

## RFP-1718-58 Acquisition of Property for Non-Profit Use

### City of Norman Community Development Block Grant Program

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*Notice is hereby given that the City of Norman, Community Development Block Grant Program will receive proposals from qualified 501(c)(3) organizations for the Acquisition of Property for Non-Profit Use at 2:00 until Friday, March 30, 2018. Proposal package for RFP 1718-58 may be obtained by contacting Lisa Krieg CDBG/Grants Manager at [lisa.krieg@normanok.gov](mailto:lisa.krieg@normanok.gov).*

All applicants are required to submit a complete proposal. Proposal document may be used as a template for narrative replies. Do not use staples. Do not print on both sides.

For questions or more information:

Lisa Krieg  
CDBG/Grants Manager  
405-366-5464  
[lisa.krieg@normanok.gov](mailto:lisa.krieg@normanok.gov)

#### PROPOSAL SUBMISSION

Submit the following:

One (1) Proposal with original signatures

AND

One (1) copy

Submit proposals in person at:

Office of CDBG/Grants Manager  
201-A West Gray  
Norman, OK

Or Mail to:

City of Norman  
Attn.: Lisa Krieg CDBG/Grants Manager  
PO Box 370  
Norman, OK 73070

Proposals must be received by 2:00pm on March 30, 2018. Please ensure adequate time for mail delivery.

## ACQUISITION OF PROPERTY FOR NON-PROFIT USE

Request for Proposals (RFP-1718-58)

City of Norman, Department of Planning and Community Development  
CDBG/HOME Division

Proposals Due: Friday, March 30, 2018, 2:00 p.m.

### Purpose

The City of Norman (the “City”) Department of Planning and Community Development (“DPCD”) is seeking proposals from 501(C)(3) organizations (Agencies) for Acquisition of Property. The Acquisition may be for undeveloped land for future development or for property that is currently developed. No proposals for Acquisition/Rehabilitation will be considered due to the limited funding available and the complexity of the federal regulations required for that undertaking. The proposal shall be directed to projects that currently are included in an established Capital Campaign being conducted by said agency.

The City is utilizing funds from the Community Development Block Grant Program to provide non-profits increased financial capacity to meet necessary project development costs. Funds will be targeted to specific agencies that address the needs of low and moderate income citizens of Norman.

### Funding

The total amount that will be made available is \$25,000. These funds may be divided between more than one project. The funds will be provided in the form of a Grant with a ten-year deed restriction being placed upon the property to insure that compliance with CDBG regulations regarding property disposition are being followed.

### Requirements/Scope of Service

City staff will expect the developer to have the capacity to exercise independent judgment and to perform those actions necessary to achieve the project objectives. While the developer will be working under the general direction of the DPCD, it should be understood the City has limited professional staff capacity to support the project and will rely on the personnel, experience and expertise of the developer to ensure all necessary components of the project are completed in a timely manner.

Agencies are asked to complete the Request for Proposals to describe the details of the proposed project. All projects should meet the requirements outlined in the Scope of Services outlined below.

Scope of Services for the Acquisition of Property includes but is not limited to the following:

1. Identification of the location of the proposed project is not required as part of the proposal, however no funds will be disbursed until appropriate environmental clearance is obtained.
2. Agencies must provide services at said location for households with income at or below 80% AMI or meet one of the following Presumed Benefit Categories established by HUD: Abused Children, Battered Spouses, Severely Disabled Adults, Homeless Persons, Illiterate Adults, Persons with AIDS, Migrant Farm Workers, or Elderly.
3. Staff will evaluate all proposals based on the project’s need, and availability of resources to determine the appropriate level of funding.

### Submission of Proposals

One (1) Proposal with original signatures and one (1) copy to be submitted by the deadline of 2:00 p.m. on March 30, 2018 at the office of the CDBG/Grants Manager. All late or incomplete submittals will be rejected. No verbal, emailed, or faxed proposals will be accepted.

### Review Process and Criteria for Selection

Proposals will be reviewed by CDBD staff for completeness and referred to the CDBG Acquisition of Property for Non-Profit Use Committee for funding recommendations. The City will consider the needs of the project, the experience of the borrower and any associated risk in the project. CDBD staff and/or the CDBG Committee may request an interview with representatives of some or all proposals. Recommendations will be submitted to the City of Norman City Council for contract execution.

