSING FEE Program Year.

<i>December 19, 2012</i>	Request for Proposals available to the public
<i>January 23, 2013</i>	Proposals for funding due at City Hall by 5:00pm
<i>January 23 to January 30</i>	Staff and the Advisory Committee members review funding proposals; Advisory Committee develops funding recommendations
<i>January 30, 2013</i>	Oral presentations by applicants to the Advisory Committee
<i>January 30, 2013</i>	Advisory Committee funding recommendations
<i>February 20, 2013</i>	City Council makes final decision on funding

More detailed information about the application and selection process is contained in the following section.

2. Selection Process

The following process will be used in the City's review and selection of funding proposals for the City's AFFORDABLE HOUSING FEE 2013 Funding Cycle. Approximately \$900,000 will be available for qualified projects dependent upon City Council approval.

1. City staff will review each proposal to determine:
 - **Whether the proposal is complete, based on the requirements of this Request for Proposals (RFP),**
 - **Whether the project is eligible for AFFORDABLE HOUSING FEE funding under City of Bend's AFFORDABLE HOUSING FEE Program requirements, and**
 - **Whether the project is consistent with the goals and funding priorities outlined in the City of Bend Consolidated Plan.**

Detailed information regarding the above requirements is contained in this RFP.

2. Proposals will then be reviewed and evaluated by the City of Bend Affordable Housing Advisory Committee. The evaluation criteria that will be used by the Committee in reviewing proposals are contained in Section 6.

The Advisory Committee will score project proposals according to the following formula:

- Project proposals will receive up to 10 points for each of the general criteria outlined in Section 5.2. The maximum score any proposal may receive in this section is 110 points.
- Projects may receive additional points if they meet one of the funding priorities identified in Section 6.3.
 - Projects addressing one of the needs identified as "high priority" will receive an additional 50 points;
 - Projects addressing one of the needs identified as "medium priority" will receive an additional 30 points; and
 - Projects addressing one of the needs identified as "low priority" will receive an additional 20 points.

Projects meeting none of the priority needs will receive no additional points. Projects may fall into only *one* of the above categories.

Projects will be awarded additional points based upon amount of funding that they leverage (percentage of Affordable Housing Fee funds to total project costs per affordable unit).

- 50% and over Affordable Housing Fee funds: 0 Points
- 40% to 50% Affordable Housing Fee funds: 10 Points
- 30% to 40% Affordable Housing Fee Funds: 20 Points
- 20% to 30% Affordable Housing Fee Funds: 30 Points
- Less than 20% Affordable Housing fee Funds: 40 Points

Projects may receive a bonus point dependent upon their proposed repayment schedule:

- Projects with repayment schedule of 3 years or less: 50 Points
- Projects with repayment schedule of 10 years or less: 30 Points
- Projects with repayment schedule of 20 years or less: 20 Points

- Projects with repayment schedule greater than 20 years: 0 points
- Based on the formula outlined above, the maximum number of points any project proposal may receive is 250 points.

During the application review period, applicants will be invited to deliver an oral presentation on their project proposal to the Advisory Committee. Applicants will be allowed approximately 5 minutes to present their proposals, followed by a 5 minute question and answer session.

City staff will have an opportunity to make a formal recommendation to the Advisory Committee regarding project funding eligibility before the Advisory Committee finalizes its funding recommendations.

3. The Advisory Committee's funding recommendations will be forwarded to the City Council for final approval of the AFFORDABLE HOUSING FEE 2013 Funding Cycle
4. The City Council will finalize and approve the City's final funding decisions for the AFFORDABLE HOUSING FEE 2013 Funding Cycle.

3. Affordable Housing Fee Program Overview

This section provides general information regarding the federal AFFORDABLE HOUSING FEE Program and the types of activities that are eligible for funding under AFFORDABLE HOUSING FEE regulations. For more detailed information on the AFFORDABLE HOUSING FEE Program and eligible activities, please contact the City's Affordable Housing Manager.

3.1 Objectives

Funding from this source shall only be spent for affordable housing programs and projects evaluated pursuant to the priorities established through the City of Bend Consolidated Plan and administration of the affordable housing programs and projects. Any loan proceeds from this source shall be returned to the fund

3.2 Eligible Activities

All funding from this source must be targeted for housing opportunities for residents at or below 100% of median income.

Basic Eligible Activities

AFFORDABLE HOUSING FEE can fund eligible activities to include a variety of uses such as homeownership activities, rental housing activities and special needs housing.

