



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax

Date: January 18, 2019

## ADDENDUM NO. 1

**SUBJECT:** Request for Proposal (RFP) for FY2019 – Round 2 CDBG Affordable Housing Projects

**APPLICATION CLOSING DATE/TIME:** February 1, 2019 at 4:00 p.m.

The RFP has been updated in accordance with the following changes:

**CHANGE 1:**

### **CDBG-Eligible Activities through this RFP (24 CFR §§ 570.201, 570.202, 570.204 and 570.208)**

Grant funding may be used for acquisition, development, and/or rehabilitation assistance for permanent, affordable rental housing projects that benefit low- or moderate-income persons.

IS REPLACED AS FOLLOWS:

### **CDBG-Eligible Activities through this RFP (24 CFR §§ 570.201, 570.202, 570.204 and 570.208)**

Grant funding may be used for acquisition, development, and/or rehabilitation assistance for permanent, affordable **rental and/or homeownership** projects that benefit low- or moderate-income persons.

**CHANGE 2:** RFP Evaluation Criteria 2 and 3 are replaced with the following:

## **2. PROJECT PREPARATION *Maximum Points Possible: 25 Points***

Proposal provides evidence that the applicant is knowledgeable about housing in the proposed project area and has identified (or will identify) possible sites. Applicant will complete the acquisition, development, and/or rehabilitation of the project and be fully **occupied** within 24 months from the date of the FCRHA grant award at the very latest.

Category	Guidance	Points Available
Housing Knowledge in Targeted Area	Proposal shows that applicant is knowledgeable about housing in proposed project area(s)/ neighborhood including extent of concentration of low-income residents and concentration of affordable housing.	0 to 5
Project Completion Timeline	Proposal provides evidence that project will be completed and fully	0 to 5

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	<p><b>occupied</b> within 24 months from the date of the FCRHA grant award.</p> <p>For projects proposing acquisition and/or rehabilitation, the highest points will be awarded to projects that will be completed by September 30, 2019, and be fully <b>occupied</b> within 6 months from the date of the FCRHA grant award.</p>	
Site Identification	<p>Applicant has identified a potential project site (address, tax parcel ID)</p> <p>Highest points: Signed contract.</p>	0 to 5
Plan for Acquisition and/or Rehabilitation; New Construction	<p>Applicant has a plan for acquisition and/or rehabilitation. Projects proposing new construction must have a plan for completion.</p>	0 to 5
Financing Commitment	<p>Primary project financing commitments have been identified.</p> <p>Highest Points: Applicant's first lender has provided a pre-approval letter demonstrating that applicant can likely secure additional project financing. Between the first trust and any additional equity or other financing secured by the applicant, all other non-CDBG and HOME project financing sources have been identified in writing.</p>	0 to 5
	<b>Total</b>	<b>0 to 25</b>

### 3. MANAGEMENT CAPACITY AND REAL ESTATE EXPERIENCE

**Maximum Points Possible: 25 Points**

Proposal demonstrates organizational capacity to successfully complete project activities and its objective(s), from acquisition, development, and/or rehabilitation through **occupancy**, and presents how the project will be accomplished within the specified time period. Applicant will complete the development, acquisition and/or rehabilitation of the project and be fully **occupied** within 24 months from the date of the FCRHA grant award at the very latest.

Category	Guidance	Points Available
Organizational Experience in Owning and Managing Real Estate	Proposal demonstrates successful track record as evidence of adequate organizational experience in owning and managing real estate. If the non-profit applicant does not have an established track record, the organization is partnered with another non-profit organization with applicable experience.	0 to 5
Staff Experience	Description of staff involved and their expertise as it pertains to project activities.	0 to 5
Acquisition/Development/Rehabilitation and Rental Management Plan	<p>Proposal presents a clear and reasonable acquisitions/development/rehabilitation and <b>occupancy</b> management plan for how to accomplish project goals, including a realistic plan for <b>occupancy</b>, and describes prospective sources of eligible tenants.</p> <p>Higher Points: Complete the acquisition and/or rehabilitation by December 31, 2019 and be fully <b>occupied</b> within 9 months from the date of the FCRHA grant award.</p> <p>Highest Points: Complete the acquisition and/or rehabilitation by September 30, 2019 and be fully <b>occupied</b> within 6 months from the date of the FCRHA grant award.</p>	0 to 10
Previous Project Completion Experience	Proposal describes how the organization has previously met similar-type project completion deadlines in the last 5 years, including previous HCD or CCFP affordable housing project awards, if applicable.	0 to 5
<b>Total</b>		<b>0 to 25</b>

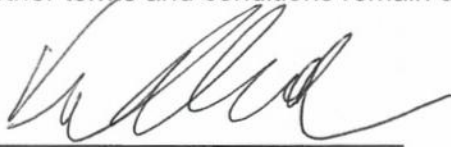
CHANGE 4: APPLICATION COMPONENT E. is replaced with the following:

**E. Management Capacity & Experience in Real Estate  
(Maximum 25 Points)**

Applicant describes the project activities, from acquisition, development, and/or rehabilitation through **occupancy**, and how these will be accomplished within a specified time period, preferably by September 30, 2019 or within 24 months from the date of the FCRHA grant award.

1. Provide a narrative labelled Worksheet E of no more than five (5) typewritten pages. The narrative should list and respond to each request for information in the order presented below.
  - a. Provide evidence of a successful track record of adequate organizational experience in owning and managing real estate. If the non-profit applicant does not have an established track record, describe how the organization has partnered with another non-profit organization with applicable experience.
  - b. Provide details of how your organization's experience relates to the proposed affordable housing project, including successful leasing of units.
  - c. Provide a description of staff that will be involved in this project and their expertise as it pertains to the proposed activities.
  - d. Present a detailed, realistic work plan for how to accomplish project goals that includes: an estimated project timeline, start date, milestones to be accomplished during the funding period, anticipated property closing date, when funds will be completely expended, and estimated project completion date that reflects when unit(s) will be **occupied**.
  - e. Provide information on how your organization plans to occupancy units in a timely manner, if applicable.
  - f. Provide information on the last five years of HCD- or CCFP-funded projects similar to the proposed projects and the timeline of activities from start to project completion and whether or not your organization met proposal timeline goals. If your organization did not have a HCD- or CCFP-funded project in the last five years, describe other experience with similar type projects in the last five years.

All other terms and conditions remain unchanged.



Kevin Sheehan, CPPB  
Contract & Procurement Coordinator

**THIS ADDENDUM IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL**