



City of Albuquerque
Request for Proposals (RFP)
RFP Number: RFP-DFCS-14-01

**Affordable Rental Housing Development
Project for Seniors**

Offered by:
Department of Family and Community Services

Contact:
Rick Giron, Planner
E-Mail: rickgiron@cabq.gov
Phone: (505) 768-2698

Submittal Due Date:
October 31, 2014
Stamped "Received" Prior to,
4:00pm, Local Time

Request for Proposals
Affordable Rental Housing Development Project

MANDATORY PRE-PROPOSAL CONFERENCE

Date: July 31, 2014
Time: 10:00 am Local Time
Place: Department of Family and Community
Services Conference Room
400 Marquette, NW
Albuquerque, New Mexico, 87102

SUBMITTAL DUE DATE

Date: October 31, 2014
Time: 4:00 p.m. Local Time
Place: City Clerk
City Of Albuquerque
600 2nd NW, 7th Floor, Room 720
Albuquerque, New Mexico 87102

RETURN RESPONSES

Hand Deliver to: City Clerk
City Of Albuquerque
600 2nd NW, 7th Floor, Room 720
Albuquerque, New Mexico 87102

Mail To: City Clerk
PO Box 1293
Albuquerque, New Mexico 87103

Contact: Rick Giron, Planner
Department of Family and Community Services
(505) 768-2968, Fax (505) 768-3204,
E-mail: rickgiron@cabq.gov

All proposals should be provided to the City Clerk in a Sealed Box marked:

Department of Family and Community Services
Affordable Rental Housing Development Project
RFP-DFCS-14-01
Developer Submittal

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PART 1



REQUEST FOR PROPOSALS **LEGAL NOTICE**

CITY OF ALBUQUERQUE

The Department of Family and Community Services Invites Proposals for an

AFFORDABLE RENTAL HOUSING DEVELOPMENT PROJECT

The City of Albuquerque's Department of Family and Community Services (DFCS) is inviting non-profit developers to submit proposals for the development Affordable Rental Housing in Albuquerque.

I. LOCATION:

The city-owned Project site for the proposed Affordable Rental Housing Development is an approximately three (3) acre, vacant parcel of land located in the West Mesa neighborhood at 57th Street and Central Ave. NW, Albuquerque, New Mexico. The Property site is described as TRACT C-8-B TOWN OF ATRISCO GRANT, CITY OF ALBUQUERQUE BERNALILLO COUNTY, NEW MEXICO JUNE 2011.

II. DEVELOPMENT:

DFCS will allocate up to \$2.2 Million in Workforce Housing Trust Fund (WFHTF) monies and provide the City-owned project site towards the construction of a permanently affordable, mixed-income, mixed-use, rental, affordable housing development project for seniors aged 62 years old and older. Proposed affordable housing development projects should take into consideration a variety of senior needs and subpopulations including but not limited to: Seniors over the age of 75, seniors at/or below 30% of the City's Area Median Income (AMI), and/or seniors raising grandchildren. Proposed projects need to ensure that a minimum of 51% of all units are affordable to households at/or below 80% AMI with 30% of units affordable to households at/or below 30% AMI. Proposed affordable housing development projects need to demonstrate the capacity to obtain additional project financing from available sources such as the Low Income Housing Tax Credit (LIHTC) Program, HUD Section 202 Program, bank loans, etc. The development should be pedestrian friendly and designed to create a sense of community

through a site plan including building arrangement, amenities, onsite service coordination, and open space appropriate to the needs of seniors over the age of 75 and/or seniors raising grandchildren.

III. ELIGIBLE RESPONSE ENTITIES

Nonprofit organizations along with their development team, such as for-profit corporations, limited liability companies, and partnerships which have demonstrated capability in providing the services for which they are applying are eligible to respond as Applicants to this RFP. Lead applicant organizations must be duly registered and in good standing with the State of New Mexico Public Regulation Commission, and must have not-for-profit status under 501(c)(3) of the U.S. Internal Revenue Service Code. In addition, the non-profit must be Certified or Re-certified by DFCS as a Community Housing Development Organization (CHDO) or an Affordable Housing Development Organization (AHDO), prior to award of contract.

IV. SCOPES:

- A. Using both primary and secondary assessment tools and data, demonstrate how the proposed project's unit-mix, overall design, amenities, etc., respond to the needs of senior populations living in the West Mesa neighborhood and surrounding areas including but not limited to: Seniors over the age of 75, seniors at/or below 30% AMI , and/or seniors raising grandchildren. Elements of the Project that should be considered include but are not limited to: number and type of units that are ADA accessible, ADA accessibility of Project common areas, security of Project site, indoor and outdoor areas for children ages birth to 18 years of age, onsite service coordination, and laundry facilities.
- B. Demonstrate the capacity of the Development Team to obtain all necessary project financing.
- C. Demonstrate the capacity of the Development Team to implement the Project and maintain the Project as a permanently affordable housing development for seniors.
- D. Demonstrate how the proposed project fits with the overall programing priorities of the Department's 2013-2017 Consolidated Plan and/or 2014 Action Plan.

V. SELECTION PROCESS:

Developer selection will involve a two-stage process:

- First Stage: Qualification, Project Submissions and Developer Selection
- Second Stage: Contract Negotiations with selected Developer

VI. SELECTION CRITERIA:

- Project's ability to meet the affordable housing needs of seniors over the age of 62 living in the West Mesa neighborhood and surrounding areas.
- The ability of the Development Team to manage the development process;
- Developer's Overall Approach to Development;
- Project Design and Architectural Design Quality;
- Financial Feasibility of the Proposal;

- Experience and Success Record of the Developer;
- Criteria specified in the *DFCS Policy-Based Project Ranking Matrix*.

VII. PROPOSAL SUBMISSION:

A Mandatory Pre-Proposal conference will be held on Thursday, July 31, 2014, 10:00 am local time, at City Hall, 5th floor Room 504, 400 Marquette, NW Albuquerque, New Mexico, 87102.

Sealed proposals for the redevelopment of the property will be received in the office of the City Clerk of the City of Albuquerque, 600 2nd NW, 7th Floor, Room 720, Albuquerque, New Mexico, 87102 until **4:00 pm local time on Friday, October 31, 2014.**

The RFP containing all information and instructions to Developers, copies of planning documents relevant to this Request for Proposals, and the forms required to be filled out and submitted as part of the proposal will be available on or before July 28, 2014 on the City of Albuquerque, Department of Family and Community Website <http://www.cabq.gov/family/>.

DFCS RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO END THE SELECTION PROCESS AT ITS DISCRETION.

CONTACT PERSON: Rick Giron II, Planner (505) 768-2968; rickgiron@cabq.gov

PART 2

GENERAL INFORMATION AND REQUIREMENTS

A. INTRODUCTION

The City of Albuquerque (the “City”), Department of Family and Community Services (the “Department”) wishes to promote development of affordable rental housing in Albuquerque. This Request for Proposal is intended to solicit creative Affordable Housing Development proposals, resulting in the construction of a sustainable affordable rental housing Project. The non-profit Developer may contract with one or more subcontractors in order to carry out the Project. The potential Developers should feel free to seek advice and ask questions, as much as necessary to produce the best proposal. All requests for information, clarification, and additional information should be directed in writing (e-mail preferred over fax and letter) to:

Rick Giron, Planner
City of Albuquerque
Department of Family and Community Services
400 Marquette, Room 504
Albuquerque, New Mexico 87102
Phone: (505) 768-2698
Fax: (505) 768-3204
E-mail: rickgiron@cabq.gov

Developers interested in receiving responses to submitted questions should notify the Department electronically (via e-mail), or by letter. Questions from all Developers will be accumulated, and responses sent in writing simultaneously to all Developers. The Department will take reasonable steps to ensure that any modification shall be distributed in writing to all who have notified the Department. In addition, follow-up submittal workshops may be scheduled, at the Department’s discretion, to ensure a full exchange of pertinent information.

The City reserves the right to accept or reject any and all proposals based on the Department’s evaluation of the Developers’ responses to this request. All costs incurred by the Developers associated with this process are the sole responsibility of the Developers.

B. DEVELOPMENT INTENT AND DESIGN CONSIDERATIONS

Mayor Richard J. Berry and the City are leading the way to a sustainable future in the Rio Grande Valley and beyond. In line with the goals of achieving a “Sustainable Albuquerque” and the Albuquerque Green Program, this development and the resulting homes will be built incorporating concepts of Build Green New Mexico Program (BGNM). The project will be required to achieve the BGNM Silver Certification and must comply with the Albuquerque Energy Conservation Code. Additional Points are available for projects designed to meet a higher, BGNM Gold Level. The City prefers proposals for pedestrian friendly projects, designed to limit automobile traffic and encourage pedestrian activity with interior pathways linking residences to public spaces, open spaces and adjacent sidewalks. Amenities appropriate to the Developers’ intended market segments are also encouraged.

The desired development in the Affordable Rental Housing Development Project is rental housing to accommodate a mix of income ranges and household sizes. A mixed-income development blends households at various income levels in housing that cannot be distinguished as affordable or market rate. At least 51% of the housing units shall be affordable to families whose incomes are at or below 80% of the area median income, adjusted for family size, as defined by the U.S. Department of Housing and Urban Development (Exhibit G). Elements of Crime Prevention Through Environmental Design (CPTED) and Universal Design will also be reviewed and taken into consideration in the newly developed housing proposals.

C. DEVELOPER SELECTION PROCESS

Stages In Developer Selection:

Developer selection for the Affordable Rental Housing Development Project will involve a two-stage process.

First Stage: In the first stage the City has released and is seeking responses to this Request for Proposals, which will be used to select a Developer for the redevelopment of this parcel. Developers will submit their qualifications and development proposals. The City encourages all interested Developers to present a simple, straightforward statement of their qualifications for review. Proposals will require submission of detailed written financial and design proposals described below. Once all responses are reviewed and scored, the qualified teams may also be asked to make a verbal presentation and answer questions. Assessment of the written proposals and verbal presentations will be used to select one Developer to undertake the Project.

Second Stage: This stage will consist of negotiations between the City and the selected Developer, culminating in a Development Agreement for the project. During this stage, the Developer may be required to provide additional information on financial, program, design, and other aspects of the proposed project. The Developer will be asked to respond to comments, indicate his/her willingness to make appropriate modifications and make a "best and final" offer in response to issues raised and final terms established during negotiation. Following preparation of the Development Agreement by City staff, it will be submitted to City Council for final approval.

Evaluation/Advisory Team:

As noted above, in the First Stage, RFP Responses will be initially reviewed, evaluated, and scored according to Criteria provided in Part I below by City Staff to determine compliance and eligibility with the requirements of this RFP. Eligible proposals will then be reviewed and evaluated by the DFCS Affordable Housing Section staff. The staff will recommend final selections to the Director of the Department of Family and Community Services.

