

**Noblesville Housing Authority**  
**Request for Proposals – Affordable Housing**  
**Open: April 1, 2022**  
**Deadline for Submission: April 28, 2022**

The Hamilton County Board of Commissioners is pleased to announce it is soliciting proposals for affordable housing in the incorporated and unincorporated areas of Hamilton County. The Hamilton County Board of Commissioners shall make up to \$1,066,000 available of Community Development Block Grant (CDBG) funds through the U.S. Department of Housing and Urban Development (HUD) and will award these funds to one or more affordable housing projects meeting qualifying criteria as described in the Request for Proposal (RFP) Package.

Eligible applications will be considered for a portion of the funds, in accordance with Hamilton County's CDBG Policies and Procedures. In the event additional funding is available the program proposal should address how the Applicant would utilize the additional funds. All funds must be expended by May 1, 2023.

Noblesville Housing Authority (NHA) is the responsible agency for the Hamilton County CDBG Program.

### **Eligible Activities to be Funded**

- Acquisition/Rehab of existing housing units for homeownership or rent
- Production of New Rental Units (i.e. convert to rental)
- New Construction of Rental or Homeownership Units
- Homeownership Assistance
- Activities must be performed / located within the boundaries of Hamilton County, Indiana.

### **Eligible Costs**

Eligible related hard costs.

- The cost of acquiring the property; and
- The cost of rehabilitating the housing; and
- The cost of improvements deemed necessary to permit use of the property by persons with disabilities, abatement of lead-based paint hazards, and repair or replacement of major housing system(s) if in danger of failure; and
- Site improvement of publicly owned land to enable the property to be used for the construction of housing; and
- Refinancing costs if deemed necessary and appropriate; and
- Energy efficiency improvements; and
- The cost of making necessary and/or required utility connections; and
- The cost of evaluation and remediation of lead-based paint; and

- The cost of necessary landscaping, sidewalks, and driveways when accompanied with other necessary rehabilitation to the property.

Eligible related soft costs.

- Financing costs, such as building permits, legal fees, property appraisals, credit value costs, etc.; and
- Engineering, architectural, and related costs for professional services.

## Applicant Eligibility

Applicants for housing projects must meet the CDBG definition of a subrecipient as:

- 1) a private non-profit agency. Private non-profit applicants must be able to demonstrate proof of tax-exempt nonprofit status under Section 501(c)(3) of the Internal Revenue Code and capacity to satisfactorily complete the proposed activity; or
- 2) a public agency.
- 3) Applicants may partner with other organizations on their submission to provide necessary expertise for the proposed project.
- 4) Applicant must be willing to meet CDBG reporting requirements as required in the CDBG funding agreement.

## Application Process

**How to Apply:** Please fill out the [attached RFP application](#). Submit a completed proposal along with applicable attachments, such as the project narrative, pro forma, total development budget, and audit information to the email address provided below.

**Inquiries:** All questions must be received no later than **3:00 p.m. on April 15, 2022**. Any question received after this deadline may not be answered. Responses to questions and/or clarifications will be placed on the NHA website at [www.goNHA.org](http://www.goNHA.org) under the CDBG tab in Program Year 2021: <http://www.gonha.org/cdbg/program-year-2021/> Check this website frequently for updates and any addendum that may be issued.

**Due Date:** Applications are due no later than **April 28, 2022 at 3:00 p.m.** All application must be emailed. No fax or mail deliveries will be accepted. Please send proposal and all attachments to [CDBG@goNHA.org](mailto:CDBG@goNHA.org).

**Timeline:** The meeting for the initial funding recommendations provided to the Hamilton County Board of Commissioners is scheduled for **Monday, May 9, 2022** during their regularly scheduled meeting.

**Disclaimer:** The Hamilton County Commissioners reserve the right to request that Applicants submit additional information as requested by staff. The Hamilton County Commissioners also reserves the right to suspend, amend or modify the provisions of this RFP, to reject all proposals, to negotiate modifications of proposals, or to award less than the available funding.

## Selection Process and Evaluation Criteria

Proposals will be reviewed by staff for application completeness, eligibility, long-term Project viability, verification of financial feasibility, and cost reasonableness, Project timeliness and schedule, and Developer capacity.

Complete proposals will be reviewed by NHA Staff. The Review Committee will provide funding recommendations with the final approval given by the Hamilton County Board of Commissioners. The NHA review process ensures compliance with regulatory requirements and Hamilton County CDBG goals. A scoring rubric can be found in the RFP application package.

For more information, please email [cdbg@goNHA.org](mailto:cdbg@goNHA.org) or call Mary Shaw, Community Development Manager, at 317-773-5110 ext. 5.