- Acquisition of real property by purchase
- Construction, reconstruction, and rehabilitation, of housing
- Direct homeownership assistance to low- or moderate-income households
- Construction and permanent financing of both rental and homeownership projects

Rehabilitation and Preservation

- Rehabilitation of:
 - o Privately owned buildings
 - o Low-income public housing

3.3 Ineligible Activities

In general, activities that are not specifically identified as eligible are considered to be ineligible. The following activities are specifically identified as activities that are not eligible for AFFORDABLE HOUSING FEE funding. Please contact the City's Affordable Housing Manager for more information on ineligible activities.

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments

3.4 Eligible Applicants

Applications will be accepted from property owners, private sector for-profit developers, certified Community Housing Development Organizations (CHDO's), government housing providers and qualified 501(c)(3) organizations.

3.5 Income Limits

Initial tenants of assisted units must have an annual household income which does not exceed 100% of the median income for the City of Bend (adjusted for family size).

Income threshold	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Area Median Income (AMI)	\$46,500	\$53,200	\$59,800	\$66,400	\$71,800	\$77,100	\$82,400	\$87,700
Low Income (80% AMI)	\$37,200	\$42,500	\$47,800	\$53,100	\$57,350	\$61,600	\$65,850	\$70,100
Very Low Income (50% AMI)	\$23,250	\$26,600	\$29,900	\$33,200	\$35,900	\$38,550	\$41,200	\$43,850
Extremely Low Income (30% AMI)	\$13,950	\$15,950	\$17,950	\$19,900	\$21,500	\$23,100	\$24,700	\$26,300

3.6 Rent Limits

Oregon Housing and Community Services Low-Income Housing Tax Credit Rent Limits

Based on HUD's published Section 8 Income Limits

Using 1 person for 0 bedroom and 1.5 persons per bedroom for 1-4 bedroom units

Deduct utility allowances from these rents to get gross allowable rents

Affordable rents are defined as 30% of income, including tenant paid utilities

Rents based on Actual Income Limits 2012

% MFI	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
30%	\$348	\$373	\$448	\$518	\$578	\$637
35%	\$406	\$436	\$523	\$604	\$674	\$744
40%	\$465	\$498	\$598	\$691	\$771	\$850
45%	\$523	\$560	\$672	\$777	\$867	\$956
50%	\$581	\$623	\$747	\$863	\$963	\$1,063
55%	\$639	\$685	\$822	\$950	\$1,060	\$1,169
60%	\$697	\$747	\$897	\$1,036	\$1,156	\$1,275
80%	\$930	\$997	\$1,196	\$1,382	\$1,542	\$1,701
100%*	\$1,162	\$1,246	\$1,494	\$1,726	\$1,926	\$2,126

*OHCS does not provide for 100% projects. These numbers are for City funded projects only.

4. City of Bend AFFORDABLE HOUSING FEE Program Goals and Objectives

The AFFORDABLE HOUSING FEE funding must be consistent with the program goals outlined in the City of Bend Consolidated Plan. The Consolidated Plan is a five-year housing and community development strategy.

4.1 City of Bend Consolidated Plan Goals

All activities funded through the City's AFFORDABLE HOUSING FEE program must be consistent with Goal One of the City of Bend's 2009-2014 Consolidated Plan:

Goal #1: Produce and preserve both renter-and owner-occupied affordable housing, with emphasis on workforce housing and on reasonable land costs.

Funding will be directed toward activities that produce and preserve both renter- and owner-occupied affordable housing. Consideration will be given to projects that accomplish at least one of the following:

- Aid in the production, rehabilitation, and/or preservation of renter- or owner-occupied housing.
- Support homeownership for Bend's workforce through direct assistance to low- and moderate-income home buyers.

4.2 City of Bend Policy on Grants and Loans

In order to allow the AFFORDABLE HOUSING FEE Program to grow over time and to have a greater long-term impact on the community, the City of Bend has a policy of providing AFFORDABLE HOUSING FEE assistance in the form of loans, rather than grants.

For Rental Projects Loans shall have a base rate of 3% with a term of 20 years. However, these may be adjusted on a case by case basis to meet the needs of the individual project as determined by the Loan Committee.

For Home Ownership Projects Loans shall have a base rate of 3% with a term of 30 years. However, these may be adjusted on a case by case basis to meet the needs of the individual project as determined by the Loan Committee.