### Evaluation of Proposals

Applications will be evaluated and the developers selected based on the following criteria:

1. Agency Track Record. The applicant's track record, including whether the applicant and/or development team has successfully completed and/or operated a similar type project or a project of similar scope and size. Capacity to undertake new or additional projects; ability to secure additional financing; the scope and approach of the Capital Campaign, Board involvement, plan of work, recommended schedules, and suggested responsibility assignments. (25 points)
2. Feasibility. Individual component costs and revenue sources. Total project cost and value to be attained. Public purpose (but for the City investment, the project would not be feasible for the targeted income group), readiness of project to proceed and anticipated time frame to complete the project. Risk of the project. (25 points)

Applications will be evaluated and bonus points shall be given to the following preferences:

1. Leveraging other public and private sources of funds (5 points);
2. Features that meet the highest accessibility standards as defined by federal, state and local requirements (3 points);

The CDBG Committee will consider staff evaluations and may use other additional criteria to come to a full complement of recommendations.

### Contract Negotiations:

The City reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected Agency(s) prior to entering into a written agreement.

### Current HUD Income Guidelines

2017 Annual Income Limits	1 Person	2 People	3 People	4 People
30% MFI	\$14,150	\$16,240	\$20,420	\$24,600
50% MFI	\$23,600	\$26,950	\$30,300	\$33,650
80% MFI	\$37,700	\$43,100	\$48,500	\$53,850

# Request for Proposals for Acquisition of Property for Non-Profit Use

RFP-1718-58

## Section I: Organizational Information

1. Contact Information
  - a. Organizational Name (must match registered name in DUNS)
  - b. Street Address
2. Organizational Head (person legally authorized to execute a contract for the organization)
  - a. Name
  - b. Title
  - c. E-mail
  - d. Primary Phone

## Section II: Type of Organization

1. Date 501(c)(3) exemption received
2. Federal Employee Identification Number (FEIN)
3. Data Universal Number System (DUNS) Number
4. Provide any other names which the organization has operated under within the last 10 years
5. Organizational Background
  - a. Total number of years in operation
  - b. Current number of employees in organization (include contracts for services if applicable)
  - c. List the types of services the organizations provides
  - d. List the clients/population(s) the organization serves
  - e. List the purpose/mission of the organization as stated in the by-laws.
  - f. Describe the organization's board structure. Include how board members are chosen and if the organization provides any training or orientation for the board members.
    - i. Number of board members
    - ii. Frequency of meetings
  - g. Using the table below, list any Federal (including HUD) or State funds received within the last three years

Source of Funds	Name of Project	Amount

- h. Is the organization a Faith-Based organization? If yes, please answer the following questions
    - i. Describe how the organization will not discriminate against, show preferential treatment to, or limit services to any employee, applicant for employment, or persons served by the HUD funded program on the basis of religion or religious beliefs.
    - ii. Describe how the organization will separate the program from inherently religious activities, such as worship, religious instruction, and/or proselytization.
6. Financial Information
  - a. Provide the organizations' total annual operating budget.
  - b. Provide information regarding the current Capital Campaign. Information to include:
    - i. Purpose of Campaign
    - ii. Kick off date, target time frame
    - iii. Chair/Officers of Campaign, is a third party consultant being utilized
    - iv. Target funding

- v. Was a Feasibility Study conducted prior to the Campaign? If so please attach
- c. Provide the average amount of cash flow reserves maintained by the organization for the most recent fiscal year.
- d. Identify the individual primarily responsible for the fiscal oversight of grant awards for the organization and their experience with federal funds.
- e. Describe how the organization's internal controls adequately safeguard grant funds, personally identifiable information, and ensure the grant funds are used solely for authorized purposes.
- f. List the accounting software or system in use by the organization.
- g. Organizations expending more than \$750,000 total of Federal Funds during the last completed fiscal year are required to submit the more recent Single or Program Specific Audit. Organizations not required to conduct a Single Audit, must submit audited financial statements, prepared by a Certified Public Accountant, that meet the requirements of generally accepted accounting principles.

### SECTION III: DESCRIPTION OF PROPOSED PROJECT

NOTICE: Completion of the environmental review process is mandatory before taking physical action on a site, or making an expenditure or HUD or non-HUD funds for property acquisition. Developers may not commit or expend funds on projects until the City of Norman has completed the environmental review process. Any options to purchase property should be contingent upon a HUD environmental review completed by the City of Norman.

If the proposed project requires relocation or moving of occupants from an acquired structure, the organization agrees to comply with all the requirements as described in (1) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, enacted as Public Law 91-464 and (2) all requirements of 24 CFR Part 92.353 Displacement, relocation, and Acquisition, and (3) HUD Handbook 1378 Uniform Relocation Assistance, including proper notices AS OF THE DAY THIS APPLICATION IS SUBMITTED TO THE CITY OF NORMAN to tenants to ensure no tenant displacement and/or relocation occurs.

