



**Request for Proposals # 274-050123SA**

**Title: 15 Summit Avenue Development**

**Issue Date: May 1, 2023**

**Due Date: August 11, 2023, not later than 4:00 PM EST**

**\*LATE PROPOSALS WILL NOT BE ACCEPTED\***

**Issuing Department:  
Housing & Neighborhoods – Community & Small Business  
Development**

**Direct all inquiries concerning this RFP to:**

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Public-Private Partnerships Coordinator  
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# 1 INTRODUCTION

## 1.1 Purpose

The City of Raleigh (the “City”) is soliciting proposals from non-profit and for-profit developers or sponsors of rental housing for the development of attractive, sustainable energy-efficient rental housing on a City-owned lot located at 15 Summit Avenue (the “Subject Property”) to be made available via long-term land lease.

To be considered, proposals must set aside at least 20% of the total units within the development as affordable rental units to low-income households earning no more than 60% of the Area Median Income (AMI), adjusted for family size, for the Raleigh, NC Metropolitan Statistical Area (MSA) as established by the U.S. Department of Housing and Urban Development (HUD) through a long-term legally binding agreement with an affordability period of no less than the term of the ground lease. Any non-affordable units (e.g., market-rate units) within the development will not be subject to any affordability requirements (e.g., income limits, rent limits, affordability period).

It is the City’s preference that the only City subsidy in the awarded project be a below-market lease on the land. This preference is reflected in the evaluation criteria described more fully in Section 3. However, Proposers may request funds from the City to help subsidize the affordable housing component of a project if the financial underwriting analysis has determined that the subsidy is necessary for the project. Request of City funding does not guarantee that City funding will be provided.

Maximizing the density and number of affordable units is a priority and should be in accordance with the City’s desired housing type below. The existing zoning of the parcels must be utilized; the City will not support re-zoning requests as part of this Request for Proposals (RFP).

A detailed scope of services, including a detailed overview of the Subject Property, is provided in Section 5 of this solicitation.

All information related to this solicitation, including any addenda, will be posted to the North Carolina Interactive Purchasing System (IPS) at: <https://www.ips.state.nc.us/IPS/>.

All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
C.J. Valenzuela	<a href="mailto:Christopher.Valenzuela@raleighnc.gov">Christopher.Valenzuela@raleighnc.gov</a>

Questions submitted via telephone will not be answered.

## 1.2 Background

The City of Raleigh, the Capital City of North Carolina, remains one of the fastest growing areas in the country. A great economy, top educational institutions, and exceptional health care facilities are some of the characteristics that attract people to the triangle area. The mild climate, diverse work force and proximity to Research Triangle Park combine to make Raleigh a great place to live.

Raleigh is a 21<sup>st</sup> Century City of Innovation focusing on environmental, cultural, and economic sustainability. The City conserves and protects our environmental resources through best practice and cutting-edge conservation and stewardship, land use, infrastructure and building technologies. The City welcomes growth and diversity through policies and programs that will protect and enhance Raleigh’s existing neighborhoods, natural amenities, history, and cultural and human resources for future generations. The City leads to improve quality of life for neighborhoods and standard of living for all citizens. The City works with universities, colleges, citizens, and local partners to promote new technology, create new job opportunities, and encourage local businesses and entrepreneurs. The City enlists and prepares 21<sup>st</sup> Century staff with the skill sets to carry out the duties of the City through transparent civic engagement and by providing the very best customer service to our citizens.

The City’s Housing and Neighborhoods Department improves the quality of life for Raleigh's residents by adding affordable housing, improving existing affordable housing, revitalizing older neighborhoods, and supporting related human services. The department is also committed to improving and maintaining the quality of life and environment for all City citizens by enforcing City codes. Through this department, the City periodically makes available City-owned land for projects that will add to or preserve the City’s affordable housing stock.

Preserving and expanding the supply of affordable housing is a priority for the Department and for the City. The Raleigh City Council has adopted a goal of 5,700 affordable housing units over the ten-year period from 2016 to 2026.

**1.3 Request for Proposal (RFP) Timeline**

Provided below is a list of the anticipated schedule of events related to this solicitation. The City of Raleigh reserves the right to modify and/or adjust the following schedule to meet the needs of the service. All times shown are Eastern Standard Time (EST):

RFP Process	Date and time	
RFP Advertisement Date	5/1/2023	
Pre-Proposal Conference (Virtual)	6/5/2023	11:00 AM
Deadline for Written Questions	6/12/2023	4:00 PM
City Responses to Questions (anticipated)	6/30/2023	
<b>Proposal Due Date and Time</b>	<b>8/11/2023</b>	<b>4:00 PM</b>

**1.4 Pre-Proposal Conference**

The City will conduct a **VIRTUAL** Pre-Proposal Conference for all prospective Proposers. Registration and attendance by prospective Proposers is mandatory for the virtual Pre-Proposal Conference. Prospective Proposers are encouraged to submit written questions in advance. Date and time of pre-proposal conference is shown above in Section 1.3, entitled RFP Timeline. A summary of all questions and answers will be posted on the internet as an addendum. Log-in information is below.

Webinar link (Microsoft Teams): [Click here](#)

Meeting Link: [Click here](#)

Meeting ID: 281 181 553 730

Passcode: 2HEZMJ

**OR**

Call-in number: +1 919-561-6523,,898858551#

Phone Conference ID: 898 858 551#

## **1.5 Proposal Questions**

**It is the Proposer's responsibility to ensure that all addenda have been reviewed and considered in the preparation of its proposal.** Requests for clarification and questions to this RFP must be received by the City not later than the date shown above in the RFP Timeline (Section 1.3) for the submittal of written inquires. The firm's failure to request clarification and submit questions by the date in the RFP Timeline above shall be considered to constitute the firm's acceptance of all City's terms and conditions and requirements. The City shall issue addenda reflecting questions and answers to this RFP, if any, and shall be posted to North Carolina Interactive Purchasing System (IPS). No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFP.

**It is important that all Respondents submitting to this RFP periodically check the North Carolina Interactive Purchasing System (IPS) for any Addenda. It is the Respondent's responsibility to ensure that all addenda have been reviewed and, if required, signed and returned.**

All questions related to this solicitation must be submitted in writing (via email) to the following individual:

<b>Contact Name</b>	<b>Email Address</b>
C.J. Valenzuela	<a href="mailto:Christopher.Valenzuela@raleighnc.gov">Christopher.Valenzuela@raleighnc.gov</a>

Questions submitted via telephone will not be answered.

## **1.6 Proposal Submission Requirements and Contact Information**

Proposals must follow the format as defined in Section 2, "Proposals", and be addressed and submitted electronically as follows:

Send to: [Christopher.Valenzuela@raleighnc.gov](mailto:Christopher.Valenzuela@raleighnc.gov)

Email Subject Line: RFP # 274-050123SA

The City will only receive Proposals through this RFP that are submitted electronically. The Proposal must be emailed as a viewable and printable Adobe Portable Document File (PDF). Electronic versions of the Proposal must be received by the City on or before the RFP due date and time provided in RFP Timeline (Section 1.3). Proposals received after the RFP due date and time will not be considered.

Any requirements in the RFP that cannot be met must be indicated on Appendix IV: Exceptions to the RFP and submitted with the proposal. **Proposers must respond to the entire RFP. Any incomplete proposal may be eliminated from competition at the discretion of the City of Raleigh.** The City reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest.

Proposals that arrive after the due date and time will not be accepted or considered. It is the responsibility of the firm to ensure that their proposal arrives by the due date and time specified in the RFP Timeline (Section 1.3).

### **1.7 MWBE Participation Form**

The City prohibits discrimination in any manner against any person based on actual or perceived age, race, color, creed, national origin, sex, mental or physical disability, sexual orientation, gender identity or expression, familial or marital status, religion, economic status, or veteran status. The City maintains an affirmative policy of fostering, promoting, and conducting business with women and minority owned business enterprises.

Complete and submit the MWBE Participation Form (Appendix III) with your proposal.