Short term loans, such as construction financing, for periods of less than five years may receive funding at lower interest rates and may have payments deferred upon approval by the Loan Committee.

Under extraordinary conditions, and after all other project funding has been secured, the Loan Committee may approve modifications of the above terms to accommodate a project's specific needs. Modifications may include:

- Loans may be negotiated for interest rates or terms lengths other than the standard loan terms noted above.
- Projects may receive funding in the form of deferred payment loans due upon sale or transfer of the property.

Such modifications will only be allowed if it can be shown that the City's standard terms regarding grants and loans would cause undue hardship to the applicant or would preclude the successful implementation and/or completion of the project. It is the responsibility of the project applicant to provide sufficient evidence to the City that the requested modifications are necessary in order for the project to be completed.

5. Evaluation Criteria and Funding Priorities

The evaluation criteria outlined in this section have been developed to be consistent with priorities of the City of Bend 2009 -- 2014 Consolidated Plan, and City's AFFORDABLE HOUSING FEE funding priorities. All proposals will be reviewed using these criteria.

5.1 Consolidated Plan Goals and Objectives

Only those projects addressing Goal #1 identified in the Consolidated Plan (listed in Section 4.1) and at least one of the objectives associated with these goals will be considered for AFFORDABLE HOUSING FEE funding. Please review the Consolidated Plan goals and objectives to ensure that your project is consistent with these goals and objectives before submitting a project proposal.

5.2 General Criteria

In reviewing and evaluating proposals consideration/priority will be given to the following:

- Projects that successfully maximize utilization of outside (non-AFFORDABLE HOUSING FEE) funds and services (including cash contributions, in-kind contributions, and volunteers).
- Projects that do not duplicate existing services and that effectively utilize/maximize partnerships with other organizations and agencies.
- Projects that are sponsored by organizations or agencies that can demonstrate that they have the staff capability and capacity to successfully implement the proposed project.
- Projects that are clearly defined and realistic in scope, location, need, budget, and goals.
- Projects that demonstrate a clear and effectual plan for evaluating the progress of the project toward addressing the identified need or problem.
- Projects that utilize a proven effective strategy to improve conditions or solve an identified problem.
- Projects that can demonstrate readiness to be implemented in a timely manner once the AFFORDABLE HOUSING FEE funds are awarded.
- Projects that have strong neighborhood/community support, with sufficient evidence illustrating this support.
- Projects that will require a one-time only infusion of funds.
- Projects that will have a sustainable long-term impact, secured by deed restrictions, land trusts or other mechanisms.
- Projects that do not result in the permanent displacement or relocation of current occupants from their homes or rental units in order to create additional affordable housing.

5.3 City of Bend Funding Priorities

To assist with the allocation of resources in meeting the above goals, the City has established the following funding priorities. While the City recognizes that all of the objectives identified in the Consolidated Plan are critical issues for the City to address over the 5-year Consolidated Plan period, project proposals addressing higher priority needs will score higher. Depending on the pool of proposals, however, projects in the low priority category may be funded.

High Priority

- Increase the supply of affordable rental housing that is available to very low (50% median)- and extremely low (30% median) income families and individuals.
- Increase the supply of affordable rental housing that is available to extremely low (30% median) income elderly
- Non-homeless special needs housing for those suffering severe mental illness
- Non-homeless special needs housing for those dealing with alcohol and drug abuse
- Non-homeless special needs housing for victims of domestic abuse
- Development of homeless facilities

Medium Priority

- Increase the supply of affordable rental housing that is available to low (80% median) income families and individuals
- Increase the supply of affordable rental housing that is available to very low (50% median) and low (80% median) income elderly
- Increase homeownership opportunities for very low (50% median) and low (80% median) income families and individuals
- Increase homeownership opportunities for very low (50% median) and low (80% median) income elderly
- Non-homeless special needs housing for the elderly
- Non-homeless special needs housing for the frail elderly
- Non-homeless special needs housing for those with physical disabilities
- Non-homeless special needs housing for those with developmental disabilities

Low Priority

- Increase homeownership opportunities for extremely low (30% median) income families and individuals
- Increase homeownership opportunities for extremely low (30% median) income elderly
- Non-homeless special needs housing for HIV/AIDS populations

*Note: Special needs populations include the homeless, the elderly, children and youth, illiterate adults, individuals living with HIV/AIDS, individuals with physical or developmental disabilities, individuals with substance abuse problems, and individuals with severe, persistent mental illness.