D. QUALIFICATIONS & DEVELOPMENT PROPOSAL SUBMITTAL

Proposal Submission – General Requirements:

Proposal Format and Contents: Submit one (1) original and four (4) typed copies of the entire application package, all of which are three-hole punched, including all items below, with these exceptions: Submit only one copy each of the appraisal (#10), the market study, (#13) and the Certification Documents (#23). Each Developer must respond to all requested information below and complete the attached forms. Each category of proposal requirements are detailed below, including the forms, and must be separated by tabs and identified by numbered pages corresponding to a table of contents. **All items listed in the *Application Exhibits Checklist* are required, including the narrative described below.**

Proposal Narrative:

General: The Proposal Narrative must address each of the following topics:

1. **Identification of Developer Entity.** Describe the type of organization and provide name and contact information for the primary RFP Contact Person, as well as names and titles of other key principals;
2. **Developer’s Organizational and Management Capacity.** Describe the overall management expertise of the organization. Provide a resume of relevant experience and education for each principal in the firm. Identify the key personnel and their roles in the project and describe their experience with respect to various phases of green development and home building. Include an organizational chart that shows how the Development staff will work together and the lines of responsibility. Describe the organization’s experience in developing green affordable housing, and in developing relationships with diverse and sometimes competing interests leading to support for a project. Include organizational documents and financial statements listed in the Checklist.
3. **Development Team Members.** Identify co-developers, contractor, primary sub-contractors if known, architect, and other team members in the narrative. (Details of their responsibilities and compensations may be provided on Form #1.)
4. **Experience.** Provide an overview of the Developer’s prior history of performance in similar housing redevelopment projects. Start with the latest project and go back three years by project and indicate the following:
 - a. Project name and address;
 - b. Project Team, specifically Architect, Contractor (s), Construction and Mortgage Lenders, and Homeowner Education /Counseling Provider;
 - c. Project type, with income target mix and sales schedule/experience;
 - d. Number of square feet of developed space, dollar amount of real estate valuation created;

- e. Sustainable and or green components if applicable;
- f. Evaluation of completed project and whether it was completed according to the original project schedule and original project budget, and community benefits derived;
- g. Summary of partnerships with government and/or other entities;
- h. Elevation drawings or photographs of previous projects, for the purpose of illustrating the quality of architectural design. All drawings and photos will be retained by the City;
- i. Detailed explanation of all sources of funding for the project, both public and private, debt and equity. Including conventional financing, equity, bond financing, government loan guarantees, or other government assistance required in the projects. Developers may provide additional information that illustrates the Developer's capacity to deliver project financing from public and private sources in an effective manner.
- j. State names, telephone numbers and addresses of owners, government officials or others knowledgeable of the projects for verification purposes; and
- k. Describe and problems encountered during the planning, design, development and sales and the ways in which such problems were solved.

5. Target Area: West Mesa neighborhood

6. Target Population. Describe what Target Population and/or subpopulations(s) are being served by the Project. Also include how the Project design, marketing, and services will be provided to such a population.

7. Market Analysis. Describe the Developer's methods for analyzing the housing market of the target area and using market data to determine Project elements to include but not be limited to: unit sizes, unit mixes, overall Project design, Project name, and use of any proposed mixed use spaces.

8. Development Approach with Preliminary Site Plan, Typical Building Elevations and Outline Specs. Provide a narrative overview of the proposed conceptual plan and development approach including the general rationale for the site layout, the locations of various building types, the proposed architectural style and concept for the building facades, the types and locations of public space and open space, landscaping and any other amenities, and any other key features of the development plan. The proposal should describe how the proposed development responds to the development intent of this RFP, and how the development interacts with the existing neighborhood and adjacent developments. This narrative will be accompanied with 3 copies of a preliminary site development plan indicating all the general requirements of a site development plan required by the City, number of units, square footage, lot layout, parking, ingress and egress and traffic circulation within the site. Typical Building Elevations should include representations of each housing type. **NOTE:** Once a proposal is selected, a complete site development plan will be required for approval by the City.

9. Green Features. Describe the ways in which the proposed project will incorporate Green Home Building features.

10. Financial Pro Forma. A detailed financial pro forma including a project budget, an estimate of total development costs broken out by hard and soft costs, sources of funds, including equity, construction financing, permanent financing, and any City Incentives (See Part D. Above) required to complete the project. Please use attached Forms. This project budget must include all costs associated with completing the development, including the cost of any on-site or off-site infrastructure improvements, grading, drainage and utility relocation.

11. City Requested Funding. Provide a written rationale of the need for each of the City Incentives included in the pro forma.
12. Project Timeline. Describe the timing of key phases of the work and state the total time period required for completion. Provide a detailed task analysis with timeline of the proposed services offered by the Developer and the proposed time period for completing the development on the vacant parcels. The timelines shall include detailed project schedules for closing, securing development approvals, construction and occupancy.

E. MANDATORY PRE-PROPOSAL CONFERENCE

Staff of the Department of Family and Community Services will conduct one pre-proposal conference for entities interested in submitting proposals in response to this solicitation as follows:

Date: July 31, 2014
Time: 10:00am Local Time
Place: City Hall, 5th Floor Room 504
400 Marquette, NW
Albuquerque, New Mexico, 87103

F. SELECTION CRITERIA

All proposals will be considered for selection based on the following criteria:

The Developer's response and supporting documentation provided within the DFCS Affordable Housing Rental Project Application and Ranking Matrix.

G. NEGOTIATIONS WITH DEVELOPER

The City will review and analyze all complete proposals. Developers should be prepared to respond to requests for presentations or other means deemed necessary to assist in the evaluation process. The City at its option may award proposal on the basis of the written response to this RFP.

Once the selectee is determined, a final Development Agreement will be negotiated with the non-profit developer.

H. DEVELOPER'S DUE DILIGENCE

The City of Albuquerque makes no representation or warranty regarding the suitability of the parcels for the project. Developers are required to conduct their own due diligence reviews of the parcels prior to acquiring the land.

I. SPECIAL NOTE

In the interest of a fair and equitable process, the Department retains the sole responsibility to determine the timing, arrangement, and method of proposal presentations throughout the Developer selection process. Developers are cautioned not to undertake any activities or actions to promote or advertise

their proposal. If teams have questions concerning their proposal, they may direct them in written form to the Department and answers will be distributed in writing to all Developers. Violation of these rules by a Developer may be grounds for disqualification of the offending Developer. The Department may choose to terminate this RFP process at any time for any reason. Should the Department determine that the proposal is not complete, the proposal may be disqualified. If the Developer is disqualified for any reason, the key contact will be notified in writing.

PART 3

DEVELOPER REQUIRED RESPONSE:

- 1. Application Exhibits Checklist**
- 2. Affordable Housing Development Application**
- 3. Policy Based Ranking Matrix**
- 4. Project Application Financial Schedules**
- 5. Local Business Involvement**
- 6. Disclosure Statement**

FORM 1

Application Exhibits Checklist
Affordable and Workforce Housing/Rental Development
City of Albuquerque, Dept. of Family and Community Services

Submit one (1) original and four (4) typed copies of the entire application package, all of which are three-hole punched, including all items below, with these exceptions: Submit only one copy each of the appraisal (#10), the market study, if applicable (#13) and the Certification Documents (#23).

NOTE: Please use separate tabs for each numbered item to package the information required below. **Also, in the spirit of caring for the environment, whenever appropriate within the context of the application, please copy double sided.**

All proposals should be marked:
Affordable Rental Housing Development Project
FCS
Developer Submittal

Submit all hard copies to:
City Clerk
City Of Albuquerque
600 2nd NW, 7th Floor, Room 720
Albuquerque, New Mexico 87102

NOTE: *If you have questions about this application package, please contact Rick Giron at rickgiron@cabq.gov*

1. _____ Cover Letter: Please state your timeframe of project, the amount of funds you are requesting and the funding source, along with a brief description of the project and its location.
2. _____ Proposal Narrative: Discuss how the Development Team will implement, manage, and monitor a permanently affordable housing development for seniors aged 62 and older in the West Mesa neighborhood. Proposed affordable housing development projects should take into consideration a variety of senior needs and subpopulations including but not limited to: Seniors over the age of 75, seniors at/or below 30% of the City's Area Median Income (AMI), and/or seniors raising grandchildren. Proposed projects need to ensure that a minimum of 51% of all units are affordable to households at/or below 80% AMI with 30% of units affordable to households at/or below 30% AMI. Proposed affordable housing development projects need to demonstrate the capacity to obtain additional project financing from available sources such as the Low Income Housing Tax Credit (LIHTC) Program, HUD Section 202 Program, bank loans, etc. The development should be pedestrian friendly and designed to create a sense of community through a site plan including building arrangement, amenities, onsite service coordination, and open space appropriate to the needs of seniors over the age of 75 and/or seniors raising grandchildren.
3. _____ Table of Contents

4. _____ Rental Development Project Application

Section I of the Application- Project Address and Identification:

5. N/A Identify site on map, provide address and/or parcel ID number

Section III, Target Populations/Target Areas:

6. _____ Target Populations Identified

7. N/A Target Area Identified

Section IV: Description of the Project

8. Part A – Schedules and Cash Flow Analysis:

_____ A/Rental -Development Cost Budget

_____ A-1/Rental – Sources of Funds

_____ B/Rental – Unit Type and Rent Summary

_____ C/Rental – Operating Expense Budget

_____ D/Rental – Contractor’s and Mortgagor’s Cost Breakdown

_____ E/Rental - Development Schedule

_____ F/Rental – Previous Housing Development Experience – no more than 5 years of previous relevant affordable and market rate experience

_____ G/Rental – Previous Property Management Experience, If Applicable

_____ Cash Flow Analysis for the term as required by the funding source

9. N/A Evidence of Site Control

10. _____ Preliminary Site Plan

11. _____ Building elevations and floor plans

12. N/A Statement of value (appraisal, if available; or comparables, or tax assessment) if a current appraisal is not available at the time of application, one will be required prior to preparation of the development agreement.

13. _____ Evidence of zoning consistent with proposed use

14. _____ Letter from neighborhood association/s indicating their position regarding this project.

15. _____ For projects of 16 or more units, please submit a market study, dated no more than 6 months prior to application date. If a current market study is not available at the time of application, one will be required prior to preparation of the development agreement.

16. _____ Documentation to support Utility Allowance Calculations from Albuquerque Housing Services

Section V – Acquisition of Property with Existing Buildings

17. N/A If there are existing buildings on the property and if relocation is involved, please submit the following:

a. _____ The relocation plan and proposed relocation assistance

- b. ____ Name of funding source for relocation assistance along with a commitment letter from the funding source
- c. ____ Copy of lead-based paint test results
- d. ____ Copy of Summary of Findings of Environmental Assessment

Section VI – Not-for-Profit Sponsor Determination

18. Please provide the following:
- a. ____ Description of the not-for-profit’s participation in the development, operation and/or management of the project.
 - b. ____ Names and home addresses of all Board Members for the not-for-profit organization
 - c. ____ List of paid full-time staff and sources of funds for annual operating expenses for the current program
 - d. ____ Audited financial statements for the current year

Section VII: Previous Experience of Developer

19. ____ In addition to the information provided in Schedule F, provide contact information for at least 3 references

Section VIII: Development Team Information

20. ____ Describe the process for assembling the Development Team.
21. ____ Submit resumes for each member of the Development Team that lists qualifications, address, telephone number and contact person.
22. ____ Provide a narrative, not to exceed two pages, describing the Team’s organizational capacity and the role to be played by each key member.
23. ____ If applicable, attach a description of any direct or indirect financial or other interest any member of the development team may have with another member of the development team or between any of the parties involved in the acquisition, construction, refinancing, rehabilitation, or management of this project.

Sources of Funding

24. ____ Construction Sources of Funds: commitments from all loan, grant, and other subsidy sources equal to 100% of construction uses, less any subsidy requested during construction

NOTE: If firm commitments are not available, identify the sources you plan to approach and describe your history of successfully obtaining funds from them in the past. If funding sources are identified to which you have not applied in the past, please describe your rationale for applying to them for this project.