### **1.8 Rights to Submitted Materials**

All proposals and supporting materials, as well as correspondence relating to this RFP, shall become the property of the City. The content of all submittals will be held confidential until the selection of the firm is made. Proposals will be reviewed by the Evaluation Team, as well as other City staff and members of the general public who submit public record requests. *Any proprietary data must be clearly marked.* In submitting a Proposal, each Prospective Proposer agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the City to assist in the selection process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this Request for Proposals. Proposals marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

### **1.9 Communications**

Questions must be submitted in writing to the individual designated in Section 1.1 (Purpose) prior to the deadline provided in the RFP Timeline (Section 1.3). Proposers should not rely on any information provided by the City that is not provided as part of this RFP, any addenda to this RFP, or communications with the City representative identified in Section 1.1.

### **1.10 Lobbying**

By responding to this solicitation, the firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the City or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFP.

## 1.11 Conflicts of Interest

City of Raleigh contracts are controlled by three conflict of interest provisions.

First, federal procurement standards provide in 2 CFR 200.318 (c)(1),

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or a firm which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Similarly, the North Carolina General Statutes provides a *criminal* statute for conflicts of interest in public contracting. N.C.G.S. § 14-234(a):

(1) No public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law. (2) A public officer or employee who will derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract. (3) No public officer or employee may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.

City of Raleigh Charter Section 3.9 regulates private transactions between the City and its officials and employees. The Charter states:

No member of the City Council, official, or employee of the City of Raleigh shall be financially interested, or have any personal beneficial interest, either directly or indirectly, as agent, representative, or otherwise, in the purchase of, or contract for, or in furnishing any materials, equipment or supplies to the City of Raleigh, nor shall any official or employee of the City of Raleigh accept or receive, or agree to accept or receive, directly or indirectly, from any person, firm or corporation to whom any contract may be awarded or from whom any materials, equipment or supplies may be purchased by the City of Raleigh, by rebate, gift, or otherwise, any money or anything of value whatsoever, or any promise, obligation or contract for future reward or compensation, for recommending or procuring the uses of any such materials, equipment or supplies by the City of Raleigh; no member of the City Council, official or employee of the City of Raleigh shall for his own personal benefit operate, directly or indirectly, any concession in any building or on any lands of the City of Raleigh, nor shall any official or employee of the City of Raleigh bid for or be awarded any contract granting concessionary rights of any nature or kind from the City of Raleigh; it shall be unlawful for any member of the City Council, official or employee of the City of Raleigh to bid for or to purchase or to contract to purchase from the City of Raleigh any real estate, equipment, materials, or supplies of any nature or kind whatsoever, either directly or indirectly, at either public or private sale, either singly, or through or jointly with any other person.

## **1.12 Proposer Expenses**

The City will not be responsible for any expenses incurred by any Proposer in the development of a response to this RFP or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to City of Raleigh and/or its representatives. Further, the City shall reserve the right to cancel the sale or lease described herein prior to final approval by the City Council.

## **1.13 Proposer Acceptance**

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise on Appendix IV, Exceptions to RFP, and submitted with proposal. Further, the City has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities and reserves the right to re-advertise this RFP with either the identical or revised scope and specifications if it is deemed to be in the best interests of the City to do so. The City reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in the best interest of the City to do so. Moreover, the City reserves the right to make no selection if proposals are deemed to be not in the best interest of the City.

## **2 PROPOSALS**

Responses must follow the format outlined below. The City may reject as non-responsive at its sole discretion any proposal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

### **2.1 Proposal Guidelines**

***Eligible Proposers:*** Eligible Proposers are non-profit or for-profit developers, or partnerships between a non-profit and for-profit developer.

***Eligible Proposals:*** Eligible proposals will be multifamily building(s). Staff's preliminary assessment of the site suggests that one or more small multifamily buildings with smaller units and limited parking would make the most efficient use of the limited land area. Other housing prototypes will be accepted with sufficient evidence supporting the design and type of development proposed.

No less than 20% of total units for the development must be reserved as affordable to low-income households earning no more than 60% of the AMI. Annual monitoring of the affordable units, such as tenant income certifications and rent approvals, will be required. Selected projects will be subject to a long-term legally binding agreement requiring an affordability period of no less than the term of the ground lease. Tenant eligibility requirements will mirror those set forth by the North Carolina Housing Finance Agency (NCHFA) for the Low-Income Housing Tax Credit (LIHTC) program. See Appendix V for current income limits by household size and rent limits by bedroom size for the affordable units. In a case where the number of required affordable units (e.g., no less than 20% of units) results in a fraction, the developer must round up and provide an additional affordable unit.

Affordable units should be “floating” rather than “fixed” to ensure comparability between affordable and market-rate units. More details about management of the affordable income-restricted units are included in Appendix V, “Management Guidelines”.

No rent or income limits are imposed on the market-rate units. Income from these units is seen as a form of internal subsidy to make the affordable units financially feasible and sustainable.

***Underwriting Assumptions and Fee Limits:*** The City will review the development budget and financial pro forma for accuracy and reasonableness according to the following underwriting assumptions:

- a) **Vacancy allowance:** 7%
- b) **Annual rent increase:** 2%
- c) **Annual operating expense:** At least \$3,800 per unit per year not including taxes, reserves and resident support services; annual increase of 3%
- d) **Debt coverage/operating coverage ratio:** At least 1.15 for the full term of all loans
- e) **Replacement reserves:** At least \$250 per year per unit; must be capitalized from project’s operations; annual increase of at least 4%
- f) **Rent-up reserves:** At least \$300 per year per unit
- g) **Operating reserves:** The greater of \$1,500 per unit per year or 4 months’ debt service and operating expenses (must be maintained for the duration of the ground lease)
- h) **Legal fees:** Developer will be responsible for paying all legal fees associated with the project, not including the City’s legal fees for drafting and executing the land lease.

***Land Lease Terms:*** See Section 4 (Lease Terms).

## **2.2 Proposal Required Document Format**

Responses should be divided using tabs to separate each section, listed sequentially as follows:

### ***Tab 1: Cover Letter***

Provide an introduction letter summarizing the unique proposal of your firm to meet the needs of this RFP. The letter should express why the Proposer is interested in undertaking the project and why they should be selected. This letter should be presented on the firm’s official letterhead and signed by an authorized representative who has the authority to enter into a contract with the City on behalf of the firm. Additionally, include the name, address, telephone and email address of the individual who serves as the point of contact for this solicitation.

### ***Tab 2: Team Experience and Certifications***

Include background information on the firm and provide detailed information regarding the firm’s experience with development **and property management** of similar projects. Provide a list of all similar contracts performed in the past five (5) years, accompanied by at least three (3) references (see Appendix II).

Include the total cost for each listed project, the length/timeline of the project, and a list of those involved in the project who are also proposed for the subject project in this RFP. Failure to provide a list of all similar contracts in the specified period may result in the rejection of the firm’s proposal. The Evaluation Team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

This section must also include the proposed staffing of firm personnel to be assigned to this project. The Proposer shall provide information as to the experience of all personnel to be

assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. A project-specific organizational chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

***Tab 3: Project Understanding, Approach, Budget, and Schedule***

Provide a comprehensive narrative or outline demonstrating the firm's understanding and approach to accomplishing the work outlined in the Scope of Work section of this RFP. The proposal should also include a description of proposed marketing and community engagement efforts to be undertaken if selected.

Provide a complete project timeline broken out by each stage of the development process (i.e., pre-development stage, construction stage, etc.) and include a detailed description for each major task throughout the development lifecycle.

Include an itemized total budget estimate for the proposed project, including preliminary sources and uses, as well as a 30-year pro forma. The financial model should include the total number of units, unit types (i.e., single-family, townhouse, duplex, apartment, ADU, etc.), income targeting of units (i.e., income level as defined by percentage of AMI, or “market rate” for units without income restrictions), projected rents, and number of bedrooms and square footage for each unit.

***Tab 4: Site Plan and Renderings***

Include a conceptual site plan of the proposed project. If available, also include any renderings and/or architectural plans for the proposed project.

**2.3 RFP Documents**

This RFP is comprised of the base RFP document, any attachments, and any addenda released before proposal selection. All attachments and addenda released for this RFP in advance of any proposal selection are incorporated herein by reference.

**3 PROPOSAL EVALUATION**

**3.1 Proposal Evaluation Criteria**

This is not a bid. There will not be a public opening. The Proposals received in response to this RFP will be evaluated and ranked, by the Proposal Evaluation Team in accordance with the process and evaluation criteria contained below. Responses will be evaluated based on the material and substantiating evidence presented in the Proposal, and not on the basis of what is inferred. After thoroughly reading and reviewing this RFP, each Evaluation Team member shall conduct their independent evaluation of the proposals received and grade the responses on their merit in accordance with the evaluation criteria set forth in the following table.

While the scoring criteria described in this section are intended to help inform the City’s selection of a Proposal, the City reserves the right to select the best overall proposal when measured against the City’s strategic policy priorities, including, but not limited to the City’s Strategic Plan, Comprehensive Plan, and any redevelopment plans adopted by the City Council.

A summary of the scoring criteria and maximum points is shown in the table below. More detailed descriptions are in the narrative below the table.

<b>Criteria</b>	<b>Max Points</b>
Financial Feasibility and Leveraging	35
Development Quality	35
Development and Management Team	35
<b>Subtotal</b>	<b>105</b>
Affordability (Bonus Points)	10
<b>Total Points Possible</b>	<b>115</b>

***Financial Feasibility and Leveraging (35 points)***

Proposers must demonstrate that the project is financially feasible and sustainable without operating subsidies or project-based vouchers. Proposals that demonstrate project feasibility without City financial assistance (beyond the below-market land lease) will be preferred. Proposals with evidence of commitments of construction and permanent financing will be preferred to those without commitments. Reasonableness of project costs, demonstrated access to capital, and capital structure will be considered during the evaluation. Details about scoring in this category are below.

**Commitments from Other Funding Sources (15 points)**

Proposers with firm commitments from other funders will receive fifteen (15) points. Proposers with two or more soft commitments (such as a letter of interest) will be awarded points on a sliding scale from five (5) to ten (10) points based on the strength of the offers. Proposers with one soft commitment will receive five (5) points. Proposers with no funding commitments will receive zero (0) points.

**Reasonableness of Project Costs (10 points)**

Points will be awarded on a sliding scale from zero (0) to ten (10) points based on reasonableness of project costs.

**Capital Structure (10 points)**

Points will be awarded on a sliding scale from zero (0) to ten (10) points based on the strength and feasibility of the capital structure for the project, including the degree to which other public and private funding sources are leveraged and the degree of demonstrated financial feasibility without additional City subsidy.

***Development Quality (35 points)***

Proposals will be evaluated based on their relevance in addressing the housing needs targeted in this RFP. Proposals will also be evaluated on how well the units blend into the existing community character and compatibility with surrounding architecture. Proposed buildings should include glazing on all elevations/facades. Proposals will also be evaluated based on sensitivity to the natural environment. All new construction must meet or exceed SystemVision certifications. Proposers should embrace all possible sustainability measures, to include conservation and protection of environmental resources, green building (LEED standards), use of high-performance building materials and design, water conservation, recycling of construction and residential waste and energy efficiency. Proposers should describe any visitability or aging in place elements that will be incorporated into the design. Proposals should include representative floor plans and elevations and conceptual site plans.

**Compatibility with Surrounding Architecture (15 points)**

Points will be awarded on a sliding scale from zero (0) to fifteen (15) points based on the project design's compatibility with surrounding architecture, including adherence to relevant historic district guidelines.

**Density/Maximization of Site (10 points)**

Points will be awarded on a sliding scale from zero (0) to ten (10) points based on the degree to which the project maximizes the number of units to be built on the site(s), as allowed and possible under the current zoning.

**Sustainability and Accessibility Measures (10 Points)**

Points will be awarded on a sliding scale from zero (0) to ten (10) points based on the project's sustainability and accessibility features. Such features may include but are not limited to: high performance building design and materials, adherence to green building standards, recycling measures during construction and ongoing building operations, and Universal Design or other accessibility/visitability features.

***Development and Property Management Team (35 points)***

Consideration will be given to the capacity and experience of the development and management team. The development **and property management** team must demonstrate prior successful experience with comparable size and type projects. Prior track record and current project status will be considered for firms that have worked with the City before. Property management team experience in managing income-restricted properties should be described as should the track record in effective property maintenance.

**Demonstration of Development Experience (10 points)**

Points will be awarded on a sliding scale from zero (0) to ten (10) points based on demonstration of the Proposer's prior experience with development projects of comparable size and type. Consideration in this category will include the Proposer's full team, not just the lead firm.

**Demonstration of Property Management Experience (10 points)**

Points will be awarded on a sliding scale from zero (0) to ten (10) points based on demonstration of the Proposer's prior experience with managing comparable size and type rental properties. Demonstrated experience managing income-restricted rental properties will be a key scoring factor. Consideration in this category will include the Proposer's full team, not just the lead firm.

**Evidence of Financial Capacity to Execute Project (15 points)**

Points will be awarded on a sliding scale from zero (0) to fifteen (15) points based on evidence of the Proposer's financial capacity to execute the proposed project. Past performance and current project status will be considered for firms that have previously worked with the City; points will be awarded based on a firm's track record of financial and project management and demonstrated ability to meet project deadlines.

***Affordability (10 bonus points)***

Bonus points will be awarded on a sliding scale from zero (0) to ten (10) points based on the number or percentage of affordable units and/or depth of income targeting (e.g., 60% AMI, 50% AMI, etc.) proposed. All proposals must include at least 20% affordable units up to 60% AMI to be considered.

**3.2 Interview/Demonstration**

Proposers selected for interviews/demonstrations under this section will be notified in writing of the date and time. Proposers' interviews/demonstrations shall be based solely upon information provided in each Proposer's original proposal.

### **3.3 Proposal Selection**

Proposals will be evaluated and ranked by the Evaluation Team according to the criteria and weighted values set forth in Section 3.1. A final selection for recommendation will be made after each firm is evaluated and assigned a score to determine the best firm for recommendation.

City staff will recommend the best Proposal to the Raleigh City Council for approval, after which negotiations of a lease with the selected Proposer will commence. If negotiations are unsuccessful, the City may pursue negotiations with the next most qualified firm. All Proposers will be notified of their standing immediately following the City's decision.

The City shall not be bound or in any way obligated until both parties have executed a lease. The City also reserves the right to reject any and all proposals received as a result of the RFP, delay the award of the lease, and/or negotiate on the terms of the lease to best serve the interests of the City.

### **3.4 Notice to Proposers Regarding RFP Terms and Conditions**

It shall be the Proposer's responsibility to read the Instructions, all relevant exhibits, attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Proposers are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

## **4 LEASE TERMS**

The selected Proposer will enter a ground lease with the City with mutually agreeable terms. The City's strong preference and expectation is for a lease with a term of 50 years, or 40 years with a single ten (10) year renewal. The lease length and specific terms may vary by site and proposed development. Proposers may include in their proposal preferred lease terms. The lease will include claw-back provisions to return complete site control to the City and allow for the termination of the lease in the event that key development deadlines or requirements are not met.

As described in Section 3, eligible proposals must include the provision that a minimum of 20% of units will be set aside as affordable to low-income households earning no more than 60% of the AMI. Selected project(s) will be subject to this affordability requirement for not less than the term of the ground lease.

Pursuant to Resolution 2021-236 adopted by the Raleigh City Council, any lease of City property or City-provided financial assistance will require the developer to enter a contractual obligation to not disqualify any prospective tenant for eligibility to rent based on a refusal to consider any lawful source of income within their application. This requirement will be included in the ground lease.

The obligation of the City to lease the Subject Property for construction of rental housing is contingent upon site plan approval, issuance of building permits, due diligence conditions being satisfied, and firm financial commitments for construction and/or permanent financing. If construction does not substantially commence within six (6) months of executing a ground lease, the City may, at its option, exercise recapture remedies. The Subject Property will be leased in "as-is" condition and the selected Proposer will be allowed a sufficient period to perform reasonable due diligence before executing a ground lease.

## 5 SCOPE OF WORK

The selected Proposer shall complete the development of rental housing and associated infrastructure on the Subject Property, all as set forth in this RFP and more particularly described in this Section 5.

### 5.1 Subject Property Overview

The Subject Property consists of approximately 0.67 acres located at 15 Summit Avenue. A small portion of this acreage is not contiguous with the rest of the parcel; contiguous acreage is 0.55.

The Subject Property is zoned Residential Mixed-Use (RX-4) per Rezoning Case Z-53A-2022, which allows for four (4) stories and 68 feet of height. Detached, attached, townhouse, and multifamily housing is permitted.

The Subject Property is located at the intersection of Summit Avenue and Waterworks Street. The site has gently sloping topography, is located well above the 100-year flood zone, and is free of known environmental constraints. A Duke Energy electrical substation to the west is buffered from the site by a thick band of trees.

Address	Zoning	Size (Approx.)
15 Summit Ave	RX-4	0.67 acres



### 5.2 Development Expectations and Considerations

The City seeks proposals for creative and efficient rental development to maximize the site's small footprint. The full range of housing types allowed by zoning will be accepted (e.g., microunits, etc.). Off-street parking is not required or recommended.

Staff's preliminary assessment of the site suggests that one or more small multifamily buildings with smaller units and limited parking would make the most efficient use of the limited land area, but other housing prototypes will be accepted with sufficient evidence supporting the design and type of development proposed. Design approaches that complement the residential character to the north are encouraged.

Buildings must, at a minimum, meet the applicable state and local building codes and ordinances. Proposers should also be familiar with NCG01 and all other applicable stormwater regulations.

Proposers are expected to have examined the Subject Property to understand existing visible site conditions and to factor all development needs into their proposal. The City will require proposals to address all site needs and land planning including but not limited to: stormwater mitigation, additional grading, any necessary clearing including tree and stump removal, plantings to stabilize any slopes, replacing extra curb cuts with curb and gutter, and repairing or replacing any adjacent curbs and/or sidewalks to ensure a high-quality development. The developer will be solely responsible for securing any variances that are necessary to completing the development. Any proposed variance applications should be included in the developer's schedule to purchase and construct the development.

The City reserves the right to require the developer to furnish bonds covering faithful performance and payment of obligations for the development.

Developers are encouraged to include a real estate professional who is either currently certified or enrolled to become certified as a Workforce Housing Specialist by the NC REALTORS® on their marketing team. More information can be found at: <https://ncrealtorshf.org/workforce-housing/program-overview/>.

The developer (and property manager, if applicable) must comply with the income and rent limits described in Section 5.4.

### **5.3 Zoning and Development Review**

The developer is responsible for understanding what is allowed by the existing zoning and the underlying development regulations of the City's Unified Development Ordinance (UDO). Proposals should utilize the existing zoning of the site(s); the City will not support additional zoning changes. Development of these site(s) must be consistent with all existing zoning and building code requirements, including all tree protection and storm water regulations. All proposals should include a site plan including, but not limited to, building elevations, building setback(s), proposed amenities, sidewalks, and landscaping. Please visit the City's UDO website for more information on zoning classifications at: <https://raleighnc.gov/planning/unified-development-ordinance-udo>

Developers are expected to have examined the Subject Property to understand existing visible site conditions and to factor all development needs into their proposal. The City will require proposals to address all site needs and land planning including but not limited to: stormwater mitigation, grading, any necessary clearing including tree and stump removal, plantings to stabilize slopes, replacing extra curb cuts with curb and gutter, and repairing or replacing any adjacent curbs and/or sidewalks to ensure a high-quality development.

The City will retain ownership of the development site and lease the land to the developer through a long-term ground lease. As property owner, the City is required to be the applicant for development approvals. However, the developer will be responsible for preparing all information needed for applications. The City will serve as the applicant in name only; staff will not represent the project or be responsible for preparing application materials. The developer will be solely responsible for providing all information and completing all work necessary to secure all required approvals to complete the development.

### **5.4 Developer Responsibility**

The developer is responsible for securing construction financing, completing all necessary site planning, installing any infrastructure necessary (including, but not limited to, installation of water

and sewer taps, storm drainage, etc.) constructing the development, and marketing and renting all housing units to qualified households within 36 months of the date of execution of the land lease. The developer is required to provide a construction schedule clearly outlining the sequence of activities and resources necessary to complete the project efficiently. This schedule should include all land planning efforts necessary to ensure efficient development of the site.

As described in Section 5.3, the developer is responsible for understanding and complying with the existing zoning and building code requirements of the Subject Property and for preparing all information needed for development approvals for submission by the City on their behalf. The City will act as a “pass through” applicant for development approvals; City staff will not be responsible for representing or advocating for the project in the development review process.

The development of this Subject Property should be consistent with all existing zoning and building code requirements including all tree protection and stormwater regulations. All proposals should include a site plan comprising but not limited to: building elevations, building setback(s), proposed amenities, sidewalks, and landscaping. The selected developer will be responsible for conducting any necessary surveys and recording plats for the development site.

## **5.5 Affordability Conditions**

All proposals must include a minimum of 20% of the total units within the development as affordable to low-income households earning no more than 60% of the AMI, adjusted by family size, for the Raleigh, NC MSA. Any non-affordable units (i.e., market-rate units) within the development will not be subject to any affordability requirements (e.g., income limits, rent limits, etc.).

Household income limits, income verification, and rent limits for the affordable units must be reviewed and approved prior to initial occupancy (and upon subsequent lease renewals for rental units) by the City Housing and Neighborhoods staff.

Current income limits by income level (AMI percentage) and household size, along with rent limits by income level and unit size, are shown in Appendix V.

## APPENDIX I: PROPOSER QUESTIONNAIRE

The following questions must be answered, and data given must be clear and comprehensive. If necessary, questions may be answered on separate sheets. The Proposer may submit any additional information desired.

Company Name:		d/b/a (if applicable)	
Street / PO Box:			
City:		State:	Zip:
Phone:	Fax:	E-Mail:	
Website (if applicable):			
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other			
Number of years in business under company's present name:			
Fed Tax ID #:	DUNS #		
Are you registered with the North Carolina Secretary of State to conduct business (if required)? (Check One) YES: <input type="checkbox"/> NO: <input type="checkbox"/> Not Applicable: <input type="checkbox"/>			
Are you properly licensed/certified by the Federal and/or State of North Carolina to perform the specified work? YES: <input type="checkbox"/> NO: <input type="checkbox"/> Not Applicable: <input type="checkbox"/> ATTACH COPY OF ALL APPLICABLE LICENSING/CERTIFICATION DOCUMENTS			
Are/will you be properly insured to perform the work? YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
Contact for this Contract:		Title:	
Phone:	Fax:	E-Mail:	
Have you ever defaulted or failed on a contract? (If yes, attach details) YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
List at least three (3) references for which you have provided these services (same scope/size) in the past three years - preferably government agencies. <u>Do not include City of Raleigh as a reference to meet the requirement of listing at least (3) references.</u> <b>PROPOSERS ARE RESPONSIBLE FOR SENDING REFERENCE QUESTIONNAIRE (APPENDIX II) TO THEIR REFERENCES.</b>			
1.	Company:		
Contact Person:		Title:	
Phone:	Fax:	E-Mail:	
Describe Scope of Work:			
2.	Company:		
Contact Person:		Title:	
Phone:	Fax:	E-Mail:	
Describe Scope of Work:			
3.	Company:		
Contact Person:		Title:	
Phone:	Fax:	E-Mail:	
Describe Scope of Work:			
4.	Company:		
Contact Person:		Title:	
Phone:	Fax:	E-Mail:	
Describe Scope of Work:			
5.	Company:		
Contact Person:		Title:	
Phone:	Fax:	E-Mail:	
Describe Scope of Work:			
The undersigned swears to the truth and accuracy of all statements and answers contained herein:			
Authorized Signature:		Date:	

## **APPENDIX II: REFERENCE QUESTIONNAIRE (Instructions)**

### **City of Raleigh RFP # 274-050123SA**

The City of Raleigh, as a part of the RFP, requires proposing companies to submit a minimum of three (3) business references as required within this document. The purpose of the references is to document the experience of the Proposer relevant to the scope of services and assist in the evaluation process.

- The Proposer is required to send the reference form (the following two pages) to each business reference listed on Proposer Questionnaire.
- The business reference, in turn, is requested to submit the Reference Form directly to the City of Raleigh Point of Contact identified on the Reference Questionnaire form for inclusion in the evaluation process.
- The form and information provided will become a part of the submitted proposal. The business reference may be contacted for validation of the response.
- It is the Proposer's responsibility to verify their references have been received by the City of Raleigh Point of Contact by the date indicated on the reference form.

# APPENDIX II: REFERENCE QUESTIONNAIRE FORM

## City of Raleigh RFP # 274-050123SA

\_\_\_\_\_  
**(Name of Business Requesting Reference)**

This form is being submitted to your company for completion as a business reference for the company listed above.

This form is to be returned to the City of Raleigh, C.J. Valenzuela, via email to [Christopher.Valenzuela@raleighnc.gov](mailto:Christopher.Valenzuela@raleighnc.gov) no later than **4:00 p.m. EST, August 11, 2023**, and **MUST NOT** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the City of Raleigh, Point of Contact above.

**Company Providing Reference**

**Contact Name and Title/Position** \_\_\_\_\_

**Contact Telephone Number** \_\_\_\_\_

**Contact Email Address** \_\_\_\_\_

Questions:

1. In what capacity have you worked with this company in the past? If the company was under a contract, please acknowledge and explain briefly whether or not the contract was successful.

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How would you rate this company's knowledge and expertise?

3= Excellent    2= Satisfactory    1= Unsatisfactory    0= Unacceptable

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How would you rate the company's flexibility relative to changes in the scope and timelines?

3= Excellent    2= Satisfactory    1= Unsatisfactory    0= Unacceptable

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What is your level of satisfaction with hard-copy materials, e.g., reports, logs, etc. produced by the company?

3= Excellent    2= Satisfactory    1= Unsatisfactory    0= Unacceptable

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. How would you rate the dynamics/interaction between the company and your staff?

3= Excellent    2= Satisfactory    1= Unsatisfactory    0= Unacceptable

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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6. Who were the company's principle representatives involved in providing your service and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?  
(3= Excellent; 2= Satisfactory; 1= Unsatisfactory; 0= Unacceptable)

Name: _____	Rating: _____
Name: _____	Rating: _____
Name: _____	Rating: _____
Name: _____	Rating: _____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. With which aspect(s) of this company's services are you most satisfied?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. With which aspect(s) of this company's services are you least satisfied?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Would you recommend this company's services to your organization again?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## APPENDIX IV: EXCEPTIONS TO THE RFP

**CHECK ONE:**

- NO EXCEPTIONS, PROPOSER COMPLIES WITH ALL DOCUMENTS IN RFP.  
 EXCEPTIONS ARE LISTED BELOW:

#	RFP Page #, Section, Name, Title, Item #	Exceptions (Describe nature of Exception)	Explain Why This is an Issue	Proposed Alternative	Indicate if exception is Negotiable (N), or Non-negotiable (NN)
1					
2					
3					
4					
5					
6					
7					
8					
9					

10					
11					
12					

**FAILURE TO IDENTIFY ANY EXCEPTIONS WILL INDICATE ACCEPTANCE OF ALL TERMS AND CONDITIONS, AND REQUIREMENTS OF THE RFP AND ANY CORRESPONDING ADDENDUM ISSUED. THE CITY, AT ITS SOLE DISCRETION, MAY MODIFY OR REJECT ANY EXCEPTION OR PROPOSED CHANGE.**

Firm:	Authorized Signature:	Title:
Printed Name of Signer:	Date:	

## APPENDIX V: MANAGEMENT GUIDELINES

### Rent and Income Limits for Affordable Units

Properties must adhere to the affordable rent and income limits for the Raleigh, NC Metropolitan Statistical Areas published annually by the City’s Housing and Neighborhoods Department (from limits calculated and published by HUD and Novogradac & Company LLP for the Low-Income Housing Tax Credit Program).

Current income limits by income level (AMI percentage) and household size, along with rent limits by income level and unit size, are shown below (effective as of April 18, 2022).

#### **Income Limits\***

Income Level	Household Size							
	1	2	3	4	5	6	7	8
30%	\$22,500	\$25,700	\$28,900	\$32,100	\$34,700	\$37,250	\$39,850	\$42,400
40%	\$29,960	\$34,240	\$38,520	\$42,800	\$46,240	\$49,680	\$53,080	\$56,520
50%	\$37,450	\$42,800	\$48,150	\$53,500	\$57,800	\$62,100	\$66,350	\$70,650
60%	\$44,940	\$51,360	\$57,780	\$64,200	\$69,360	\$74,520	\$79,620	\$84,780
70%	\$52,430	\$59,920	\$67,410	\$74,900	\$80,920	\$86,940	\$92,890	\$98,910
80%	\$59,950	\$68,500	\$77,050	\$85,600	\$92,450	\$99,300	\$106,150	\$113,000

\*Income limits subject to change

#### **Rent Limits\***

Income Level	Number of Bedrooms					
	Efficiency	1	2	3	4	5
30% AMI	\$561	\$601	\$722	\$834	\$931	\$1,027
40% AMI	\$749	\$802	\$963	\$1,113	\$1,242	\$1,370
50% AMI	\$936	\$1,003	\$1,203	\$1,391	\$1,552	\$1,712
60% AMI	\$1,123	\$1,203	\$1,444	\$1,669	\$1,863	\$2,055
70% AMI	\$1,310	\$1,404	\$1,685	\$1,947	\$2,173	\$2,397
80% AMI	\$1,496	\$1,605	\$1,926	\$2,226	\$2,484	\$2,740
City Utility Allowances	<i>Must be determined for each individual apartment or identical apartments in a project</i>					

\*Rent limits subject to change

Household income limits, income verification, and rent limits for the affordable units must be reviewed and approved prior to initial occupancy (and upon subsequent lease renewals for rental units) by the City Housing and Neighborhoods Department staff.

The property owner/manager must submit a request for rent increases each year along with back-up documentation to the City and receive approval before rents may be changed.

### Income Certification for Affordable Units

The City will also require tenant income certification forms be submitted for households occupying affordable units, included in this RFP as Appendix VI.

Documentation supporting the annual household income calculation should be included. Examples of acceptable documentation are detailed below.

***Income from Employment or Wages:*** most recent tax return (IRS Form 1040), most recent consecutive paystubs covering a period of at least two (2) months

***Income from Social Security/Supplemental Security/Disability/Pensions:*** benefits letter from applicable agency (issued within the last 12 months), most recent bank statements showing direct deposits covering a period of at least two (2) months

***Income from Public Assistance:*** documentation from public agency confirming benefit amount (issued within the last 12 months)

***Income from Assets:*** if cash value of assets (e.g., stocks, dividends) exceeds \$5,000, annual income from assets should be included in the household's income calculation and documentation of the assets (e.g., bank statements) should be provided

Tenant incomes must be recertified at least annually to ensure incomes are below the most current income limits available.

### **Designation of Affordable Units**

Affordable units within the property should be "floating" rather than "fixed". This means that affordable units are not designated as specific units within the property (e.g., in a ten-unit property, units A and B are set as "affordable units" and units C through J are set as "market-rate units").

Rather, the established percentage of affordable units (no less than 20% of units) must be maintained but the designation of which units are affordable can "float" depending on availability. In the ten-unit example above, the property owner would designate two units as affordable, and at any given point any two of units A through J would be restricted to occupancy by income-eligible tenants.

A floating designation helps ensure that all units, whether affordable or market-rate, are comparable in terms of size, feature, and number of bedrooms. In a case where the number of required affordable units (e.g., no less than 20% of units) results in a fraction, the developer must round up and provide an additional affordable unit.

### **Over-Income Households in Affordable Units**

Property owners/managers should follow guidelines for the HOME Program in cases where a household occupying an affordable unit is determined to be "over-income" upon income recertification.

Following the guidelines set forth at 24 CFR 92.252(i), affordable units will continue to be considered "affordable" rather than "market rate" despite a temporary noncompliance caused by increases in the incomes of existing tenants if actions are being taken to ensure that all vacancies are filled such that the ratio of affordable to market rate units is restored.

For example, if a household's annual income is determined to be above the 60% of AMI income limit adjusted by household size upon recertification, that household may continue occupying their unit and the unit may continue counting toward the percentage of affordable units in the property as long as the next available unit that becomes vacant is rented to an income-eligible household. At that point, the unit with the "over income" household will convert to market rate and the newly filled unit will be "take its place" as an affordable unit.

In such an instance, tenants who no longer qualify as low-income may not be automatically required to pay the full "market rate" rent. Rather, the household should be charged the lesser of the market rate rent or 30% of the household's adjust income.

### **Tenant Selection and Protections**

Property owners/managers must have a written tenant selection policy for both affordable and market rate units that complies with all applicable State, federal, and local laws, including Fair Housing laws.

The tenant selection policy for affordable units should conform with the HUD HOME Program guidelines set forth in 24 CFR 92.253(d).

Leases for both market-rate and affordable units may not include the prohibited lease terms set forth in 24 CFR 92.253(b).

**APPENDIX VI: TENANT CERTIFICATION FORM**

**(on following page)**

## TENANT INCOME CERTIFICATION

Initial Certification  Recertification  Other \_\_\_\_\_

Effective Date: \_\_\_\_\_  
 Move-in Date: \_\_\_\_\_  
 (MM/DD/YYYY)

### PART I. PROPERTY INFORMATION

Property Name: \_\_\_\_\_ BIN # (if LIHTC): \_\_\_\_\_  
 Address: \_\_\_\_\_ Unit Number: \_\_\_\_\_ #Bedrooms: \_\_\_\_\_

### PART II. HOUSEHOLD COMPOSITION

HH Mbr #	Last Name	First Name & M.I.	Relation to Head of Household	Date of Birth	Full-time Student (Y or N)	Last 4 Digits of SSN (if applicable)
1						
2						
3						
4						
5						
6						
7						
8						

### PART III. GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)

HH Mbr #	(A) Employment or Wages	(B) Social Security/Pensions	(C) Public Assistance	(D) Other Income
TOTALS	\$ _____	\$ _____	\$ _____	\$ _____

Add totals from (A) through (D), above – **TOTAL INCOME (E):** \$ \_\_\_\_\_

### PART IV. INCOME FROM ASSETS

HH Mbr #	(F) Type of Asset	(G) C/I	(H) Cash Value of Asset	(I) Annual Income from Asset
<b>TOTALS:</b>			\$ _____	\$ _____
Enter Column (H) Total. If over \$5,000: \$ _____ x Current Passbook Rate = (J) Imputed Income				\$ _____
Enter the greater of the total of Column (I) or Row (J) = <b>TOTAL INCOME FROM ASSETS (K)</b>				\$ _____
<b>(L) Total Annual Household Income from All Sources [Add (E) + (K)]</b>				\$ _____

### HOUSEHOLD CERTIFICATIONS & SIGNATURES

The information on this form will be used to determine income eligibility. I/we have provided for each person set forth in Part II acceptable verification of current anticipated annual income. I/we agree to notify the landlord immediately upon any member of the household moving out of the unit or any new member moving in. I/we agree to notify property management immediately upon any member becoming a full-time student.

Under penalties of perjury, I/we certify that the information presented in this Certification is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of the lease agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PART V. DETERMINATION OF INCOME ELIGIBILITY**

TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES: \$  From item (L) on page 1

Designated Income Restriction:  
 80%  70%  60%  50%  40%  30%  20%  Other: \_\_\_\_\_%

Current Income Limit per Household Size: \$ \_\_\_\_\_ Household meets Income Restriction:  Yes  No

**RECERTIFICATION ONLY:**

Designated Income Limit: \$ \_\_\_\_\_ Household is over income at recert:  Yes  No (If yes) Current 80% AMI Limit: \$ \_\_\_\_\_ Hhld income over 80% AMI Limit:  Yes  No

Household Income at Move-In: \$ \_\_\_\_\_ Household Size at Move-In: \_\_\_\_\_

**PART VI. RENT**

Tenant Paid Rent: \$ \_\_\_\_\_ Unit Meets Rent Restriction at:  
 80%  70%  60%  50%  40%  30%  
 20%  Other: \_\_\_\_\_%

Utility Allowance: \$ \_\_\_\_\_

Rental Assistance: \$ \_\_\_\_\_

Other non-optional charges and mandatory fees: \$ \_\_\_\_\_

Gross Rent for Unit (See Instructions): \$ \_\_\_\_\_

Is the source of rental assistance federal?  Yes  No

*If no, what is the source of assistance?* \_\_\_\_\_

*If yes, identify the source of federal rental assistance:*

HUD Multi-Family Project-Based Rental Assistance (PBRA)  HUD Housing Choice Voucher (HCV-tenant based)

HUD Section 8 Moderate Rehabilitation  HUD Project-Based Voucher (PBV)

Public Housing Operating Subsidy  USDA Section 521 Rental Assistance Program

HOME Tenant Based Rental Assistance (TBRA)  Other Federal Rental Assistance

**PART VII. STUDENT STATUS**

<p>ARE ALL OCCUPANTS FULL-TIME STUDENTS?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, enter Student Explanation* and attach documentation                  Enter 1-5 below:</p>	<p>*Student Explanation                  1. TANF assistance                  2. Previously in state foster care system                  3. Job Training Program                  4. Single parent/dependent child                  5. Married/joint return</p>
--	--	--

**PART VIII. PROGRAM TYPE**

Mark the program(s) listed below for which this household's unit will be counted toward the property's occupancy requirements. Under each program marked, indicate the household's income status as established by this certification/recertification.

<p><input type="checkbox"/> City of Raleigh Voluntary Inclusionary Zoning  <i>Income Status:</i>  <input type="checkbox"/> ≤ 30% AMI <input type="checkbox"/> ≤ 80% AMI  <input type="checkbox"/> ≤ 50% AMI <input type="checkbox"/> Other: _____  <input type="checkbox"/> ≤ 60% AMI <input type="checkbox"/> Over-income*</p>	<p><input type="checkbox"/> City of Raleigh Re-zoning Condition  <i>Income Status:</i>  <input type="checkbox"/> ≤ 30% AMI <input type="checkbox"/> ≤ 80% AMI  <input type="checkbox"/> ≤ 50% AMI <input type="checkbox"/> Other: _____  <input type="checkbox"/> ≤ 60% AMI <input type="checkbox"/> Over-income*</p>	<p><input type="checkbox"/> Other: _____  <i>Income Status:</i>  <input type="checkbox"/> ≤ 30% AMI <input type="checkbox"/> ≤ 80% AMI  <input type="checkbox"/> ≤ 50% AMI <input type="checkbox"/> Other: _____  <input type="checkbox"/> ≤ 60% AMI <input type="checkbox"/> Over-income*</p>
---	---	--

*\*Upon recertification, household was determined over-income according to eligibility requirements of the program(s) marked above*

**SIGNATURE OF OWNER/REPRESENTATIVE**

Based on the representations herein and upon the proofs and documentation required to be submitted, the individual(s) named in Part II of this Tenant Income Certification is/are eligible to live in an income-restricted affordable unit in this Project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR COMPLETING TENANT INCOME CERTIFICATION

*This form is to be completed by the owner or an authorized representative.*

### Part I. Property Information

Check the appropriate box for Initial Certification (move-in), Recertification (annual recertification), or Other. If Other, designate the purpose of the recertification (i.e., a unit transfer, a change in household composition, or other required recertification).