6. Rules and Requirements for Recipients

Applicants awarded AFFORDABLE HOUSING FEE funds by the City (also referred to as “recipients”) will be required to comply with all I regulations and record-keeping requirements governing the use of AFFORDABLE HOUSING FEE funds. Applicable regulations and requirements are summarized below.

City staff will be available to provide technical assistance in determining which regulations apply to each project and interpreting the relevant regulations. However, recipients will be responsible for satisfying these requirements, documenting how the requirements are being satisfied, and reporting to the City on how these requirements are being satisfied.

6.1 Written agreements

Each recipient will be required to enter into a written agreement with the City that requires compliance with all AFFORDABLE HOUSING FEE terms applicable to the project, and with the RFP, the proposal, and any modifications and conditions imposed by the City. This contract must be signed and executed prior to the disbursement of any funds. Funds will be made available no earlier than February 25, 2013 and may not be available for several weeks beyond that date. Every effort will be made by the City to have contracts developed and ready for execution prior to the date that funds are made available.

6.2 Record-Keeping and Reporting Requirements

Recipients will be required to maintain accurate records documenting that the targeted populations and/or areas are being served by the project, and to provide quarterly reports to the City demonstrating that this requirement is being satisfied.

The following summarizes the types of records that must be maintained to show that the targeted populations/areas are being served. A complete listing of record-keeping requirements is available from City staff and will be included in the grant agreement between the City and the applicant. The City will provide forms to recipients to assist them in satisfying this requirement.

Benefit to Low- and Moderate-Income Persons

For all projects, recipients will be required to maintain records and documentation including, but not limited to:

- Documentation showing the income characteristics of persons in the service area,
- Documentation demonstrating that the activity is designed for and used by a segment of the population presumed by HUD to be low- or moderate-income,
- Information on the total number of dwelling units in multi-family structures that are occupied by low- and moderate-income households.

6.3 Other Requirements

In addition to the record-keeping and reporting requirements outlined above, AFFORDABLE HOUSING FEE-funded projects may also be subject to other requirements. The following is a brief summary of additional requirements that may apply to each project. The descriptions are very brief and do not provide all of the information that recipients will need in order to satisfy the requirements. Recipients shall be solely responsible for complying with these and any other applicable requirements, and shall be responsible for obtaining all of the information necessary to satisfy these requirements.

Fair Housing and Equal Opportunity: Discrimination on the basis of race, color, national origin, religion, or sex is prohibited.

Handicapped Accessibility: Generally, assisted buildings and facilities must be accessible.

Employment and Contracting: Grantees may not discriminate in employment and must make efforts to provide training and employment opportunities to low-income residents.

Flood Insurance: AFFORDABLE HOUSING FEE funds may not be provided in a Federal Emergency Management Agency (FEMA) designated special flood area unless specific precautions are undertaken.

Lead-Based Paint: AFFORDABLE HOUSING FEE rehabilitation and construction activities must comply with 24 CFR Part 35 and Section 401 (b) of the Lead-Based Paint Poisoning Prevention Act.

Labor Standards: Construction Activities may be required to comply with the Davis Bacon Act and the Contract Work Hours and Safety Standards Act dependent upon other funding in the project.

Debarred, suspended, and ineligible contractors and recipients: AFFORDABLE HOUSING FEE funds cannot be provided to debarred, suspended, or ineligible contractors, subcontractors or recipients.

Conflict of Interest: AFFORDABLE HOUSING FEE recipients must comply with procurement requirements found at 24 CDF 85.36 (state and local governments) and 85.42 (non-profits) and with any other applicable conflict-of-interest provisions.

Acquisition and Relocation: Acquisition, rehabilitation, and/or demolition activities may be covered by the Uniform Relocation Act and/or Section 104 (d) of the Housing and Community Development Act.

7. Required Application Contents

Proposals for funding must contain the following information in the order presented below. Proposals are expected to provide the requested information in a clear and concise manner. The City reserves the right to reject any proposals that do not contain all of the information outlined below or are otherwise non-responsive to this RFP.

If your organization is seeking funding for more than one project, a separate project proposal must be submitted for each project. If your organization is submitting more than one project proposal, please indicate your project funding priorities in each proposal.

