



**City of Montgomery
Department of Planning
Community Development Division**

**Request for Proposal Notice for
Management of the City of Montgomery
Emergency Homeowner Rehabilitation Program**

**Application Due Date: January 5th, 2015 4:00 pm
Attention: Mr. Robert E. Smith, Jr.
Director of Planning
25 Washington Avenue, 4th Floor
Montgomery, AL 36104**

NOTE: NO FAXED APPLICATION WILL BE ACCEPTED

ALL APPLICATION SUBMITTED WILL BE TIME STAMPED UPON RECEIPT.

The City of Montgomery's Department of Planning and Community Development Division is accepting "Request for Proposals" from qualified and experienced nonprofit housing rehabilitation organizations for the purpose of managing its "Emergency Homeowner Emergency Repair Program". Qualified organizations must have evidence of an existing homeowner rehabilitation program in place including experience in project management. This program will be funded using Community Development Block Grants (CDBG) funds provided to the City by the United States Department of Housing and Urban Development (HUD) will provide low to moderate income households with access to funds for modest home repairs.

ELIGIBILITY

- **Eligible Persons:** The loan is provided as a no-interest deferred loan of up to a maximum of \$5,000 for households with incomes at or below 80% of the area median. Persons applying for the program must live in the City of Montgomery. Persons' dwelling must be owned free and clear and be located in the City of Montgomery. There are no monthly payments and the entire loan is forgivable after the HUD affordability period of five (5) years is met.
- **Eligible Properties:** The homes must be owner-occupied, single family attached or detached units (such as condominiums). Unlike the HOME Program Homeowner Rehabilitation Deferred Loan program, there is no limit on the after-rehab value of the home.
- **Eligible Repairs:** Priority activities include repairs to mechanical or structural items that present an imminent health and safety problem, such as:
 - Roofs
 - Mechanical systems (e.g., furnaces and hot water heaters)
 - Plumbing, water or water/sewer laterals in disrepair
 - Windows in disrepair
 - Foundations
 - Siding
 - Improvements to the interior of the home in bathrooms and kitchens
 - Any accessibility improvements

Once repairs have been completed, all homes must meet the City of Montgomery Housing Code requirements upon inspection.

ORGANIZATIONAL QUALIFICATIONS FOR ADMINISTERING HOMEOWNER REHABILITATION PROGRAM

To be eligible to participate in projects funded with CDBG funds, a private organization must satisfy the following requirements:

1. Must have in business for at least five (5) years serving in the capacity as a general contractor in the City of Montgomery or surrounding area and/or;
2. Must have operated and management a housing rehabilitation/and or construction program for at least five (5) years;
3. Must have some prior knowledge or familiarity of HUD's CDBG regulations (historic preservation, environmental review, lead-based paints, eligible and ineligible home rehabilitation activities);
4. Must have some experience in the use of local, state, and federal funds;
5. Must have knowledge of the City of Montgomery local housing codes;
6. Must be able to facilitate activities involving homeowners selections of qualified contractors for rehabilitation work;
7. Must be able to manage a contractor activities;
8. Must be applicable to maintain and submit required HUD and City reports in a timely and acceptable manner
9. Must submit and complete an acceptable application for consideration; and
10. Must have an acceptable interview with Planning Department staff.

PROGRAMMATIC REQUIREMENTS

1. Must be able to work under the guidance of the City of Montgomery's Planning Department and perform the following tasks:
 - a. Conducting site visits and reviews
 - b. Selecting and managing contractors as it relates to construction experience performance, financial and insurance ability;
 - c. Interviewing and performing client intake procedures for qualifying client and property;
 - d. Performing property title searches to validate legal ownership and property liens;
 - e. Performing feasibility and design activities to include inspection, estimating, and work write-ups;
 - f. Performing design conference with homeowner;
 - g. Determining if relocation for homeowner is necessary;
 - h. Conducting grant award conference with homeowner;
 - i. Meeting with homeowner to select a contractor;
 - j. Meeting with contractor to evaluate scope of work and costs for emergency rehabilitation;
 - k. Issuing notice to proceed to contractor;
 - l. Performing site visits for project progress;
 - m. Performing final site inspections with homeowner before payment for services;
 - n. Invoicing the City for payment of contractor;
 - o. Setting up and maintaining client files; and
 - p. Providing monthly reports to Planning Department staff.

Once a contractor has been selected, a workshop will be conducted on the City's "Homeowner Emergency Repair Program" by Planning Department Staff to include all necessary documents and forms for managing the project, invoicing and monthly reporting procedures and other program expectations.

ESTIMATED AMOUNT OF PROGRAM FUNDING

The estimated amount available for the City of Montgomery's "Homeowner Emergency Repair Program" to include administration and operation is \$200,000. **Administration fees for this programmed is capped at 15%.**

PROJECTED START DATE

The projected start date for the City of Montgomery's "Emergency Homeowner Repair Program" is February 2015.

APPLICATION SUBMISSION INSTRUCTIONS

1. Complete each box as directed in each section of the application.
2. The application is fillable, but space is limited based on the questions. Please do not type in shaded areas.