- Move-in Date                      Enter the date the tenant has or will take occupancy of the unit.
- Effective Date                    Enter the effective date of the certification. For move-in, this should be the move-in date. For annual recertification, this effective date should be no later than one year from the effective date of the previous (re)certification. For acquisition/rehabilitation where existing tenants are being initially certified within 120 days of the date of acquisition, the effective date is the date of acquisition. Otherwise, the effective date is the date the existing household signs the TIC.
- Property Name                    Enter the name of the development.
- BIN #                                Enter the building identification number (BIN) assigned to the building (from IRS Form 8609).
- Address                             Enter the address of the building.
- Unit Number                      Enter the unit number.
- # Bedrooms                        Enter the number of bedrooms in the unit.

### Part II. Household Composition

List all occupants of the unit. State each household member's relationship to the head of household by using one of the following coded definitions:

- |                      |                                |
|----------------------|--------------------------------|
| H: Head of household | S:: Spouse                     |
| A: Adult co-tenant   | F:: Foster child(ren)/adult(s) |
| C: Child             | O:: Other                      |
| L: Live-in caretaker |                                |

Enter the date of birth, student status, and Social Security number or ITIN for each occupant. *If there are more than eight (8) occupants, use an additional sheet of paper to list the remaining household members and attach it to the certification.*

### Part III. Annual Income

**See HUD Handbook 4350.3 for complete instructions on verifying and calculating income, including acceptable forms of verification.**

From the verification forms obtained from each income source, enter the gross amount anticipated to be received for the 12 months from the effective date of the (re)certification. Complete a separate line for each income-earning member. List the respective household member number from Part II.

- Column (A) Enter the annual amount of wages, salaries, tips, commissions, bonuses, and other income from employment; distributed profits and/or net income from a business.
- Column (B) Enter the annual amount of Social Security, Supplemental Security Income, pensions, military retirement, etc.
- Column (C) Enter the annual amount of income received from public assistance (i.e., TANF, general assistance, disability, etc.).
- Column (D) Enter the annual amount of alimony, child support, unemployment benefits, or any other income regularly received by the household.
- Row (E) Add the totals from columns (A) through (D), above. Enter this amount.

#### **Part IV. Income from Assets**

**See HUD Handbook 4350.3 for complete instructions on verifying and calculating income from assets, including acceptable forms of verification.**

From the third-party verification forms obtained from each asset source, list the gross amount anticipated to be received during the 12 months from the effective date of the certification. List the respective household member number from Part II and complete a separate line for each member.

- Column (F) List the type of asset (i.e., checking account, savings account, etc.).
- Column (G) Enter C (for current, if the family currently owns or holds the asset) or I (for imputed, if the family has disposed of the asset for less than fair market value within two years of the effective date of (re)certification).
- Column (H) Enter the cash value of the respective asset. Cash value is the market value less expenses involved in converting the asset to cash.
- Column (I) Enter the anticipated annual income from the asset (i.e., savings account balance multiplied by the annual interest rate). Anticipated income is the market value multiplied by the interest rate for the asset.
- TOTALS Add the total of Column (H) and Column (I), respectively.

If the total in Column (H) is greater than \$5,000, you must do an imputed calculation of asset income. Enter the Total Cash Value, multiply by current passbook rate and enter the amount in (J), Imputed Income.

- Row (K) Enter the greater of the total in Column (I) or (J).
- Row (L) Total Annual Household Income from All Sources. Add (E) and (K) and enter the total.

## HOUSEHOLD CERTIFICATION AND SIGNATURES

After all verifications of income and/or assets have been received and calculated, each household member age 18 or older must sign and date the Tenant Income Certification. For move-in, it is recommended that the Tenant Income Certification be signed no earlier than five days prior to the effective date of the certification.

### Part V. Determination of Income Eligibility

Total Annual Household Income from All Sources	Enter the number from item (L).
Current Income Limit per Household Size	Enter the Current Move-in Income Limit for the household size at the designated income limit for that unit.
Household Income at Move-In	For recertifications only. Enter the household income from the move-in certification.
Household Size at Move-In	Enter the number of household members from the move-in certification.
Household Meets Income Restriction	Check the appropriate box for the income restriction that the household meets according to what is required by the minimum set-aside(s) for the project.
Household is Over Income	For recertifications only. Compare the household income at recertification to the current designated income limit for the unit. If over income, compare to the current 80% AMI limit to determine whether the unit can continue to be counted as an affordable housing unit.

### Part VI. Rent

Tenant Paid Rent	Enter the amount the tenant pays toward rent (not including rent assistance payments such as Section 8).
Utility Allowance	Enter the utility allowance. If the owner pays all utilities, enter zero.
Rental Assistance	Enter the amount of rent assistance, if any.
Other Non-Optional Charges	Enter the amount of <u>non-optional charges</u> , such as mandatory garage rent, storage lockers, charges for services provided by the development, etc.
Gross Rent for Unit	Enter the total of tenant paid rent plus utility allowance and other non-optional charges.
Source of Rental Assistance	Check whether the rental assistance is provided under a federal rental assistance program. If so, check the type of federal rental assistance in one of the boxes below. If the rental assistance is not provided under a federal rental assistance program, indicate the source of the assistance.

Row (L) Total Annual Household Income from All Sources. Add (E) and (K) and enter the total.

### **Part VII. Student Status**

If all household members are full-time\* students, check “yes.” If at least one household member is not a full-time student, check “no.” If “yes” is checked, the appropriate exemption must be listed in the box to the right. If none of the exemptions apply, the household is ineligible to rent the unit.

*\*Full-time is determined by the school the student attends.*

### **Part VIII. Program Type**

Mark the program(s) for which this household’s unit will be counted toward the property’s occupancy requirements. Under each program marked, indicate the household’s income status as established by this certification/recertification.

### **SIGNATURE OF OWNER/REPRESENTATIVE**

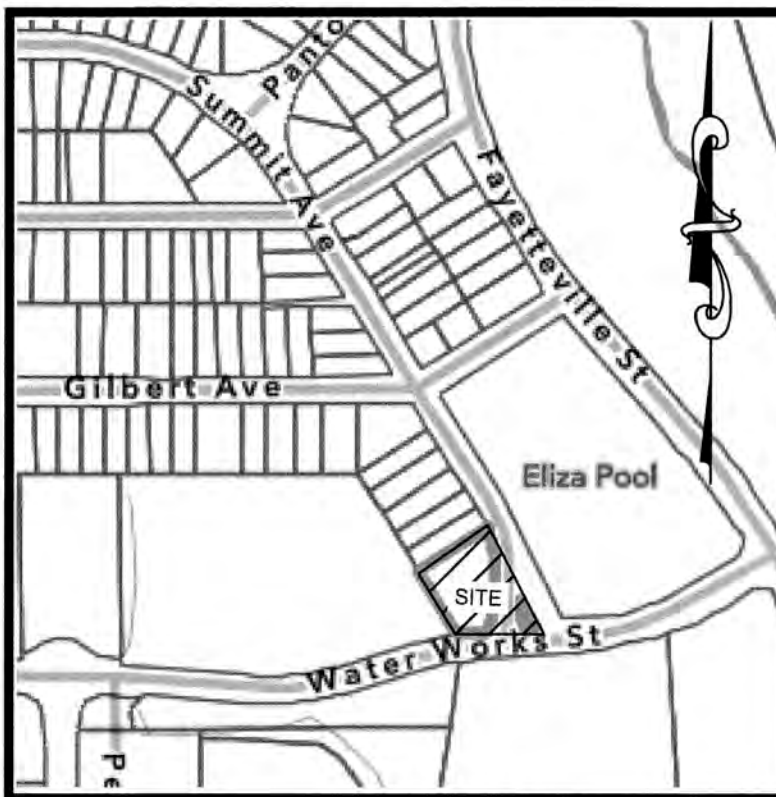
It is the responsibility of the owner or the owner’s representative to sign and date this document immediately following execution by the resident(s).

The responsibility of documenting and determining eligibility (including completing and signing the Tenant Income Certification form) and ensuring such documentation is kept in the tenant file is extremely important and should be conducted by someone well trained in tax credit compliance.