1. Completed Table of Contents (*Form A*)

2. Completed Project Summary Form (*Form B*)

3. Project Description

Please provide a brief description of the following:

- The need or problem your project will address.
- How your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations or areas to be served, and how the AFFORDABLE HOUSING FEE funds will be used.
- How your project will address the identified need or problem in a way or to a degree not already being achieved in the community. Please identify any other similar programs or projects and how your project will add to or improve upon existing services.
- The ways in which your project will have a long-term impact on the need or problem being addressed.

If you are proposing an affordable housing project, please indicate the time period that the project will remain affordable and how your agency plans to ensure that the project remains affordable for the specified time period.

- Your agency's plan for evaluating the progress of the project toward addressing the identified need or problem.

4. Property and Project Information

Please attach a map showing the project's location. If the project will serve a specific area, the boundaries of the area served should be shown. If the project involves a specific site or a physical structure, include details about the site or structure, such as the size of the site, the floor area, the number and size of the residential units, the project amenities, the condition of any existing structures, and any proposed alterations to the site or structures.

5. Work Program

Please provide a detailed work program and timeline, including the anticipated start date and completion date for the project, and a list of tasks with estimated start and completion dates for each task.

6. Project Benefit

Please provide a brief description of the following:

- Estimates of the total number of persons to be served by the project and the number of low- and moderate-income persons to be served by the project.
- How the project will ensure that moderate-income persons do not benefit to the exclusion of low-income persons.
- The methods used to determine the project benefit and documentation of the sources used.

7. Agency Information

Please provide the following information about your agency:

- The agency's background, mission, and service history.
- A brief description of the agency's financial stability as it pertains to the agency's capacity to successfully complete the project, including a brief financial history and primary funding sources. The City may request copies of the agency's financial audit or review for the last two years.
- A list of key personnel that will be assigned to this project and their job titles and qualifications. Include the FTE hours each person will dedicate to the project.

8. Financial Information

Please also provide the following financial information:

- A detailed line item budget describing the total project cost and operating income and expenses, including consideration of inflationary factors, maintenance costs, potential relocation costs, and increased insurance costs associated with the project.
- A completed Budget Form (Form C) showing secured and potential sources of funding, including other federal and state grants and loans, monetary donations, in-kind contributions, volunteer labor, and donation of materials and supplies (attach additional sheets if necessary). Volunteer labor should be included under 'Private Funds'. Attach letters of funding commitment from sources, if available.
- A description of the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.
- A brief description of your agency's plan for funding the project after the first year, if applicable.
- A statement regarding your agency's ability to proceed with the project without your requested AFFORDABLE HOUSING FEE funds, or with a AFFORDABLE HOUSING FEE award less than your requested amount.
- For construction projects, please provide a detailed development and operating pro forma in a format approved by City. Consult with City Staff for acceptable Pro Forma information or for assistance in developing Pro Forma.

9. Project Feasibility and Readiness

Please provide the following information regarding project feasibility and readiness:

- A description of the agency's administrative capacity to complete the project, including its experience in implementing and managing activities similar to the proposed project. If capacity is achieved through partnerships with or utilization of other organizations or agencies, describe the nature and status of these partnerships.

- A description of neighborhood and/or community support for the project. Attach letters of support or other evidence of neighborhood/community support.
- A description of the agency's readiness to proceed with the project. For example, if the purchase of property is involved, is the property currently available for purchase? Is staff currently available to work on the project, or is the agency ready to proceed with hiring staff?
- A description of any land use processes (such as a zone change or a conditional use permit) the project will require and what steps, if any, have been taken to address these issues.
-

10. Other information

Please attach any other statistical data, applicable experience of the applicant, or other material you believe will assist the City in its review of your proposal.

8. Other Information

Please review the following points for important information about the City's AFFORDABLE HOUSING FEE Program, including the rights and responsibilities of City of Bend and the recipients with regard to the application and selection process.

