

DELAWARE STATE HOUSING AUTHORITY
REQUEST FOR PROPOSALS
RENTAL HOUSING FOR SPECIAL NEEDS PERSONS
Acquisition and Rehabilitation of Foreclosed or Abandoned Residential Properties
APPLICATION

Please complete the application below in the space provided. Additional information, such as organization charts, company brochures, data, and resumes are welcome provided that this information is located in an Appendix at the back of the application.

Applicant Business Name	
Address	
Contact Person Name	Telephone
Email of Contact Person	
(Optional) Proposed Partner for Housing Development or Supportive Services	
Proposed Partner Name, Address, Contact Person, Telephone	
<p>Program Description. <i>Use this space to provide a brief description of the proposed activity. What special needs population will be served? Will the housing serve individuals or families? Characterize the living-style arrangements. Describe supportive services to be provided or coordinated. Describe the role of partners, if any. Use additional pages if necessary, but summarize your proposal in this space.</i></p>	

EXPERIENCE AND CAPACITY

Use this section to discuss experience and capacity to develop and manage housing and supportive services for special needs populations. Use additional pages if necessary, but provide a summary in this space.

Appendix: Audited Financial Statements for your organization and any controlled entities that own rental property. Include as an Appendix to your application.

Housing Development Capacity: *Discuss your (or your partner's) experience and organizational capacity in acquisition and rehabilitation of affordable rental housing, including financing and rehabilitation (including environmental review). Describe staffing arrangements, if any. Describe the types and number of units of residential housing you have developed. Describe your approach to evaluating properties for rehabilitation and repairs.*

Housing Management Capacity: *Discuss your (or your partner's) experience and organizational capacity in marketing, leasing, and managing of affordable rental housing, including the population to be served. Describe the current number of rental housing units under your management.*

Supportive Services Capacity (if applicable): *Discuss your (or your partner's) experience and organizational capacity in supportive services for the population to be served.*

Proposed Timeline, Readiness to Perform: *Enter a proposed timeline for acquisition, rehabilitation, and occupancy of housing. Are there readiness factors in place such as site determination, pre-development work, etc.?*

Past Performance Issues: *If applicable, discuss past performance issues for rental housing under your development or management.*

FEASIBILITY – PROPOSED BUDGETS APPENDIX

1. Appendix: Please attach a proposed acquisition and rehabilitation budget for your proposed activity, including acquisition and construction hard and soft costs; as well as sources for these funds.
2. Appendix: Please attach a proposed annual operating budget for your proposed activity, including cost and source of funds for property management and marketing; operating costs such as utilities, grounds maintenance, trash removal, pest control; and costs for debt service, cash flow, and replacement reserves.

COST PER UNIT AND LEVERAGING OF RESOURCES

Use this section to discuss number of units to be produced, number of individuals to be housed, and additional resources to be brought to this activity.

Proposed Number of Housing Units to be Developed: *Discuss the proposed number of properties to be acquired. If you plan to develop other than a single-family home(s), please describe.*

Projected Cost Per Housing Unit for Acquisition and Rehabilitation:

Projected Percentage of NSP 3 Funds Per Housing Unit for Acquisition and Rehabilitation:

Proposed Number of Households to be Housed, Including One-Person Households:

Proposed Number of Individuals to be Housed, Including One-Person Households:
Source of Additional Acquisition or Rehabilitation Funds, if applicable:
Source of Funding for Administration, Management, and Operations:
Source of Funding for Supportive Services:
Source of Funding for Rents:
Non-Financial Resources: <i>Discuss any non-financial additional resources you will bring.</i>
HOUSING NEED AND RESIDENT SELECTION
Discuss the housing need in Delaware for the special needs population proposed to be served, for the proposed location(s) of the activity. Attach additional information if needed, but provide a summary of housing need here.
Discuss your proposed process for securing initial tenants. Attach additional information if necessary, but summarize your resident selection process here.

Discuss your proposed process for filling vacancies. Attach additional information if necessary, but summarize your waiting list process here.

AFFORDABILITY

Pages 3 and 4 discuss affordable income limits, affordable rents, and long-term affordability.

Describe the income levels for individuals or households you propose to serve.

Describe proposed rents by bedroom size.

Describe long-term affordability: How long will the units remain affordable to the income level of households served.

LOCATION AND COMMUNITY AMENITIES

Page 5 lists eligible locations.

Describe the proposed location. Discuss the community amenities, and discuss the proposed location in terms of proximity to public transportation, retail services, services for affordable health care, state service centers, libraries, parks, and so on.

Discuss the proposed location in terms of diversity of income, race, and ethnicity.

SUPPORTIVE SERVICES

Describe the breadth and depth of supportive services which will be provided. Who will provide them, where, and how often?

Discuss the level of independence residents will enjoy.

Describe any special design features for the population to be served.

**REHABILITATION ACTIVITY: SECTION 3
Employment Opportunities for Low-Income Persons**

Describe how, to the greatest extent feasible, rehabilitation activities will provide employment and training opportunities for low-income persons and/or business concerns that provide such opportunities to low-income persons. For further information:
<http://www.hud.gov/offices/fheo/section3/section3.cfm>

REHABILITATION ACTIVITY: ENERGY EFFICIENCY

NSP 3 requires that rehabilitation be undertaken in compliance with applicable housing codes and standards. In addition, to the extent applicable to the rehabilitation work undertaken, obsolete products and appliances should be replaced with Energy Star-labeled products; water efficient products, such as those with the WaterSense label, should be installed.

Describe the applicable local housing code for rehabilitation activities. Describe how you will incorporate energy efficiency improvements in rehabilitation activities.