3. The font size in the application is preset to Calibri (Body) 11. Please do not increase or decrease the font size and type.
4. The application information boxes have been preset to row height and column width. Please do not change these settings.
5. Return your application in the order that the questions are numbered along with requested attachments.
6. All questions that denote a red "*" requires a document for submission with the application.
7. Failure to provide requested information (including sections with no designated point value) may result in deductions of points to final project score.
8. If a question is non-applicable, please place "NA" along with an explanation rather than leaving a question completely blank. Any unanswered questions will result in point loss.
9. Please do not print your application for submission "Front and Back"; print and submit single-sided pages only.

An original, plus two (2) copies of the proposal must be received by the City of Montgomery's Community Development Division NO LATER THAN 2:00 P.M. ON TUESDAY, January 5, 2015. Proposals received after this deadline will be accepted but WILL NOT be reviewed or considered for funding. No exceptions will be granted. Please DO NOT staple, hole punch or attach a cover sheet. The copies may be separated by a binder clip. **All THREE copies must have original signatures in blue ink.**

ALL APPLICATION SUBMITTED WILL BE TIME STAMPED UPON RECEIPT.

SECTION 1: ORGANIZATION INFORMATION

1. Name of Organization/Agency:

2. Organization's Official Address:

3. Organization's Telephone, Fax , and Website Address:

Telephone

Fax

Website Address

4. What was the start date of your organization?

5. Briefly describe the services including home rehabilitating services provided by your organization in space provided below. Please attach any additional information to the back of this page that you think will help state your case.

6. Name of Executive Director:								
Telephone Number:								
Email Address:								
7. Name of Proposal Preparer:								
Telephone Number:								
Email Address:								
8. Organization Type (Place an "X" by the appropriate category)								
Non-Profit	<input type="checkbox"/>	For-Profit	<input type="checkbox"/>	Other (Explain)	<input type="checkbox"/>			
Please attach the following proof of organization's legal status documents to this page:								
a) State's Articles of Incorporation Documents (For-Profit and Non-Profit)*								
b) Organization's By-Laws (For-Profit and Non-Profit)*								
c) IRS Non-Profit Determination Letter – 501(c)(3) (Non-Profit Only)*								
9. Federal Employer's ID #:			DUNS#:					
10. Please attach current Agency Exclusion Record from the System for Award Management website located at https://www.sam.gov *								
11. Please attach a copy of the agency's E-Verify Memorandum of Understanding (MOU) 13-page document (see http://www.uscis.gov/e-verify) to the back of this page. The E-Verify document must have the organization's Company ID # on each page. *								
12. Please attach an original signed and notarized "AFFIDAVIT FOR BUSINESS ENTITY/EMPLOYER/CONTRACTOR" form to the back of this page. This form can be accessed at www.montgomeryal.gov at the Planning Department and Community Development Division's link. If you have previously completed this form for the City of Montgomery, please indicate so by typing "YES" following this sentence. *								
SECTION 2: ORGANIZATION FINANCIAL MANAGEMENT								
13. Is your organization current in filing your Form 990 "Return of Organization Exempt from Income Taxes? If your answer is "YES", please provide a copy of your current Form 990.* (Place an "X" in the appropriate category). If your answer is no, please briefly explain in the space provided below.					YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
14. Does your organization have a recent financial audit report (no more than 1 year old)? (Place an "X" in the appropriate category). If your answer is "YES", please provide a copy of your most recent financial audit.* If your answer is no, please briefly explain in the space provided below.					YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

15. Organization Banking Information

a) Name of Banking Institution	
Banking Point of Contact & Phone #	
b) Type of Account(s)	
c) Authorized Banking Account Signatory(ies)	

16. Organization's Accounting Information

a) Organization Accounting Period	
b) Name and Contact information for person responsible for organization's accounting functions	

17. Briefly discuss your organization's internal financial management controls in the space provided below.

18. Statement of Organization's Financial Position: Please provide your organization's: (1) Most current and detailed Balance Sheet*, (2) Income Statement* and (3) Statement of Cash Flows* and attach it to the back of this page.

19. Organization's Current Revenue: Please provide current information about your organization's estimated source(s) of income for the current program year. If more space is needed please attach to the back of this page.*

	Source of Income	Type (grant, donation, etc.)	Amount
1			
2			
3			
4			
5			

Total Estimated Income \$

20. Organization's Current Expenses: Please provide current information as to your organization's estimated expenses for the current program year. If more space is needed please attach to the back of this page.*

	Source of Expense(s)	Amount
1		
2		
3		
4		
5		

Total Estimated Expenses \$

21. Grant Compliance- In the last five years, has your organization defaulted on a loan or been in non-compliance with any grant or any type of funding source? (Place an "X" by the appropriate category)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If your answer is "YES", please explain using an additional sheet and attach to the back of this page.*
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22. Please briefly describe your experience with CDBG or any other federal funds?

23. Insurance- Please list the types of insurance required for your organization's activity and attach copies of policy to the back of this page.*

	Name of Company	Type	Coverage Amount
1			
2			
3			
4			

24. Please list previous years of CDBG funding received by the City of Montgomery

Year(s)						
Amount(s)	\$	\$	\$	\$	\$	\$

SECTION 3: ORGANIZATION MANAGEMENT

25. Please provide current information on your organization's Board of Directors to include the following information.*

Name & Address	Telephone #	Email address	Occupation	Term Expiration

26. Please provide current information on your organization's key personnel to include the following information. If more space is needed please attached to the back of this page.*

Name & Business Telephone #	Email Address	Position	Education	Years Employed	Hours of Work per Week

27. Please provide a detailed organizational chart and attach to the back of this page.*

28. Please provide **three (3) letters** of references from persons/organizations that would speak to the character of your organization and attached to the back of this page. *

29. Please provide information of the organization's current projects (federal, state, local, etc.). If more space is needed, please attach to the back of this page.*

Project Name	Brief Description	Funding Agency	Service Area	Start/End Date	Award Amount

30. Program Budget: Please provide a budget based in the 15% program administration allowance and attached to the back of this page. *

31. Signatures of Organization's Certifying Official authorizing submission of this application.

Printed name of Chief Executive Officer

Signature of Chief Executive Officer

Date

SECTION 4: ASSURANCES & CERTIFICATION REGARDING DISBARMENT & SUSPENSION

**CITY OF MONTGOMERY
ASSURANCES**

Note: Some of these assurances may not be applicable to your project. If you have questions, please contact the agency to which this proposal will be submitted. Further, the City of Montgomery may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
3. Will give the City and the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
4. Will comply with the conflict of interest provisions at 24 CFR 85.36 and 84.42, and 24 CFR Part 85 related to the establishment of safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
5. Will comply with the uniform administrative requirements in accordance with OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations" as implemented at 24 CFR Part 570 §570.502.
6. Will comply with the requirements and standards of OMB Circular A-122 "Cost Principles for Non-Profit Organizations."
7. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
8. Will comply with all Federal statutes, related amendments, and implementing regulations relating to nondiscrimination, fair housing and equal opportunity including, but not limited to: (a) Title VI of the Civil Rights Act of 1964, as amended; (b) Fair Housing Act; (c) Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259); (d) Section 109 of Title I of the Housing and Community Development Act of 1974, as amended; (e) Age Discrimination Act of 1975, as amended; (f) any other nondiscrimination provisions in the specific statute under which application for Federal assistance is being made; and (g) the requirements of any other nondiscrimination statute which may apply.
9. Will comply with all Federal statutes, related amendments, and implementing regulations relating to handicapped accessibility including, but not limited to: (a) Architectural Barriers Act of 1968, as amended; and (b) Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973.
10. Will comply with all Federal statutes, related amendments, and implementing regulations relating to employment and contracting including, but not limited to: (a) Equal Employment Opportunity, Executive Order 11246, as amended; and (b) Section 3 of the Housing and Urban Development Act of 1968.
11. Will comply, if applicable, with flood insurance requirements of Section 202 of the Flood Disaster Protection Act of 1973.
12. Will comply, as applicable, with the provisions of the: (a) Davis-Bacon Act; (b) the Contract Work Hours and Safety Standards Act; (c) the Copeland (Anti-Kickback) Act; and, (d) Fair Labor Standards Act of 1938, as amended regarding labor standards for federally assisted construction subagreements.
13. Will comply with the requirements found at 24 CFR Part 5 regarding debarred, suspended and ineligible contractors and subrecipients.
14. Will comply, or has already complied, with the requirements of the Uniform Relocation Assistance Act, Section 104(d) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972; (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended; and (h) protection of endangered species under the Endangered Species Act of 1973, as amended.
16. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1968, EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 .
17. Will comply with the Lead-Based Paint Poisoning Prevention Act which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.
18. Will comply, as applicable, with the provisions of the Hatch Act which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program. In cases where City, State and/or Federal laws, rules and regulations address certain issues, the most stringent ruling shall apply.

Printed name of Chief Executive Officer

Signature of Chief Executive Officer

Date

**CITY OF MONTGOMERY
CERTIFICATION REGARDING DISBARMENT & SUSPENSION**

1. The Proposer certifies to the best of his/her knowledge and belief that the Proposer and/or any of its principles are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by the City of Montgomery, State of Alabama and any Federal agency.

2. Principles, for the purpose of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities with a business entity (i.e.: general manager, project manager, plant manager, supervisor, or head of subsidiary, division or business segment, and similar positions.

3. The Proposer shall provide immediate written notice to the City of Montgomery's Community Development Office, if, at any time prior to the award of potential grant award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The certification in paragraph 1 is a material representation of fact upon which reliance will be placed when making an award of a grant/contract. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to City of Montgomery, the City of Montgomery may terminate and/or withdraw the award resulting from this proposal for default.

Printed name of Chief Executive Officer

Signature of Chief Executive Officer

Date