25. ____ Permanent Sources of Funds: commitments from all loan, grant, and other subsidy sources equal to 100% of the total development cost, less any subsidy requested and permanent homebuyer loans

- a. ___ Letter of interest from a permanent mortgage lender
- b. ___ Other Subsidy Commitment (Specify _____)
- c. ___ Other Subsidy Commitment (Specify _____)
- d. ___ Other Subsidy Commitment (Specify _____)

NOTE: If firm commitments are not available, identify the sources you plan to approach and describe your history of successfully obtaining funds from them in the past. If funding sources are identified to which you have not applied in the past, please describe your rationale for applying to them for this project.

Certification Documents

26. _____ Submit Certification Documents as required in the Administrative Requirements for Contracts Awarded Under the City of Albuquerque, Dept. of Family and Community Services. Access these documents at www.cabq.gov/family/Publications.html
27. _____ Submit a copy of your organization’s Certificate of Insurance naming the City as an Additional Insured.

Policy Based Ranking Matrix

28. _____ Complete and self-score the attached ***Rental Development*** Policy-Based Project Ranking Matrix, provide all documentation required and submit with your Application. **NOTE: The Policy-Based Project Ranking Matrix will be used by City staff to score and rank projects. The applicant’s self-score will be considered in that process.**

A. Step1 Requirements - Documentation

Criteria:

1. ___ Submit:
 - a. ___ a unit matrix identifying the number of units that will serve families at 30%, 50%, 60% and 80% AMI and the number of units that will be market rate; and
 - b. ___ complete chart in Attachment 1 and provide calculations supporting the financing and operational gaps per unit which are the basis for your numbers in Attachment 1
2. ___ Copy of IRS letter
3. ___ AHDO or CHDO Designation is Required prior to funding. If designation has been obtained on past projects, a recertification must be completed. If agency has never had such a designation with the City, then a new AHDO/CHDO application must be submitted and approved by City prior to funding.
4. ___ Developer Certification in Attachment 2b is signed by the developer and any and all builders and partners participating in the construction of the development, OR Attachment 2 is completed if the development has 3 units or less.

5. ___ Narrative justifying financial feasibility and sustainability
6. ___ Detailed HUD Affirmative Marketing Plan
7. ___ For new construction, submit a FEMA floodplain map. If property is located in the floodplain, describe how it will be removed
8. ___ Submit the following documentation for demonstration of the public process undertaken
 - a. Map of Neighborhood Associations from the City’s Office of Neighborhood Coordination and their proximity to the potential Project.
 - b. Notification in the form of e-mails and/or letters to neighborhood association(s) or area residents within 1 mile of the project.
 - c. Fliers disseminated in immediate neighborhood about the project (attach the flyer and list of addresses).
 - d. Agendas, meeting minutes, and sign-in sheets from Community Meeting(s) with area residents. Sign-in sheets should identify neighborhood represented, and physical address, and signed surveys about the Project.)

B. Step 2 Requirements - Documentation

Criteria:

1. ___ Describe the permanent affordability mechanism
2. ___ Provide evidence of commitment of the 4:1 leverage
3. ___ If the answer to #2 is No, provide justification for the exception
4. ___ 30% of units serving 30% AMI. This information should be incorporated in documentation provided under Step 1, Criteria 1
5. ___ Calculation showing 20% or less of the Housing Trust Funds are being used to fund soft costs.
6. ___ Description of Universal Design Elements.

C. Step 3 – See “Criteria” column. See “Standard for Review”, rate per “Point System” and log score on the Ranking Matrix Form under “Total Score By Applicant”

Criteria:

1. ___ Gentrification and Disinvestment
 - a-b. ___ See Attachments 3 and 3a, Neighborhood Status Maps, and Attachment 3b to rate

- c-d. ___ describe strategies that will mitigate gentrification and or disinvestment risk
2. ___ Target Area per Consolidated Plan
 3. ___ Target Population per Consolidated Plan
 4. ___ See Attachment 8, Glossary, to rate 3a and 3b. Briefly discuss how your project meets each Standard for Review for which you are requesting points.
 5. ___ “Green” Criteria – Submit the following documentation to receive points:
 - a. ___ LEED Compliance Narrative and Checklist
 - b. ___ Name and contact information for LEED accredited professionals
 - c. ___ Costs attributable to green features
 - d. ___ Enterprise Compliance Narrative and Checklist
 6. ___ Submit CPTED Documentation
 - a. ___ Certificate documenting completion of the Crime-Free Multi-Housing Training.
 - b. ___ Provide a paragraph demonstrating how you will design, build, manage and operate your development using CPTED principles.
 7. ___ Provide map showing project is located in MRA, Centers or Corridor, or Qualified Census Tract and narrative describing conformity to adopted Plans (See Attachments 5 and or 5a)
 8. ___ Provide map showing project in the Infill area – See Attachment 5
 9. ___ Documentation that it is a Greyfield site, and if a Brownfield site, submit a copy of the letter to the City stating intent to request funds to abate the Brownfield contamination. See Definitions in Attachment 8, Glossary.
 10. ___ See Attachments 6 and 7 to rate items a and b. Referring to project site plans submitted under #8 and building elevations under item #9 on this checklist, briefly discuss how you meet the criteria under items c, d and e.
 - a. ___ On your map, show the walk distance from the project site to the service or facility identified on Attachment 6
 - b. ___ Identify the project site on Attachment 7
 - c. ___ Brief description of how you meet this criteria
 - d. ___ Brief description of how you meet this criteria
 - d. ___ Brief description of how you meet this criteria
 11. ___ Information is incorporated in documentation provided under Step 1, Criteria 1
 12. ___ Information is incorporated in documentation provided under Step 1, Criteria 1
 13. ___ Information is incorporated in documentation provided under Step 1, Criteria 1
 14. ___ Provide a paragraph that describes how the units you are creating will respond to the need to replace units that were lost.
 15. ___ Written confirmation signed by an authorized company designee

- 16. ___ Partnership Agreement or Memorandum of Understanding
- 17. ___ Commitment letters from funders (*This documentation is also required at #22 of this Checklist and can be included here by reference*)
- 18. ___ Complete Application submitted without deficiencies

For City Use only:

Date of Group Review: _____

Name of Reviewer: _____

FORM 2

Rental
Development Project Application
City of Albuquerque
1 Civic Plaza
Albuquerque, New Mexico 87102

Date of Application: _____

Name of Applicant: _____

Address: _____
City, State and Zip Code

Phone No: _____

SECTION I: Project Address and Identification

Project Name: _____

Project Address: _____

City/State/Zip Code: _____

Priority Area Neighborhood: _____

Census Tract/s: _____ Block Group/s: _____

UPC No: _____

NOTE: If you are applying for more than one program (e.g. Home Ownership and Rental), staff will work with you to create a merged application process. If a question does not apply, please mark "NA" so it is clear the question was not overlooked. All Attachments to this Development Project Application form are identified in the Exhibits Checklist. Please see the Application Exhibits Checklist for a all items that must be submitted. All Attachments must be clearly labeled and provided in the order requested.

SECTION II: Funds for which you are applying

(NOTE: Funding source may be changed at the discretion of the City)

Funding Source	Amount Requested	Purpose	Terms
HOME	N/A		
Workforce Housing (Funds must be leveraged 4:1)			
CDBG (Community Development Block Grant)	N/A		
HNEDE (Housing and Neighborhood Economic Development)	N/A		

SECTION III: Target Populations/Target Area (Per 2013 – 2017 Consolidated Plan)

A. Target Populations:

- Female Veterans and Two Parent Veteran Families
- Youth Transitioning from Foster Care and/or Juvenile Justice System
- Persons with HIV/AIDS
- Persons with Behavioral Health and Mental Health Issues
- Persons with a History of Incarceration
- Persons with Physical Disabilities Minority Populations
- Seniors Raising Grandchildren Seniors Over 75 Years of Age

B. Target Area:

- Alta Monte Barelvas Crest Planning
- Downtown Core San Jose Santa Barbara Martineztown
- Sawmill Trumbull West Mesa

SECTION IV: Description of the Project

A. Schedules and Cash Flow Analysis:

1. To meet the requirements of this Section of the Application, you are required to complete the Schedules identified on the Application Exhibits Checklist.
2. Provide a Cash Flow Analysis
 - a. For Workforce Housing Funds – 10 years
 - b. For Federal Funds – minimum of 10 years or the same term as the Use Restriction Period

B. Subsidy, Period of Affordability – Use Restriction

NOTE: When the funds below are combined with other sources that require an affordability term, the period of affordability is the most restrictive term.

1. Does the project currently receive Project-Based Section 8 subsidies?
 Yes No
2. Will the project accept Section 8 vouchers? Yes No
3. By signing this Application, the owner irrevocably commits to the following use restriction upon reward, through the execution of Restrictive Real Estate Covenants, requirements for Federal funds:

Amount of Funding per Unit	Use Restriction Period
Under \$15,000	5 years
\$15,000 - \$40,000	10 years
Over \$40,000 or rehabilitation involving financing	15 years
New construction or acquisition of newly constructed housing	20 year

4. Requirements for Workforce Housing Trust Fund Permanent Affordability, 90 years + 90 years.

C. Income, Rent and Occupancy Restrictions

1. Please attach an overall marketing plan including an Affirmative Marketing Plan. (please submit this item at 25a, # 6 on the Application Exhibits Checklist)
2. List overall income and occupancy restrictions by completing the table below.

# Units	Will be for households with incomes at or below	% of Area Median Income
	Will be for households with incomes at or below	
	Will be for households with incomes at or below	
	Will be for households with incomes at or below	
	Will be for households with incomes at or below	
	Will be for households with incomes at or below	
	Will be for households with incomes at or below	
	Total # Units	

3. List overall rent and occupancy restrictions by completing the table below.

# Units	Unit Size	Will be for households with rents at or below	Amount of Rent
		Will be for households with rents at or below	
		Will be for households with rents at or below	
		Will be for households with rents at or below	
		Will be for households with rents at or below	
		Will be for households with rents at or below	
		Total # Units	

D. Special Need/Target Population Information

1. List those units restricted to occupancy by Special Needs* Tenants.

# of Units	Population Type	# of Units	Population Type

2. Are Supportive Services being provided to Special Needs tenants?
 Yes No
3. Are Supportive Services specific to Target Population? Yes No
4. Are costs of Supportive Services included in the rent? Yes No

E. Site Information – Please see Application Exhibits checklist for documents required for submission.

1. Site control** is in the form of: N/A
 Deed: _____ Option: _____ Purchase Contract: _____ Term: _____ Lease: _____
 _____ If, Lease, what is Term? _____ Years
 Additional Use/Deed Restrictions? _____
 Other: _____

2. Expiration Date of Contract, Option or Lease: N/A
 Name of Seller or Lessor: _____
 Address: _____
 City/State/Zip Code: _____
 Telephone: _____

3. Is there an Identity of Interest*** between buyer and seller of the property? N/A
 Yes No If yes, explain how there is not a conflict of interest:

4. Area of Site: _____ Acres **or** _____ Square Feet

*Special Needs Household is defined in the Glossary - Attachment 8 of the Policy-Based Project Ranking Matrix.
 ** Please attach a copy of the site control document.
 ***Any direct or indirect financial or other interest any member of the development team may have with another member of the development team, or between any of the parties involved in the acquisition, construction, refinancing, rehabilitation, or management of the project.