- Funds will be available no earlier than October 26, 2011, and may not be available for several weeks beyond this date.
- The City reserves the following rights with regard to the application and review process:
 - o Proposals that do not contain all of the information required by this RFP or are otherwise non-responsive to the RFP may be rejected immediately.
 - o The City reserves the right to fund projects at a level that is less than the amount requested.
 - o The City reserves the right to waive irregularities or deficiencies in a proposal if the City determines that such a waiver is in the best interest of the City.
 - o The City may request an interview with or supplemental written information from an applicant concerning any deficiencies or ambiguities in a proposal. If an applicant fails to provide supplemental information within the time stated in the request, the City may refuse to consider the applicant's proposal.
 - o The City reserves the right to make such investigation if deems appropriate to determine whether an applicant is qualified to provide the services. If an applicant fails to cooperate with an investigation, or if an applicant provides false, misleading, or incomplete information, the City may refuse to consider the applicant's proposal.
 - o In cases of doubt or differences of opinion concerning the interpretation of this RFP, the City reserves the exclusive right to determine and interpret the intent, purpose and meaning of any provision in this RFP, which determination and/or interpretation shall be binding to the applicant.
- Applicants are cautioned not to make any assumptions as to the implied meaning or intent of any part of the RFP. Applicants should request clarification if needed. Every request for information or clarification must be submitted in writing to Jim Long at least 10 days prior to proposal submission deadline.
- Any prospective applicant who contends that the provisions of this RFP or any aspect of the procurement process will encourage favoritism in the award of a contract for services, or substantially diminish competition, must file a written protest to the RFP at least 10 days prior to the date set for the opening of proposals. Failure to file a protest will be deemed as a waiver of any claim by an applicant that the procurement process violates any provision of ORS Chapter 279 and the City's procedures for screening and selection of personal service contractors.
- The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments by applicants raise issues that require clarification by the City, or the City decides to revise any part of this RFP, addenda will be provided by all persons who receive the RFP. Receipt of an addendum must be acknowledged by signing and returning it with the proposal.
- Applicants selected for funding will be required to obtain adequate insurance covering workman's compensation, bodily injury, property damage, or automobile liability, depending on the nature of the project. Selected applicants will also be responsible for obtaining any necessary licenses and for complying with all applicable federal, state and municipal laws, codes and regulations.
- Proposals selected for funding will become part of the contract between the City of Bend and the recipients. Each recipient will be required to carry out the specified activity in the manner described in the funding proposal, and to meet all of the obligations contained therein. Any modifications to the

project or the way in which the activity is carried out will require prior approval from the City and a modification to the grant contract.

- Projects must be under way and funds expended toward the completion of the project within *one year* from the time the funds are made available. The City reserves the right to withdraw the award in the event that an applicant fails to meet this requirement.
- In the event of non-compliance with any applicable federal, state or local laws, codes, or regulations, the City's grant agreement with the recipient may be terminated or suspended in whole or in part.
- **Any applicant (including any entity that has or had family or business ties or obtains an ownership interest in the project or property) who is in default on any funding agreement or reporting requirements for any loans or grants with the City of Bend, or is not in compliance with any zoning, planning or building division requirements, regardless of site will not be eligible for funding through this program.**

9. Proposal Submission Instructions

- Mail or deliver proposals to:

Jim Long
Affordable Housing Manager
City of Bend
P.O. Box 431
710 NW Wall Street
Bend, OR 97709

- Proposals must be received at the City Administration Office at City Hall by **5:00pm** on **January 23, 2013**.
 - One official signed application must be submitted in addition to electronic submission of application in a non-write protected format.

Questions?

If you have any questions about the RFP or the application process, please contact Jim Long at 541-312-4915 or jlong@ci.bend.or.us.

FORM A

City of Bend Affordable Housing Fee Program Request for Proposals

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Please indicate the page number on which each of the following issues is addressed:

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Attachments

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Detailed line item budget	Page____
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Completed Budget Form (Form C)	Page____
Pro forma (for construction projects only)	Page____
Evidence of community support	Page____
Other (please specify):	
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FORM B



**City of Bend
Affordable Housing Fee Program
Request for Proposals**

PROJECT SUMMARY FORM

Project Name:	_____
Project Location:	_____
Project Description:	_____ _____ _____
Funds Requested:	\$ _____
Applicant (Organization, Gov't Agency:	_____
Address:	_____
City, State & Zip:	_____
Contact Person:	_____
Phone Number:	_____
Fax Number:	_____
Email Address:	_____

FORM C

City of Bend Affordable Housing Fee Program Request for Proposals



BUDGET FORM

PROJECT BUDGET:

Sources of Funds					
Project Activities	AFFORDABLE HOUSING FEE Funds Requested	Other Public Funds*	Private Funds**	Match	Project Total
TOTAL					

*OTHER PUBLIC FUNDS:

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
TOTAL				

**PRIVATE FUNDS:

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
TOTAL				