1. Description of Project.
  - a. Is this Proposal for Acquisition of undeveloped land or an existing structure(s)?
  - b. Please describe the readiness to proceed.
  - c. Project Timeline – Provide a summary of the project from start to finish.
    - i. Date the project will commence (MUST be within six (6) months from the date of the grant award.
    - ii. Date all HUD grant funds will be expended and National Objective met (MUST be within two (2) years from the date of grant award.)
  - d. Has the organization identified potential property locations for the project?
    - i. If so, please identify the location(s)
    - ii. Year property constructed.
      1. If pre-1978 will it be occupied by children under the age of six?
  - e. Zoning
    - i. Is the site zoned correctly for the proposed activity?
    - ii. Is the proposed site located within a FEMA floodplain?
  - f. Acquisition Only-All projects are subjected to a HUD Environmental Review and certain projects, depending on the size and proposed activities must undergo a Phase I Environmental Assessment before any part of the project may begin.
    - i. For Property Acquisition Projects: Applicants can have no financial or legal commitment to purchase a property. Applicants may have an option to purchase a property pending

grant approval, and approved HUD Environmental Review and an executed written agreement with the City of Norman. Does the organization have an option to purchase on the property?

- ii. If organization has an option to purchase property, has an appraisal or comparative market analysis been completed?
  1. Date appraisal or market analysis completed.
- iii. If appraisal value is not known, what is the source of the acquisition cost estimate?
- iv. Is the property currently occupied?
  1. Does your project require temporary/permanent relocation or moving tenants?
  2. If yes, please provide detailed explanation and attach (1) copy of the appropriate URA General Information Notice with date distributed to occupants. (2) The Relocation Plan, including a timeline and budget for relocation activities, and (3) listing of all current tenants.
- v. What is the current condition of the property, and what is the expected life of the property?
- vi. Provide information that demonstrates the proposed activity is economically feasible and that the maintenance and operations of the property can be sustained for ten years from the date of the project completion.

#### SECTION IV: CDBG PROGRAM/PROJECT FINANCIAL INFORMATION

NOTE: The City of Norman encourages diversification of program funding sources. It is strongly recommended that applicants seek additional funding from other sources to supplement CDBG funds. Programs and initiatives that are wholly dependent on CDBG funds will be considered high risk.

1. Project funding rationale
  - a. How did the organization arrive at the total cost of the project?
  - b. What are the total administrative costs for the Campaign and what percent, if any, is anticipated to be charged to the grant?
  - c. Describe what project expenditures will be charged to the grant.
  - d. Provide the current and projected number of beneficiaries annually served by the Agency
  - e. Will the proposed acquisition/expansion affect the organization's budget? If yes, describe how the organization's budget will be affected and what efforts are being included to address these changes.
  - f. Is the project contingent upon receipt of other grant funding?
    - i. If, yes, provide an explanation including grant type and timing.
  - g. Will Program Income be received from the project?
    - i. If yes, describe estimate of amount and anticipated use of Program Income by the organization.

#### SECTION V: ATTACHMENTS

1. Certificate of Incorporation: Attach a copy of the organization's Certificate of Incorporation pursuant to the laws of the State of Oklahoma.
2. IRS Tax Exempt Status: Attach a copy of the IRS letter authorizing tax-exempt status for the organization.
3. Organization Chart: An organization chart depicting the organization's internal structure, including any boards, trustees, or affiliates to whom the organization must report.
4. Board of Directors: A list of board officers and members including address, telephone number and length of board tenure for each member. Indicate upcoming rotations.
5. Bylaws: Attach a copy of the organization's bylaws.

6. IRS Form 990: Include a copy of IRS form 990 (Informational Tax Return of Organizations Exempt from Income Tax), or an explanation of why the organization has not been required to complete such a form.
7. Certificate of Commercial General Liability Insurance
8. Application / Intake Forms
9. Accounting policy/procedure (If over 20 pages, submit the Table of Contents only)
10. Procurement policy/procedure (If over 20 pages, submit the Table of Contents only)
11. Conflict of Interest policy/procedure (If over 20 pages, submit the Table of Contents only)
12. Record Retention policy/procedure (If over 20 pages, submit the Table of Contents only)
13. Certificate of Directors and Officers Liability Insurance for Board of Directors (optional, but encouraged)
14. Certified Organization Audit/Financial Statements of most recent year (one of the following)
15. Copy of organization's Single Audit (if required); OR
16. Audited financial statements prepared by a CPA.
17. Committed Non-HUD Funding: Attach documentation to support Non-HUD funding committed for the program/project.