5. Is the site zoned for your development? Yes No _____ Zoning
 - a. If yes, provide a copy of the Zone Atlas page showing current zoning.
 - b. If no, when is the zoning issue to be resolved? _____ Month _____ Year
6. Has the City approved the site plan? Yes No
7. Has the City issued a building permit? Yes No
8. Are all utilities available to the perimeter of the site? Yes No
 - a. If yes, please provide evidence of those utilities.
 - b. If no, which utilities need to be brought to the site? _____
 - c. Who has responsibility for bringing utilities to the site? _____

9. What neighborhood associations are affected by this project? _____

Please provide a letter from the association/s indicating their position regarding this project.

10. If a Sector Plan/Metropolitan Redevelopment Plan is available, what does it say about development of this site? _____

F. Buildings

Please check **all** that are applicable:

- | | |
|--|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Rehabilitation of Existing Building |
| <input type="checkbox"/> Detached | <input type="checkbox"/> Townhome |
| <input type="checkbox"/> Semi-Detached/Duplex | <input type="checkbox"/> Manufactured/Module/Mobile |
| <input type="checkbox"/> Highrise (4 stories or more) | <input type="checkbox"/> Midrise (2-3 stories) |
| <input type="checkbox"/> Special Needs | <input type="checkbox"/> Other- describe _____ |
| <input type="checkbox"/> Slab on grade | <input type="checkbox"/> Crawl space <input type="checkbox"/> Basement |
| <input type="checkbox"/> Any portion of building used for other than residential purpose? If so, explain:
_____ | |

Identify:

- | | |
|-------------------------|---|
| Structural System _____ | Number of floors in tallest building: _____ |
| Exterior Finish _____ | Total number of elevators: _____ |
| Floor System _____ | Number of handicap accessible units: _____ |
| Other: _____ | Total square feet in building: _____ |

G. Legal Type of Ownership of Borrowing Entity

Name of Entity: _____
 Address: _____
 City/State/Zip Code: _____

Will Borrowing Entity provide funds to a Partnership? YES NO

If so, Borrowing Entity must provide all such agreements with Partnership to the City at the time of negotiation of Development Agreement.

1. If Partnership or LLC, name all Partners and their percentage of ownership:

Name	% of Ownership

2. Please check all that are applicable:

- Fee simple Condominium Co-op Land Trust Leasehold
 Multi-Family Other: Explain: _____

H. Appliances and Amenities Provided Without Additional Charge

Amenity/Appliance	Market Units		Affordable Units	
	Yes	No	Yes	No
Refrigerator				
Gas Range				
Electric Range				
Dishwasher				
Disposal				
W/D Hookups				
A/C or Evaporative Cooler				
Carpet				
Drapes/Shades				
Exhaust Fan				
Range Hood				
Other:				

I. Monthly Utility Allowance Calculations

Utilities	Type of Utility (Gas, Electric, etc)	Utilities Paid By:		Utility Allowance by Bedroom Size				
		Owner	Tenant	0 Bedr	1 Bedr	2 Bedr	3 Bedr	#
Heating								
Evp or AC								
Cooking								
Lighting etc.								
Hot Water								
Water								
Sewer								
Trash								
Total Utility Allowance for Units								
				Local PHA	Utility Co	Other		
Source of Utility Allowance Calculation								
NOTE: Documentation to support Utility Allowance claims from source identified must be submitted with this application. Failure to do so will result in the application being deemed incomplete.								

SECTION V: Acquisition of Property with Existing Buildings N/A

- Please designate project type: a. Acquisition/Rehab
b. Acquisition/Demolition/New Construction
- Buildings are currently vacant: Yes No
- Does this project involve relocation of current occupants? Yes No
a. If yes, does this project comply with the Uniform Relocation Assistance & Real Property Act of 1970? Yes No

- b. Please describe the proposed relocation assistance and plan. _____
- c. Name the funding source for relocation assistance and provide a commitment letter. _____

- 4. Last date of occupancy: _____(month/year)
- 5. Year construction was completed: _____(month/year)
- 6. If building was constructed prior to 1978, please answer the following questions:
 - a. Has the Building been tested for lead-based paint? ____ Yes ____ No
 - b. If yes, provide a copy of the results. _____
- 7. Has the building been tested for asbestos? ____ Yes ____ No
- 8. Has a Phase 1 Environmental Assessment been completed ? ____ Yes ____ No
 If yes, please provide a copy of the Summary of Findings per specific date. _____
- 9. Building(s) acquired from: ____ Related Party ____ Unrelated Party
- 10. Is the project a historic building? ____ Yes ____ No
- 11. Is the project located in a historic district? ____ Yes ____ No
- 12. Were buildings previously subsidized with Federal funds? ____ Yes ____ No
 - a. If yes, what was the source of the funding? _____
 - b. What year was the funding provided? _____

SECTION VI: Not-for-Profit Sponsor Determination

Not-for-Profit Name: _____
 Street Address: _____
 City/State/Zipcode: _____
 Contact Person: _____
 Tax Status: ____ 501(c)(3) ____ 501(c)(4)
 If Other, describe: _____
 Federal Tax I.D. Number: _____
 Telephone: _____
 Fax: _____
 E-mail Address: _____
 Website, if applicable: _____

- 1. Will the not-for-profit hold a 51% or greater interest in the General Partnership, if a Partnership, or if an LLC, be the Managing Member? ____ Yes ____ No
- 2. Attach a description of the not-for-profit’s participation in the development, operation, and/or management of the project, specifying its Affordable Housing Development capacity.
- 3. Attach the names and home addresses of all Board Members for the not-for-profit organization.
- 4. Your organization must be certified or recertified by the Department of Family and Community Services as a Community Housing Development Organization (CHDO) or an Affordable Housing Development Organization (AHDO) (prior to funding being awarded). Are certification documents attached? ____ Yes ____ No
- 5. Attach a list of all paid full-time staff and sources of funds for annual operating expenses for current programs.
- 6. Provide audited financial statements for the current year.

SECTION VII: Previous Experience of Developer

Developer must provide a detailed narrative explaining its relevant work experience and capacity of its paid staff to carry out the proposed Affordable Housing Development Project. In addition to submitting Schedule F listed under #6 on the Application Exhibits Checklist, please provide contact information for at least 3 references who do not have a vested interest in this project.

SECTION VIII: Development Team Information

Please complete the chart below and describe the process for assembling the Development Team.*

	Name	Fee Amount	Identify of Interest***	
			Yes	No
Developer**				
General Partner**				
Contractor**				
Management Company**				
Consultant** (Provide contracts with each consultant)				
Architect**				
Attorney				
Accountant				

*The Development Team shall be assembled in a manner to provide open and free competition as stated in Section 5.5.2 of the Administrative Requirements for Contracts Awarded Under the City of Albuquerque, Department of Family and Community Services.

**Each member of the development team must submit a resume which lists qualifications, address, telephone number and contact person.

***Please check the appropriate box and attach a description of any direct or indirect, financial or other interest any member of the development team may have with another member of the development team, or between any of the parties involved in the acquisition, construction, refinancing, rehabilitation, or management of this project.

The City of Albuquerque reserves the right to request additional materials as needed or require changes in the information submitted herewith. The City of Albuquerque may adjust any or all figures provided herein for underwriting purposes.

Applicant Certification

The undersigned hereby applies for the item(s) as specified above and represents that the property described herein will not be used for any illegal or restricted purposes. The undersigned certifies that the statements made in this application and all attachments are true, correct and complete. Verification may be obtained from any source necessary.

Original Signature Required

Signature: _____

Title: _____

Organization: _____

Date: _____



CITY OF ALBUQUERQUE
Department of Family and Community Services

POLICY-BASED RANKING MATRIX

(Approved 6/25/2014)

Rental Development and Land Acquisition Only Applications

Name of Applicant: _____

Applicant Self Ranking Completed by: _____

Name and Title

Date

Staff Ranking Completed by: _____

Name, Title and Department

Date

This Matrix will be used to rank projects requesting funding from ALL funding sources.
Information required to complete items on this Matrix can be found in the Attachments and are identified by their item #.

Step 1

The following questions are Threshold Requirements and must ALL be answered YES to be considered for funding. Please acknowledge your responses by circling "Yes" or "No" in the columns below.

<u>Criteria</u>	1. Yes	1. No	<u>CITY VERIFICATION</u>
1. Does this project serve the required percentage of families at or below 80% of the Area Median Income (AMI)?	1. Yes	1. No	1. _____
2. Is applicant a not-for-profit or is the not-for-profit a controlling partner in the applicant partnership? <u>Not-for-profit must be authorized to do business in New Mexico and have received a 501 (c)(3) determination from the IRS.</u>	2. Yes	2. No	2. _____
3. Is the not-for-profit a city approved Affordable Housing Development Organization (AHDO) or Community Housing Development Organization (CHDO)?	3. Yes	3. No	3. _____
4. For new construction of units required to comply with the Fair Housing Amendments Act Guidelines, does the project comply with these requirements? Submit Certification in Attachment 4. For new construction of residential units not required to comply with the Fair Housing Amendments Act, (for example single family detached units, duplexes, triplexes or townhomes), does the project incorporate Visitability Elements listed in Attachment 2 to the extent feasible	4. Yes	4. No	4. _____

<p>given site constraints? If not feasible, provide justification.</p> <p>5. Is this project financially feasible and financially sustainable?</p> <p>6. Has the applicant submitted an Affirmative Marketing Plan?</p> <p>7. For new construction, project is not located in a floodplain or will be constructed in a manner that it can be removed from the floodplain. (Attach FEMA Map)</p> <p>8. Evidence of Neighborhood outreach by providing the following documentation:</p> <p>a. Map of Neighborhood Associations from the City’s Office of Neighborhood Coordination and their proximity to the potential Project.</p> <p>b. Notification in the form of e-mails and/or letters to neighborhood association(s) or area residents within 1 mile of the project.</p> <p>c. Fliers disseminated in immediate neighborhood about the project (attach the flyer and list of addresses).</p> <p>d. Agendas, meeting minutes, and sign-in sheets from Community Meeting(s) with area residents. Sign-in sheets should identify neighborhood represented, and physical address, and signed surveys about the Project.)</p>	<p>5. Yes</p> <p>6. Yes</p> <p>7. Yes</p> <p>8.</p> <p>a. Yes</p> <p>b. Yes</p> <p>c. Yes</p> <p>d. Yes</p>	<p>5. No</p> <p>6. No</p> <p>7. No</p> <p>8.</p> <p>a. No</p> <p>b. No</p> <p>c. No</p> <p>d. No</p>	<p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8.</p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p> <p>d. _____</p>
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<p>Does the proposed Project meet ALL Threshold Requirements in #s 1-8 above?</p>	<p>YES – Go to Step 2</p>	<p>NO – Application is Invalid</p>	<p><u>CITY DETERMINATION</u></p>
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Step 2
Please acknowledge your responses by circling “Yes” or “No” in the columns below.

