



Warren C. Evans  
Wayne County Executive

## Wayne County Department of Health, Veterans & Community Wellness

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### DEPARTMENT OF HEALTH, VETERANS & COMMUNITY WELLNESS

#### HOME REQUEST FOR PROJECT PROPOSALS-2016

Wayne County is seeking project proposals for its 2016 HOME funding allocation from the U.S. Department of Housing and Urban Development. Funding will be available after July 1, 2016. Applications will be considered for low-income housing projects in Wayne County that can be completed in the next 24 months. Applications will be awarded based on **demonstrated need, funding/budget, past performance and most qualified.**

This HOME Request for Project Proposals is due **Friday, May 16, 2016 by 5:00pm.** One original, plus three (3) copies of the entire Response must be submitted. The original must be marked as an original. Each copy must be identical to the original. Responses are to be secured by a binder clip. **Please do not submit responses in 3-ring binders or in any other fashion.**



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### APPLICANT INFORMATION:

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Name of Organization Contact

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Address City State  
Zip Code

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Phone Number Fax Number Email Address

### HOME PRIORITIES:

Projects must meet the standards set forth in the HOME regulations, found at:  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/affordablehousing/programs/home/](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/programs/home/)

### PROJECT COST:

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**Total Project Cost: \$** **Funding Requested:**

### ***Minimum Criteria***

- Funding request must be less than 40% of the total project cost.
- Minimum funding request is \$50,000.00. Wayne County anticipates awarding up to five(5) contracts.
- Documentation of all funding sources for the project.
- At least 5 years of experience with federal funding.
- Current good standing with Wayne County, including taxes
- Demonstrated ability to complete the project in 24 months.
- Documentation of site control
- Site located within the Wayne County Participating Jurisdictions (excluding Detroit, Westland, and Canton).

### ***Required Attachments***

#### **1. PROJECT NARRATIVE:**

- Detailed description of project and population to be served and demonstrated need.
- Description of how Wayne County funds will be used in the project.
- If the execution of work to be performed by your company requires the hiring of sub-contractors this must be clearly stated in the proposal. Sub-contractors must be identified and the work they will perform must be defined.
- Budget and production schedule
- Needs Assessment
- Overview of site control and environmental standing.
- Capital needs assessment for rehabilitation projects with 26 or more units.

#### **2. CAPACITY AND EXPERIENCE OF THE ORGANIZATION**

- Organizational profile & resumes of project manager(s).
- Description of previous federally-funded project that the developer has developed in the past.
- An explanation of the developer's qualification to develop or construct this type of project.
- Letters of reference/recommendation.

#### **3. FUNDING:**

- A detailed budget indicating the sources of funding and the uses of funding. Please include all commitment letters.
- Documentation of the Developer's ability to carry funds as this will be a reimbursable only contract.
- Documentation of at least 25% non-federal funding match

**Wayne County reserves the right to reject any and all proposals, in whole or in part, with or without cause, even if all stated requirements are met. Wayne County will choose the most qualified bid.**

Please deliver all completed forms and supporting documents to:

Terry Carroll [Tcarroll@waynecounty.com](mailto:Tcarroll@waynecounty.com) (313) 224-6046

Wayne County Health, Veterans & Community Wellness,

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