## Section V – Grant Certification Forms

***Ensure each Grant Certification Form is complete and signed by the appropriate persons.***

- ☐ Grant Certification Form - 1 (Federal Regulations)  
Signed by a Board Official
  
- ☐ Grant Certification Form - 2 (Conflict of Interest)  
Signed by a Board Official
  
- ☐ Grant Certification Form - 3 (Committed Funding)  
Signed by a Board Official
  
- ☐ Grant Certification Form - 4 (Board Authorization)  
Signed by a Board Official



**Grant Certification Form – 1**  
**City of Norman - CDBG Certifications Form**

Applicant certifies the proposed program/project incorporates compliance with the following requirements. If selected for funding, applicant acknowledges that its responsibility will be to understand and comply with the federal regulations listed below.

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 570.603  29 CFR Parts 1, 3, and 5	Section 110, Housing and Community Development Act of 1974 (HCDA) 40 U.S.C 276a-276a-5; 276c; 327 et seq.
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990
Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	

Continued on next page

**Grant Certification Form – 1 (continued)**  
**City of Norman - CDBG Certifications Form, page 2**

Requirements	Federal Regulations	Other References
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58  References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42  U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA  <a href="http://www.hud.gov/relocation">www.hud.gov/relocation</a>
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

**Non-compliance with all applicable laws and regulation could result in repayment to the City of Norman of the federal funding received.**

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of (*Name of Organization*)

\_\_\_\_\_ Date \_\_\_\_\_

Signature/Authorized Official of Board

Title

Printed Name \_\_\_\_\_

**Grant Certification Form – 2**  
**City of Norman – CDBG Conflict of Interest Certification Form**

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application? Yes ☐ No ☐
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application? Yes ☐ No ☐
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity?  
 Yes ☐ No ☐
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? Yes ☐ No ☐

**If you answered YES** to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

\_\_\_\_\_  
 Signature/Authorized Official of Board Title Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Grant Certification Form – 3**  
**City of Norman - CDBG Committed Funding Certification Form**

**Sources of Leveraged Funds:** Attach supporting documentation for committed funding sources for this proposed program/project.

City, County, State, or Federal Funds

Source	Contact Name & Phone #	Amount	Date Received (m/d/yyyy)
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
<b>Sub Total</b>		\$	

**Private Funds (Attach additional pages, if necessary)**

Source	Contact Name & Phone #	Amount	Date Received (m/d/yyyy)
Loans		\$	
Grants		\$	
Private Donations/Fundraising		\$	
Donated Land/Buildings		\$	
Donated Goods		\$	
Donated Equipment		\$	
Salaries—number of staff		\$	
Volunteers - # Hrs.		\$	
Volunteer Professional Services (Medical, Legal, Architects, Engineers, etc.)		\$	
Other (specify)		\$	
Other (specify)		\$	
<b>Sub Total</b>		\$	
<b>Total for ALL Funding Sources</b>		\$	

**IMPORTANT: Amounts listed above MUST match amounts reported in the Executive Summary of this application.**

I certify that the sources of funding listed above have been identified and **committed** to support the proposed CDBG program/project.

\_\_\_\_\_  
 Signature/Authorized Official of Board Title Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Grant Certification Form - 4**  
**City of Norman – CDBG Board Signature Authorization Form**

The Board of Directors (Name of organization requesting CDBG funds) does hereby resolve that on (m/d/yyyy), the Board reviewed the Application for Community Development Block Grant Funds to be submitted to the City of Norman CDBG Grants Administration for funding consideration and in a proper motion and vote approved this application for submission.

The Board further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application and is a non-profit organization, tax exempt, and incorporated.

(Name of organization requesting CDBG funds) hereby proposes to provide the program services or complete the project identified in this application in accordance with this application for Community Development Block Grant Funds. If this application is approved and this organization receives CDBG funding from the City, this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the City.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations offered in the application that are not subsequently made a part of the program/project as funded, **shall be considered a material contract failure, and may result in a repayment of all CDBG funds and/or suspension from Program participation.**

Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete. I authorize the following person(s) to have signatory authority regarding this grant:

Name \_\_\_\_\_

Title \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Signature/Authorized Official of Board Title Date

Printed Name \_\_\_\_\_

**PENALTY FOR FALSE OR FRAUDULENT STATEMENT** - U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.