<p style="text-align: center;"><u>Required Criteria</u></p> <p>1. Does the project incorporate permanent affordability mechanisms?</p> <p>2. Does the project leverage City Funds 4:1? (calculation: TDC/City Funds:1)</p> <p>3. If #2 is answered “No”, please justify how your project qualifies for an exception.</p> <p>4. Are at least 30% of the units serving households at or below 80% of the area median income?</p> <p>5. Are 20% or less of the City Funds being used to fund development soft costs? (see Attachment 8 for definition of “project related development soft costs”)</p> <p>6. Does this project incorporate elements of Universal Design? If so, provide narrative.</p>	<p>1. Yes</p> <p>2. Yes</p> <p>3. Yes</p> <p>4. Yes</p> <p>5. Yes</p> <p>6. Yes</p>	<p>1. No</p> <p>2. No</p> <p>3. No</p> <p>4. No</p> <p>5. No</p> <p>6. No</p>	<p><u>CITY VERIFICATION</u></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>
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Step 3

The following criteria are competitive criteria that are weighted based upon policies intended to create outcomes as identified in the Workforce Housing Opportunity Act and Consolidated Plan. Some criteria assign one set of points while other criteria assign a range of points.

Program Elements	Criteria	Point System		Total Score By Applicant	Total Score By City Staff
	<p>Minimum Number of Points required to compete: For Rental Development Projects = 147 For Land Acquisition Only Projects = 63*</p>		<p>Total Possible 210 90</p>		
<p align="center">*When applicants apply for funds for future development projects, they will be required to meet the minimum points required for that development type.</p>					
<p>1. Neighborhood Conditions</p> <p>See Attachments 3, 3a and 3b</p>	<p>1. Project will serve to stabilize neighborhood by upgrading the existing housing inventory and/or preserving a mixed-income community. Standard for Review: Determine whether the neighborhood is identified as stable or prone to disinvestment or gentrification on the City of Albuquerque Neighborhood Status Maps a. Prone to gentrification (Attachments 3 & 3b) = 5 points b. Prone to disinvestment (Attachments 3a & 3b) = 5 points c. Describe how development strategy will mitigate disinvestment risk (refer to ConPlan) = 5 points d. Describe how development strategy will mitigate gentrification risk (refer to ConPlan) = 5 points</p>	<p>If Stable = 5 If prone to Disinvestment Or Gentrification = 0 - 20</p>	20	<p>a. b. c. d.</p>	<p>a. b. c. d.</p>
<p>2. Target Area</p>	<p>2. Target Area Per Consolidated Plan a. Identify the target area = 15 points b. Describe how project will create/improve new housing opportunities within the target area = 5 points</p>	0 - 20	20	<p>a. b.</p>	<p>a. b.</p>
<p>3. Target Population</p>	<p>3. Target Population Per Consolidated Plan: Provide sufficient HUD Affirmative Marketing Plan, including a narrative explaining how the Project will incorporate Target Populations and designated supportive services to the needs of those populations.</p>	0 - 10	10		
<p>4. Design and Location</p> <p>See Attachment 8</p>	<p>3. Applicant can demonstrate that the project incorporates the policy based design and location criteria. Standard for Review: Submit building Plan Elevations, pictures of the surrounding neighborhood, and a narrative describing how the project will fit into the context of the neighborhood, why the design is appropriate for that specific community and/or how the community involvement in the design process will assist in evaluation of building design.</p>	0 - 10	10		

	<p>a. connects with built environment and is sensitive to neighborhood – to rate see Attachment 8 , Design Review Considerations, A. Site plan considerations = 3 points</p> <p>b. built to scale – to rate see Attachment 8, Design Review Considerations, B and C = 2 points</p> <p>c. contributes to the development of the neighborhood and is consistent with Sector Plan design guidelines, if available = 2 points</p> <p>d. provide renderings of proposed buildings within the current environment = 3 points</p>			<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p>
<p>5. Energy Efficient Construction</p> <p>See Attachment 9</p>	<p>4. Project exceeds the Energy Conservation Code utilized by the City. To access the Energy Conservation Code go to www.cabq.gov/planning/bldgsafety</p> <p>Standard for Review:</p> <p>a. Provide documentation that the project anticipates meeting LEED-H Silver or BGNM Gold, AND will have a HERS Index of 60 or lower = 15 points</p> <p>b. Provide a detailed explanation of other Green Building Elements incorporated into the Project:</p> <p>(1) the project wins 50 of the points available under Section 2.2 of the NAHB Model Green Home Building Guidelines Checklist titled “Enhance durability and reduce maintenance” = 3 points</p> <p>(2) the project meets 50% of points available under Section 3.3.5 of the NAHB Model Green Home Building Guidelines Checklist “Renewable energy/solar heating and cooling” and has a HERS Index of 70 or lower = 3 points</p> <p>(3) the project wins 45 points under Section 4 “Water Efficiency” NAHB Model Green Home Building Guidelines Checklist = 2 points</p> <p>(4) has a HERS Index of 60 or lower = 3 points</p> <p>(5) has HERS Index between 61 and 70 = 2 points</p> <p>All of the above must be supported by the preliminary plans and outline specifications, plus any additional documentation as may be required, including but not limited to the name of the LEED Accredited Professional or a LEED-H provider on the Development Team, if applicable.</p>	0 - 15	15	<p>a.</p> <p>b.</p> <p>(1)</p> <p>(2)</p> <p>(3)</p> <p>(4)</p> <p>(5)</p>	<p>a.</p> <p>b.</p> <p>(1)</p> <p>(2)</p> <p>(3)</p> <p>(4)</p> <p>(5)</p>
<p>6. Crime Prevention through</p>	<p>6. Project incorporates Crime Prevention Through Environmental Design (CPTED) Elements</p>	0 - 10	10		

<p>Environmental Design (CPTED)</p>	<p>Standard for Review: a. Staff Certificate(s) from attending the Crime-Free Multi-Housing Training and their involvement with the Project = 5 points b. Provide a paragraph demonstrating how you will design, build, manage and operate your development using CPTED principles = 5 points</p>			<p>a. b.</p>	<p>a. b.</p>
<p>7. Metropolitan Redevelopment Area (MRA) See Attachment 5 to document items 7a and 7b See Attachment 5a to document item 7c</p>	<p>7. **Project is located within a designated Metropolitan Redevelopment Area (MRA) and/or Centers or Corridor Standard for Review: Provide map showing project location and a narrative describing how your project conforms to adopted Plans. <u>Only a total of 15 points can be obtained for category.</u> a. Located in an MRA = 15 points b. Located within a Center or Corridor = 15 points c. Located in a Qualified Census Tract = 10 points</p>	<p>0 - 15</p>	<p>15</p>	<p>a. b. c.</p>	<p>a. b. c.</p>
<p>8. Infill Area See Attachment 5</p>	<p>8. Project is located in an Infill Area as defined within the 1960 Municipal Limits Standard for Review: Identify project location on map</p>	<p>0 or 10</p>	<p>10</p>		
<p>9. Brownfield and Greyfield See Attachment 8</p>	<p>9. Project is located on a Brownfield and will be cleaned up and/or Greyfield site Standard for Review: Documentation of Brownfield contamination and a letter of intent to apply to the City for funds for abatement. Documentation that it is a Greyfield site. a. located in a Brownfield and applying for funds for abatement = 5 points b. located in a Greyfield = 5 points</p>	<p>0 - 10</p>	<p>10</p>	<p>a. b.</p>	<p>a. b.</p>
<p>10. Link to Growth Management Plan See Attachment 6 See Attachment 7</p>	<p>10. Project supports the City's Planned Growth Strategy Standard for Review: Submit project site plans and provide data to document the job and housing balance as follows: a. is located near existing neighborhood shops, services and facilities so that the project boundary is within ¼ mile walk distance of at least four, or within ½ mile walk distance of at least 6, of the “List of Diverse Uses” defined in Attachment 6 = 3 points b. is located in a Census Tract (see Attachment 7) with an area where there are: <ul style="list-style-type: none"> • 2-4 jobs per house = 1 point • 4-6 jobs per house = 2 points • 6 or more jobs per house = 3 points </p>	<p>0 - 15</p>	<p>15</p>	<p>a. b. c.</p>	<p>a. b. c.</p>

	<p>Note: If a Census Tract qualifies under more than one category, the highest number of points may be taken</p> <p>c. is part of a mixed-use development = 3 points</p> <p>d. encourages walkability, pedestrian activity and use of existing public park and recreation facilities, provide common areas for community gatherings = 3 points</p> <p>e. contributes to the scattering of Workforce Housing throughout the City = 3 points</p>			d. e.	d. e.
11. Project Mix Incorporates Units for Extremely Low Income Families	<p>11. **At least 30% of the units benefit families at or below 30% AMI</p> <p>Standard for Review: Submit unit distribution matrix showing financing and operational gaps per unit</p> <p>a. project provides at least 30% of the units for families at or below 30% AMI: Yes = 20 points; No = 0 points</p>	0 or 20	20		
12. Project Mix Incorporates Units for Very Low Income Families	<p>12. **At least 50% of the units benefit families at or below 50% AMI</p> <p>Standard for Review: Submit unit distribution matrix showing financing gap per unit</p> <p>a. project provides at least 50% of the units for families at or below 50% of AMI: If yes = 10 points; if no = 0 points</p>	0 or 10	10		
13. Project Mix Incorporates Market Rate Units	<p>13. At least 15% of the total units are market rate.</p> <p>Standard for Review: Submit unit distribution matrix showing financing gap per unit</p> <p>a. 15% of the units are market rate: If yes = 5 points; if no = 0 points</p>	0 or 5	5		
14. Project Replaces Affordable Units Lost	<p>14. Project rehabilitates, or if appropriate, replaces housing taken off the market as a result of City Action Standard for Review:</p> <p>a. Provide a paragraph describing how the units created will replace units that were lost at a specific location or location/s.</p>	0 -10	10		
15. Local Contractors	<p>15. Project uses local construction contractors, architects or designers, engineers who maintain their principal office and place of business in the Greater Albuquerque Metropolitan Area</p> <p>Standard for Review:</p> <p>Formal letter from authorized company designee that this is their principal office = 1 point per contractor</p>	0 - 5	5		
16. Partnerships	<p>16. Developer can demonstrate a Partnership with other not-for-profits, for-profits, or service providers in project development</p>	0 -10	10		

	or specific service delivery related to scope of the Project. Standard for Review: Partnership Agreement or an MOU = 10 points (5 points per MOU)				
17. Leverage From Other Sources Than City, Federal and State	17. Developer can demonstrate that leverage will come from other than city funds or federal and state funds flowing through the city*** per Schedules A-1, Sources of Funds as follows: a) Use only permanent financing; b) total ALL city funds and federal and state funds flowing through the city; c) total all remaining funds, d) subtract answer in “b” from answer in “c”; e) divide answer in “d” by answer in “b”. Standard for Review: Between 3:1 and 3.99:1 = 5 points (explanation required) 4:1 or better = 10 points	0 - 10	10		
18. Complete Application	18. Complete application has been submitted Standard for Review: Application did not require any deficiency corrections per City staff review.	0 or 5	5		
TOTAL POINTS	Minimum Number of Points required to compete: For Rental Development Projects = For Land Acquisition Only Projects =	147 63*	Total Possible 210 90	Total Score By Applicant <hr/>	Total Score By City Staff <hr/>

**These criteria may become required at certain times during the funding cycle depending on the percentage of funds required to be spent by a designated date to meet the funding requirements of the Workforce Housing Opportunity Act.

***Funds included in the group of “city funds or federal and state funds flowing through the city” include Housing Trust Funds, HOME, Community Development Block Grant (CDBG), HNED aka UDAG, Emergency Shelter Grants (ESG), City General Fund including donated land, and General Obligation (GO) Bonds.

FORM 4

Rental Development Project Application Financial Schedules

Please see attached Excel Spreadsheet document.