*These instructions should not be considered a guide on compliance with any other affordable housing program. The responsibility for compliance with federal program regulations lies with the owner of the building(s).*

**APPENDIX VII: BOUNDARY SURVEY**

**(on following page)**

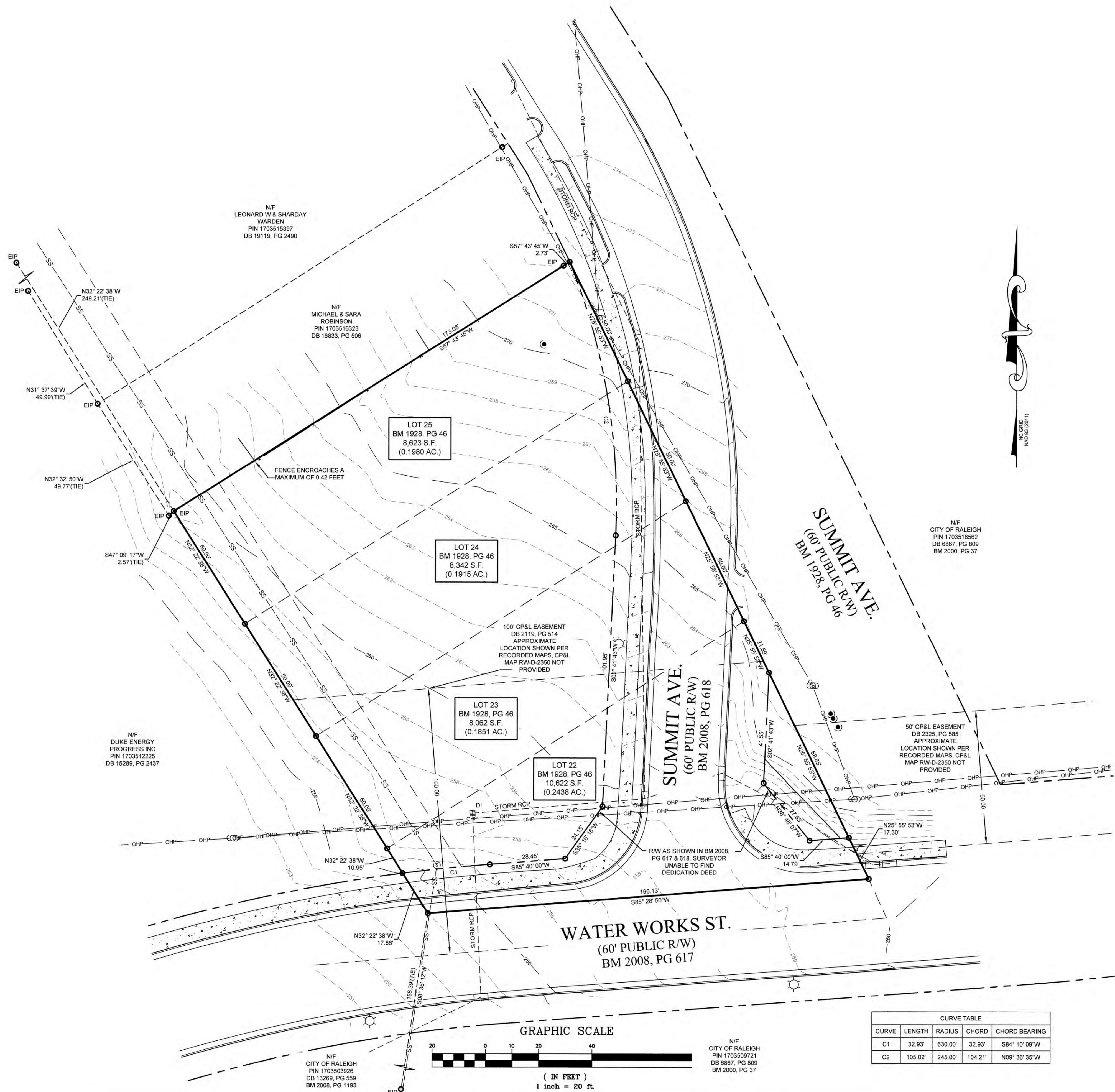


VICINITY MAP  
NOT TO SCALE

**SITE DATA**  
 OWNER CITY OF RALEIGH  
 SITE ADDRESS 15 SUMMIT AVE  
 RALEIGH, NC 27603  
 PIN 1703516283  
 REFERENCES DB 8463, PG 2187  
 BM 1928, PG 46  
 BM 2008, PG 617 & 618  
 AREA 35,649 S.F. (0.8184 AC.)  
 INCLUDES THE AREA INSIDE THE R/W OF  
 SUMMIT AVE & WATER WORKS ST.

**NOTES:**

- ALL DISTANCES ARE HORIZONTAL GROUND.
- ALL DIMENSIONS ARE IN FEET.
- AREA COMPUTED USING COORDINATE METHOD FROM MEASURED FIELD DATA.
- BASIS OF BEARINGS IS NORTH CAROLINA GRID NORTH, NAD83(2011). THE SITE WAS LOCALIZED UTILIZING REAL-TIME KINEMATIC (RTK) GLOBAL POSITIONING SYSTEM (GPS) SOLUTIONS REFERENCING THE CONTINUOUSLY OPERATING REFERENCE STATION (CORS) NETWORK BASE STATION NC02, RALEIGH, NC.
- THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY BE SUBJECT TO ANY MATTERS THAT A FULL TITLE SEARCH WOULD DISCLOSE.
- ALL REFERENCE ARE MADE TO THE WAKE COUNTY REGISTRY.
- HORIZONTAL DATUM IS NAD 83(2011) AND VERTICAL DATUM IS NAVD 88.
- AREA CALCULATIONS INCLUDE THE AREA INSIDE THE R/W OF SUMMIT AVE & WATER WORKS ST.
- SUBJECT PROPERTY IS LOCATED WITHIN AN AREA HAVING A ZONE DESIGNATION "X" BY FEMA PANEL 3720170300K WITH AN EFFECTIVE DATE OF JULY 19, 2022.



**CURVE TABLE**

CURVE	LENGTH	RADIUS	CHORD	CHORD BEARING
C1	32.93'	630.00'	32.93'	S84° 10' 09"W
C2	105.02'	245.00'	104.21'	N09° 36' 35"W



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 and Land Surveyors

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www.jaeco.com

Seals



Project

15 SUMMIT AVE.  
 RALEIGH, NC 27603

Client

CITY OF RALEIGH

**LEGEND**

- BM BOOK OF MAPS
- DB DEED BOOK
- PG PAGE
- NIF NOW OR FORMERLY
- R/W RIGHT OF WAY
- EIP EXISTING IRON PIPE
- EMAG EXISTING MAG NAIL
- IPS IRON PIPE SET
- MAGS MAG NAIL SET
- CP COMPUTED POINT
- SS SANITARY SEWER
- CO SANITARY SEWER CLEAN OUT
- HC HANDICAPPED
- ST STORM
- TF TRANSFORMER
- CB STORM CATCH BASIN
- WV WATER VALVE
- DI DROP INLET
- CONC CONCRETE
- SSMH SANITARY SEWER
- WM WATER METER
- LP LIGHT POLE
- GM GAS METER
- TP TELEPHONE PEDESTAL
- FH FIRE HYDRANT
- PP POWER POLE
- BFP BACK FLOW PREVENTER
- RCP REINFORCED CONCRETE PIPE
- EBOX ELECTRICAL BOX

- DENOTES CONCRETE
- DENOTES ADDRESS
- DENOTES RCA AREA

- PROPERTY LINE
- RIGHT OF WAY LINE
- PROP. LINE NOT SURVEYED
- EASEMENT LINE
- OVERHEAD POWERLINE

- CB
- FH
- LP
- WV
- SSMH
- GW
- MW
- PP
- TP
- GM

**EXISTING  
 CONDITIONS SURVEY**

Revisions

Number	Description	Date

Drawing Scale 1" = 20'  
 Drawn By ZCS  
 Checked By CLP/JAE, JR.  
 Date Issued 4/17/2023