FORM 5

Project _____

Developer _____

Date _____

LOCAL BUSINESS INVOLVEMENT

Please indicate the extent of local business involvement in the following Project areas:

1. **Ownership Entity:**

Name: _____

Equity share in Project (as % of Total) _____ %

Name: _____

Equity share in Project (as % of Total) _____ %

2. **Consultants (Architects, Engineers, Lawyers, etc.):**

Name: _____

Role: _____ Anticipated value of Contract: _____

Name: _____

Role: _____ Anticipated value of Contract: _____

3. **Building Developers/Co-Developers:**

Name: _____

Role: _____ Anticipated value of Contract: _____

Name: _____

Role: _____ Anticipated value of Contract: _____

4. **Other project costs to be directed to Local Business Enterprises:**

(Provide name, identification, role, and value as above)

5. **Total estimated value of all (not only local) Consultant and Developer/SubDeveloper contracts to be awarded:**

FORM 6

Project _____

Developer _____

Date _____

**CITY OF ALBUQUERQUE
DISCLOSURE STATEMENT**

Any person submitting a development proposal must truthfully complete this statement and submit it prior to being formally designated for any project.

1. Do any of the principals owe the City of Albuquerque any moneys for incurred real estate taxes, rents, water and sewer charges, or other indebtedness?
2. Are any of the principals employed by the City of Albuquerque? If so, in what capacity? (Please include name of Department or department and position held in that Department or department).
3. Are any of the principals related to an employee of the City of Albuquerque? If so, please include name of Department or department and position held in that Department or department).
4. Is the Developer; any principal, director, officer, or key employee of the Developer; family member of the Developer or any principal, director, officer or key employee of the Developer; or other individual associated with the Developer who has an existing or potential financial interest or who has a family member who has an existing or potential financial interest in the development proposal, a member of the Albuquerque Development Commission or any other board, commission or Department of the City of Albuquerque? If so, please state the name of such person; the board, commission or Department of the City of Albuquerque of which such person is a member; and the existing or potential interest such person has in the development proposal.
5. Were any of the principals ever the owners of any property upon which the City of Albuquerque foreclosed for his/her failure to pay real estate taxes or other indebtedness?
6. Have any of the principals been convicted of violating any law, code, or statute within the last three (3) years?

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY THIS

_____ Day of _____, 20____

DEVELOPER'S NAME	DEVELOPER'S NAME	DEVELOPER'S NAME
SIGNATURE	SIGNATURE	SIGNATURE
ADDRESS	ADDRESS	ADDRESS

EXHIBIT B – FEDERAL CERTIFICATES

DISBARMENT, SUSPENSION, INELIGIBILITY AND EXCLUSION CERTIFICATION

I certify that the Department has not been debarred, suspended, or otherwise found ineligible to receive funds by any Department of the executive branch of the federal government.

I further certify that should any notice of disbarment, suspension, ineligibility or exclusion be received by the Department, the City of Albuquerque, Department of Family and Community Services, will be notified immediately.

Department:

Typed Name of Authorized Board Official:

Title:

Signature of Authorized Board Official:

Date Signed:

#2
DRUG FREE WORKPLACE
REQUIREMENT CERTIFICATION FORM

The Department certifies that it will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Department's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing a drug-free awareness program to inform employees of:
 - a. The dangers of drug abuse in the workplace;
 - b. The Department's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance program;
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of an agreement with the City be given a copy of the Department's drug-free workplace statement.
4. Notifying each employer that as a condition of employment under the City's agreement, that employee will:
 - a. Abide by the terms of the Department's drug-free workplace statement, and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.
5. Notifying the City of Albuquerque, Department of Family and Community Services, within ten (10) days after receiving an employee notice or otherwise receiving actual notice of an employee drug statute conviction for a violation occurring in the workplace.
6. Taking one of the following actions within thirty (30) days of receiving notice of an employee's drug statute conviction for a violation occurring in the workplace:
 - a. Taking appropriate personnel action against such an employee, up to and including the termination; or
 - b. Requiring such employee to participate satisfactorily at a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate Department.
7. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of the above requirements.
8. The Department also certifies that the Department's drug-free requirements will apply to all locations where services are offered under the agreement with the City of Albuquerque.

Such locations are identified as follows:

Street Address

City

State

Typed name of Authorized Board Official: _____ Title: _____

Signature of Authorized Board Official: _____ Date: _____

City of Albuquerque
Department of Family and Community Services
#3
Representations and Certifications

The undersigned HEREBY GIVE ASSURANCE THAT:

1. The applicant Department named below will comply and act in accordance with all Federal laws and Executive Orders relating to the enforcement of civil rights, including, but not limited to, Federal Code, Title 5, USCA 7142, Sub-Chapter 11, Anti-discrimination in Employment, and Executive Order number 11246, Equal Opportunity in Employment; and
2. That the applicant Department named below will comply with all New Mexico State Statutes and City Ordinances regarding enforcement of civil rights; and
3. That no funds awarded as a result of this request will be used for sectarian religious purposes, specifically that (a) there shall be no religious test for admission for services; (b) there shall be no requirement for attendance of religious services; (c) there shall be no inquiry as to a client's religious preference or affiliations; (d) there shall be no proselytizing; and (e) services provided shall be essentially secular.

Department Name:

Typed Name of Authorized Board Official: _____

Title: _____

Signature: _____ Date: _____

**EXHIBIT C – OTHER MUNICIPAL AND FEDERAL
REQUIREMENTS**

1. DEPARTMENT OF FAMILY AND COMMUNITY SERVICES ADMINISTRATIVE REQUIREMENTS

Compliance with Social Services Contracts Procurement Rules and Regulations

The City of Albuquerque's Public Purchases Ordinance exempts agreements for Social Services and social maintenance program services which shall be procured in accordance with written regulations promulgated by the Department of Family and Community Services and approved by the City Purchasing Officer. The City Purchasing Officer, by approval of these regulations has delegated authority to the Department to procure Social Services in accordance with the regulations. Section 5-5-20 (A) (2) ROA 1994. The Department of Family and Community Services has adopted the Social Services Contracts Procurement Rules and Regulations. Procurement for, and review of, proposals will comply with the procedures set out in said regulations.

Potential Applicants to this Request for Proposals are strongly advised to become familiar with the content of the most current version of the publication entitled "*Administrative Requirements for Contracts Awarded under the City of Albuquerque, Department of Family and Community Services Social Services Program*" (hereinafter referred to as the "Administrative Requirements"). The publication contains uniform administrative rules for contracts awarded pursuant to the Department's Social Services Program. Contractors are expected to understand and comply with all applicable rules contained within the publication. Among the topics covered in the publication are: Allowable Activities; Beneficiary Populations; Definitions; Application for Funding through City of Albuquerque Community Development Program; Eligible Entities; Required Assurances; Budgetary Guidelines for Community Development Contracts; Award Procedures and Contract Expenditures; Accounting for Community Development Contract Funds; Work Plans; Amendments; Program Performance Reports; Suspension and Termination Procedures; and Standard Forms for City Contracts.

The Administrative Requirements are available online on the Department's website at www.cabq.gov/family/Publications.html. A printed copy can also be obtained, Monday through Friday, between 8:00 a.m. and 5:00 p.m. at the City of Albuquerque, Department of Family and Community Services, 5th floor, Room 504, Old City Hall, One Civic Plaza, Albuquerque, New Mexico 87102.

In addition to these Administrative Requirements, evidence of the following are required for participation in the Affordable Rental Housing Development Project. In the case of Development Teams, the following are required only for the Lead Team Member:

a. Personnel Policies:

Organizations applying for a contract under this solicitation must have a written set of personnel policies and procedures that have been formally adopted by its governing board. This document must specify policies governing terms and conditions for employment; compensation and fringe benefits; holidays, vacation and sick leave; conflict of interest; travel reimbursement; and employee grievance procedures.

b. Conflict of Interest Policies:

Organizations submitting proposals under this solicitation must have in force a written conflict of interest policy that at a minimum:

- (1) Applies to the procurement and disposition of all real property, equipment, supplies, and services by the agency and to the agency's provision of assistance to individuals, businesses, and other private entities.
- (2) Provides that no employee, board member, or other person who exercises any decision making function with respect to agency activities may obtain a personal or financial benefit from such activities for themselves or those with whom they have family or business ties during their tenure with the agency or for one year thereafter.

c. Accounting Policies:

Applicant organizations must have in place a set of accounting policies that meet minimum standards established by the City in the Administrative Requirements, Accounting for DFCS Social Services Contract Funds.

d. Active Board:

Nonprofit Applicants must be able to document that its governing board is constituted in compliance with approved bylaws and that it actively fulfills its responsibilities for policy direction, including regularly scheduled meetings for which minutes are kept.

e. Insurance Requirements: (See Exhibit C Part 2.)

The contractor must also comply with the provisions of the Worker's Compensation Act, the Subsequent Injury Act, and the New Mexico Occupational Disease Disablement Law.

During construction, if any, a contractor must maintain Builders Risk Insurance in an amount equal to the full construction cost to cover the construction work for fire, theft, extended coverage, vandalism and malicious mischief.

If, during the life of the contract, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (Section 41-4-1 through 41-4-27 N.M.S.A. 1978), the City may require the contractor to increase the maximum limits of any insurance required.

Proof of insurance is not a requirement for submission of a proposal, but Applicants should be aware that no work may begin under a contract funded through this program until the required insurance has been obtained and proper certificates (or policies) are filed with the City. Before submitting a proposal, the Applicant should contact its insurance agent to determine if it can obtain the required coverage.

f. Other Assurances

The Applicant must submit, as an attachment to its proposal, a copy of the attached Representations and Certifications form (APP #9) giving assurances regarding compliance with certain civil rights laws and assuring that funds will not be used for sectarian religious purposes.

A successful Applicant may consult with the City contact to assure compliance with all applicable federal, state and local regulations, laws and ordinances.

g. Audit Requirements

Contractors who expend \$500,000 or more of Federal funds during the year must have an audit conducted in accordance with the Federal Government's Office of Management and Budget Circular A-133 as amended. The audit shall be made by an independent auditor in accordance with generally

accepted government auditing standards. Contractors who receive \$25,000 or more in funding from the City, and who do not fall under A-133, must have a financial statement audit conducted by an independent auditor in accordance with generally accepted auditing standards. Additional audit requirements are set out in the Administrative Requirements.

2. BONDS AND INSURANCE REQUIREMENTS

General Conditions: The City will require that the successful Developer, referred to as the Developer, procure and maintain at its expense during the term of the contract resulting from the RFP, insurance in the kinds and amounts hereinafter provided with insurance companies authorized to do business in the State of New Mexico, covering all operations of the Developer under the contract. Upon execution of the contract and on the renewal of all coverage, the Developer shall furnish to the City a certificate or certificates in form satisfactory to the City showing that it has complied with these insurance requirements. All certificates of insurance shall provide that thirty (30) days written notice be given to the Risk Manager, Department of Finance and Administrative Services, City of Albuquerque, P.O. Box 470, Albuquerque, New Mexico, 87103, before a policy is canceled, materially changed, or not renewed. Various types of required insurance may be written in one or more policies. The City shall be named an additional insured for all coverages and the coverages afforded shall be primary with respect to operations provided.

Approval of Insurance: Even though the Developer may have been given notice to proceed, it shall not begin any work under the contract resulting from this RFP until the required insurance has been obtained and the proper certificates (or policies) filed with the City. Neither approval nor failure to disapprove certificates, policies, or the insurance by the City shall relieve the Developer of full responsibility to maintain the required insurance in full force and effect. If part of the contract is sublet, the Developer shall include any or all sub-Developers in its insurance policies, or require the sub-Developer to secure insurance to protect itself against all hazards enumerated herein, which are not covered by the Developer's insurance policies.

Coverage Required: The kinds and amounts of insurance required are as follows:

Commercial General Liability Insurance. A commercial general liability insurance policy with combined limits of liability for bodily injury or property damage as follows:

\$1,000,000	Per Occurrence
\$1,000,000	Policy Aggregate
\$1,000,000	Products Liability/Completed Operations
\$1,000,000	Personal and Advertising Injury
\$ 50,000	Fire Legal
\$ 5,000	Medical Payments

Said policy of insurance must include coverage for all operations performed for the City by the Developer and contractual liability coverage shall specifically insure the hold harmless provisions of the contract resulting from this RFP.

Automobile Liability Insurance. A comprehensive automobile liability insurance policy with liability limits in amounts not less than \$1,000,000 combined single limit of liability for bodily injury, including death, and property damage in any one occurrence. The policy must include

coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment both on and off work.

Workers' Compensation Insurance. Workers' compensation insurance policy for the Developer's employees, in accordance with the provisions of the Workers' Compensation Act of the State of New Mexico, (the "Act"). If the Developer employs fewer than three employees and has determined that it is not subject to the Act, it will certify, in a signed statement, that it is not subject to the Act. The Developer will notify the City and comply with the Act should it employ three or more persons during the term of the contract resulting from this RFP.

Increased Limits: During the life of the contract the City may require the Developer to increase the maximum limits of any insurance required herein. In the event that the Developer is so required to increase the limits of such insurance, an appropriate adjustment in the contract amount will be made.

Performance Bond Requirements: During Construction of the houses, the successful Developer shall furnish Performance and Payment Bonds as security for the obligations under the agreement. These bonds shall be in amounts at least equal to the construction required in the agreement in such form and with such business in the State of New Mexico and are named in the current list of "Surety companies Acceptable on Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department.

If the surety on any Bond furnished by Developer is declared bankrupt or becomes insolvent or its right to do business in the State of New Mexico is located is revoked, Developer shall within five (5) days thereafter substitute another Bond and surety, both of which shall be acceptable to the City.

Builders Risk Insurance: During construction of the houses, the successful Developer shall maintain Builders Risk Insurance in amounts sufficient to assure that replacement of all houses under construction at any given time will be covered in the event of loss.

Proof of insurance is not a requirement for submission of a proposal, but Developer should be aware that no work may begin under a contract funded through this program until the required insurance has been obtained and proper certificates (or policies) are filed with the City. The City will require that the successful Developer provide proof of insurance prior to execution of the contract by the City. Before submitting a proposal for funding, the organization should contact its insurance agent to determine if it can obtain the required coverage.

Disclosure Statement:

A disclosure statement is required by the City of Albuquerque and must be attached with your submittal. Please use attached Form #4.

3. OTHER FEDERAL PROGRAM REQUIREMENTS

Civil Rights Compliance:

Acceptance of an offer is contingent upon the Developer's certification and agreement by submittal of its offer, to comply and act in accordance with all provisions of the Albuquerque Human Rights Ordinance, the New Mexico Human Rights Act, Title VII of the U.S. Civil Rights Act of 1964, as amended, and all federal statutes and executive orders, New Mexico statutes and City of Albuquerque ordinances and resolutions relating to the enforcement of civil rights and affirmative action. Questions regarding civil rights or affirmative action compliance requirements should be directed to the City of Albuquerque Human Rights Division, Department of Family and Community Services. The housing units must be affirmatively marketed. The Developer must provide a plan detailing how information on the project will be provided to eligible persons without regard to race, color, national origin, sex, religion, familial status or disability.

Americans with Disabilities Act Compliance:

Developer certifies and agrees, by submittal of its offer, to comply and act in accordance with all applicable provisions of the Americans With Disabilities Act of 1990 and Federal regulations promulgated there under.

Insurance and Bonding Compliance:

Acceptance of an offer is contingent upon Developer's ability to comply with the insurance requirements as stated herein. Please see Exhibit C Part 2 for details, and include a copy(ies) of such certifications or a statement of compliance in your proposal.

Ethics:

Fair Dealing. The Developer warrants that its proposal is submitted and entered into without collusion on the part of the Developer with any person or firm, without fraud and in good faith. Developer also warrants that no gratuities, in the form of entertainment, gifts or otherwise, were, or will be offered or given by the Developer, or any agent or representative of the Developer to any officer or employee of the City with a view toward securing a recommendation of award or subsequent contract or for securing more favorable treatment with respect to making a recommendation of award.

Conflict of Interest. The Developer warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the contract resulting from this RFP. The Developer also warrants that, to the best of its knowledge, no officer, agent or employee of the City who shall participate in any decision relating to this RFP and the resulting contract, currently has, or will have in the future, a personal or pecuniary interest in the Developer's business.

Participation/Developer Preparation. Developer may not use the consultation or assistance of any person, firm company who has participated in whole or in part in the writing of these specifications or the Scope of Services, for the preparation of its offer or in the management of its business if awarded the contract resulting from this RFP.

Debarment or Ineligibility Compliance. By submitting its offer in response to this RFP, the Developer certifies that (i) it has not been debarred or otherwise found ineligible to receive funds by any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States; and (ii) should any notice of debarment, suspension, ineligibility or exclusion be received by the Developer, the Developer will notify the City immediately.

Goods Produced Under Decent Working Conditions. It is the policy of the City not to purchase, lease, or rent goods for use or for resale at City owned enterprises that were produced under sweatshop conditions. The Developer certifies, by submittal of its offer in response to this solicitation, that the goods offered to the City were produced under decent working conditions. The City defines “under decent working conditions” as production in a factory in which child labor and forced labor are not employed; in which adequate wages and benefits are paid to workers; in which workers are not required to work more than 48 hours per week (or less if a shorter workweek applies); in which employees are free from physical, sexual or verbal harassment; and in which employees can speak freely about working conditions and can participate in and form unions. [*Council Bill No. M-8, Enactment No. 9-1998*]

Graffiti Free. When required, the Developer will be required to furnish equipment, facilities, or other items required to complete these services, that are "graffiti free". Failure of Developer to comply with this requirement may result in cancellation of the contract resulting from this RFP.

6.0 Federal Requirements

Applicants will be required to comply with applicable federal statutes and laws, including, but not limited to:

- a. Section 3 of the U.S. Housing Act of 1968, as amended;
- b. Equal Opportunity and related requirements in 24 CFR Section 982.53;
- c. Section 504 of the Rehabilitation Act of 1973;
- e. Architectural Barriers Act of 1968;
- f. Fair Housing Act of 1988;

EXHIBIT D – HUD INCOME LIMITS

United States Department of Housing and Urban Development
2014 Income Thresholds Albuquerque, New Mexico

ADJUSTED INCOME LIMITS

https://onecpd.info/reports/HOME_IncomeLmts_State_NM_2014.pdf

Program	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% Extremely Low	12,600	14,400	16,200	17,950	19,400	20,850	22,300	23,700
50% (Very Low)	20,950	23,950	26,950	29,900	32,300	34,700	37,100	39,500
60% (Low)	25,140	28,740	32,340	35,880	38,760	41,640	44,520	47,400
80% (Moderate)	33,500	38,300	43,100	47,850	51,700	55,550	59,350	63,200
Median Income *57,800	40,500	46,300	52,100	*57,800	62,400	67,100	71,700	76,400

* Median Income Calculation provided by HUD. All other Median Income values are estimates for reference only.

Effective 5/1/2014

HOME PROGRAM RENT LIMITS

https://onecpd.info/reports/HOME_RentLimits_State_NM_2014.pdf

Program	Efficiency bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom	5 bedroom	6 bedroom
Albuquerque, NM							
Low Home Rent Limit	521	590	708	818	912	1,006	1,100
High Home Rent Limit	521	655	802	1,030	1,129	1,227	1,326
<i>For Information Only</i>							
Fair Market Rent	521	655	802	1,161	1,420	1,633	1,846
50% AMI Rent Limit	551	590	708	818	912	1,006	1,100
65% AMI Rent Limit	696	748	899	1,030	1,129	1,227	1,326

Effective 5/1/2014

EXHIBIT E

Attachments

Attachment 1

Name of Development: _____
 Address of Development: _____
 Not-for-Profit Sponsor: _____

Financing and Operational Gaps
 (Complete this chart as documentation for Step 1, Criteria 1)

FINANCING GAP	AMOUNT	NUMBER OF UNITS	PER UNIT GAP
Total Development Cost: (See Schedule A, Line 90)			
Subtract: Equity Project Can Support: (See Schedule A-1, Col. E: Total Equity)			
Subtract: Debt Project Can Support: (See Schedule A-1, Col. E: Total Debt)			
Financing Gap			
OPERATING GAP	AMOUNT	NUMBER OF UNITS	PER UNIT GAP
Gross Scheduled Income: (See Schedule C, Col D: Page 1, Total Income Line)			
Subtract: Uncommitted Sources: Identify Line Item # on Schedule C: _____			
Subtract: Total Expenses: (See Schedule C, Col D: Page 2, Total Expenses Line)			
Net Operating Income (NOI): (See Schedule C, Col D: Page 2, NOI Line)			
Negative NOI = Operating Gap			

CERTIFICATION
Compliance with Fair Housing Act Requirements
Affordable and Workforce Housing
City of Albuquerque

Developer certifies that it understands that the Fair Housing Act, [42 U.S.C. 3601 et seq.], applies to the proposed development for rental housing, to be located at _____

_____ within the City of Albuquerque, Bernalillo County, New Mexico, for which the Developer has applied to receive funds from the City of Albuquerque. Developer further certifies that it understands the requirements of the Fair Housing Act and associated rules and regulations, and further certifies that Developer, its agents, contractors, Builders, Partners and others participating in the construction of the proposed development for rental housing shall comply with the requirements of the Fair Housing Act and that each certifies below.

Developer:

Name – Printed

Signature of authorized representative

Date

Builder:

Name – Printed

Signature of authorized representative

Date

Partner:

Name – Printed

Signature of authorized representative

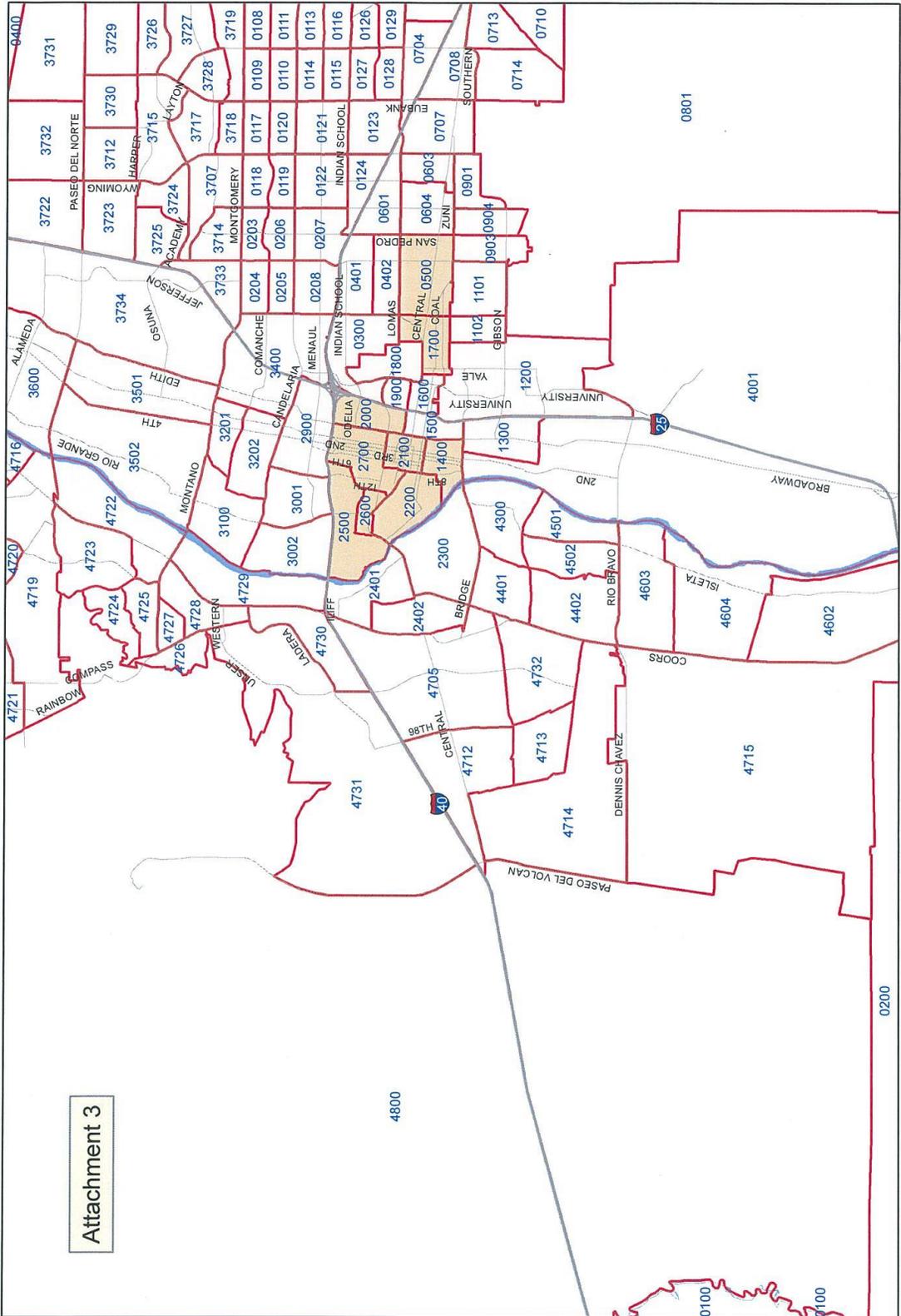
Date

Partner:

Name – Printed

Signature of authorized representative

Date

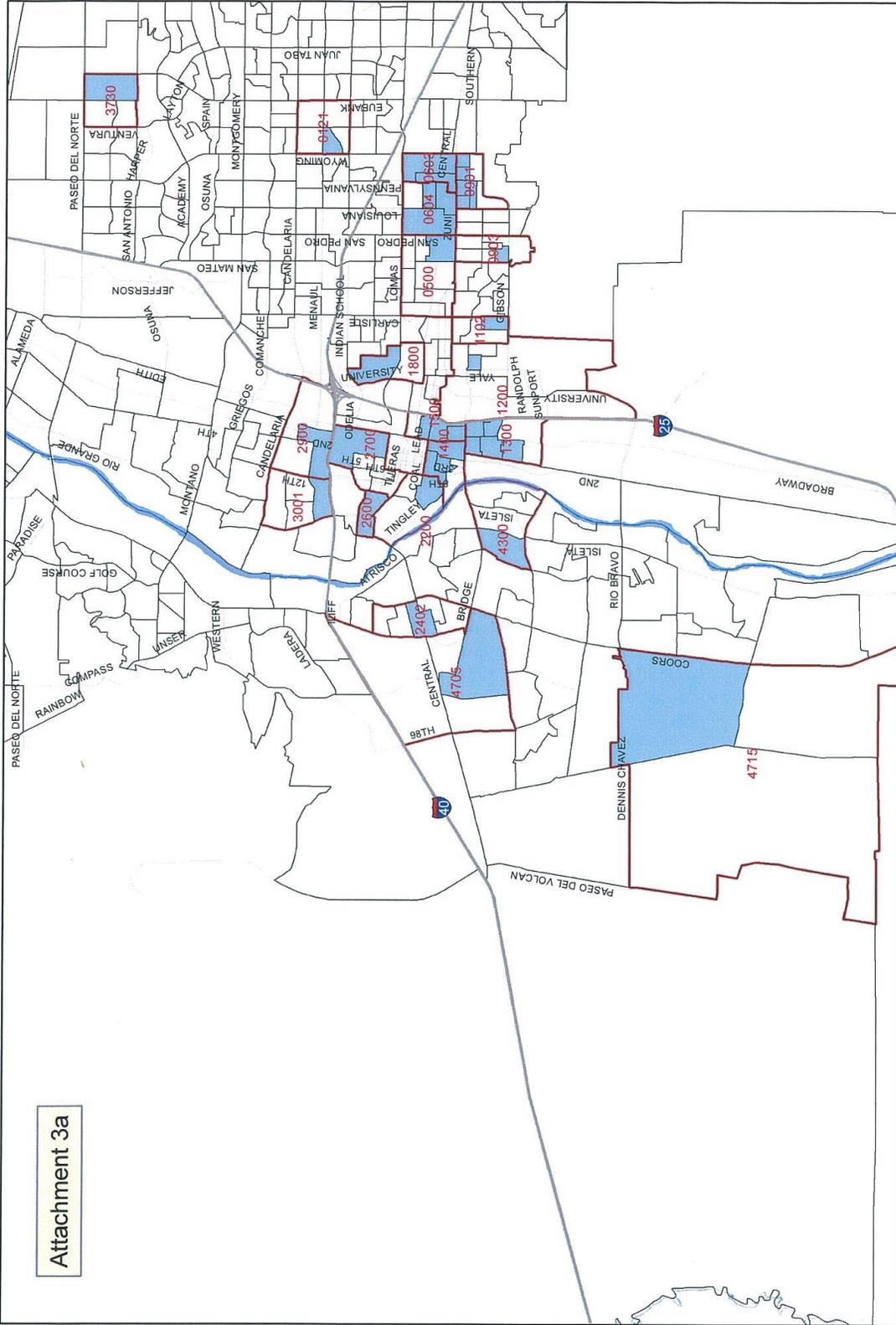


Attachment 3

2000 CENSUS TRACTS

■ Census Tracts Prone to Gentrification

Attachment 3a



2000 CENSUS BLOCK GROUPS

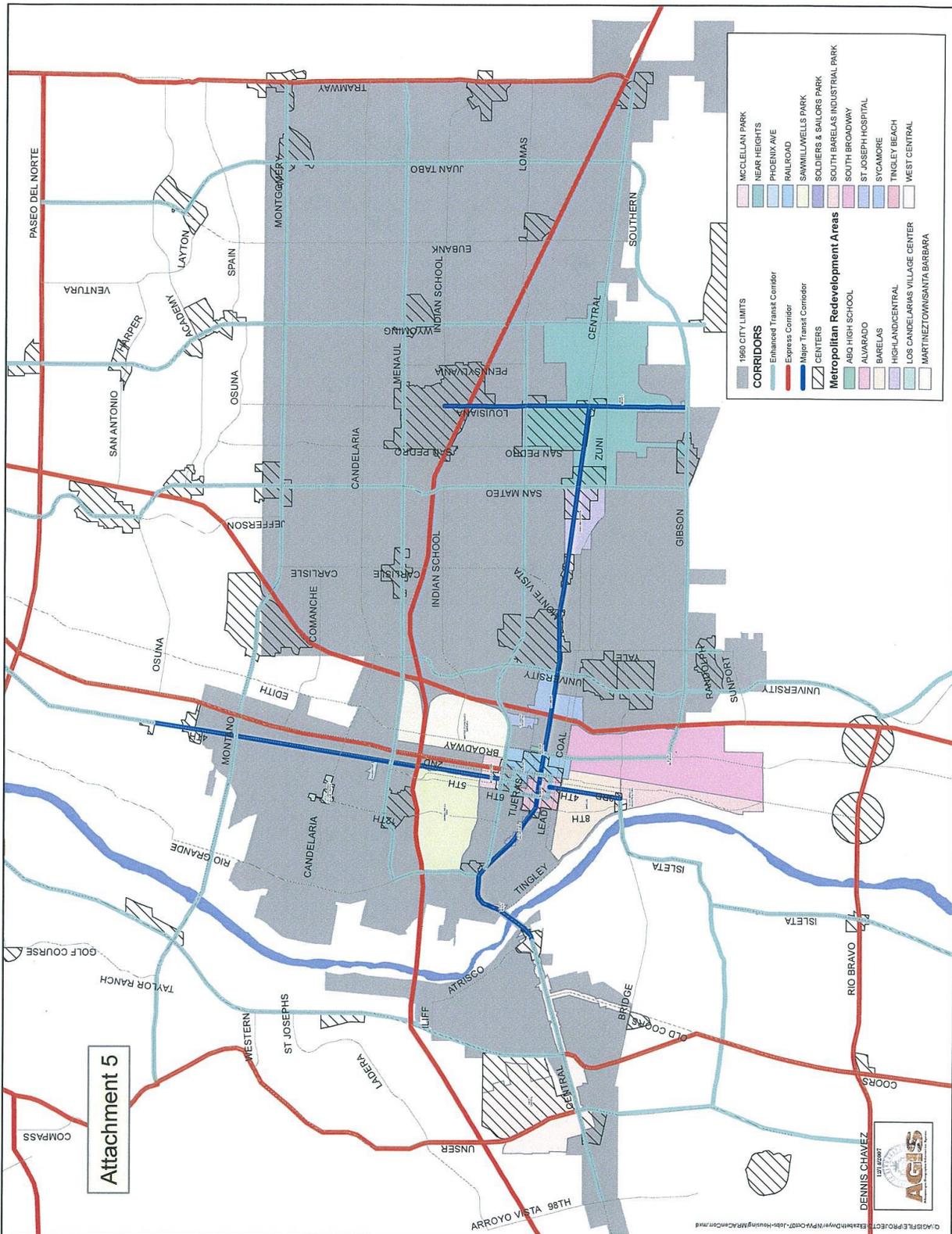
- Selected Census Tracts
- Block Groups Prone to Disinvestment

Attachment 3b

Census Tracts– Prone to Disinvestment and Gentrification

No	Disinvestment		Gentrification
	Census Tract	Block Group	Census Tract
1	121	3	
2	500	3	500
3	603	1,2,3	
4	604	5,6,7	
5	901	1,2,3,5,6	
6	903	6	
7	1102	3	
8	1200	5	
9	1300	1,2,4,5,6	
10	1400	1,3,4	1400
11	1500	2,3,4	
12			1700
13	1800	1	
14			2000
15			2100
16	2200	2	2200
17	2402	3	
18			2500
19	2600	1	2600
20	2700	1	2700
21	2900	2	
22	3001	3	
23	3730	3	
24	4300	4	
25	4705	4	
26	4715	2	

AHCWFMatrix3b.doc
12/24/07



2008 Qualified Census Tracts
(from NM Mortgage Finance Authority)

Bernalillo County

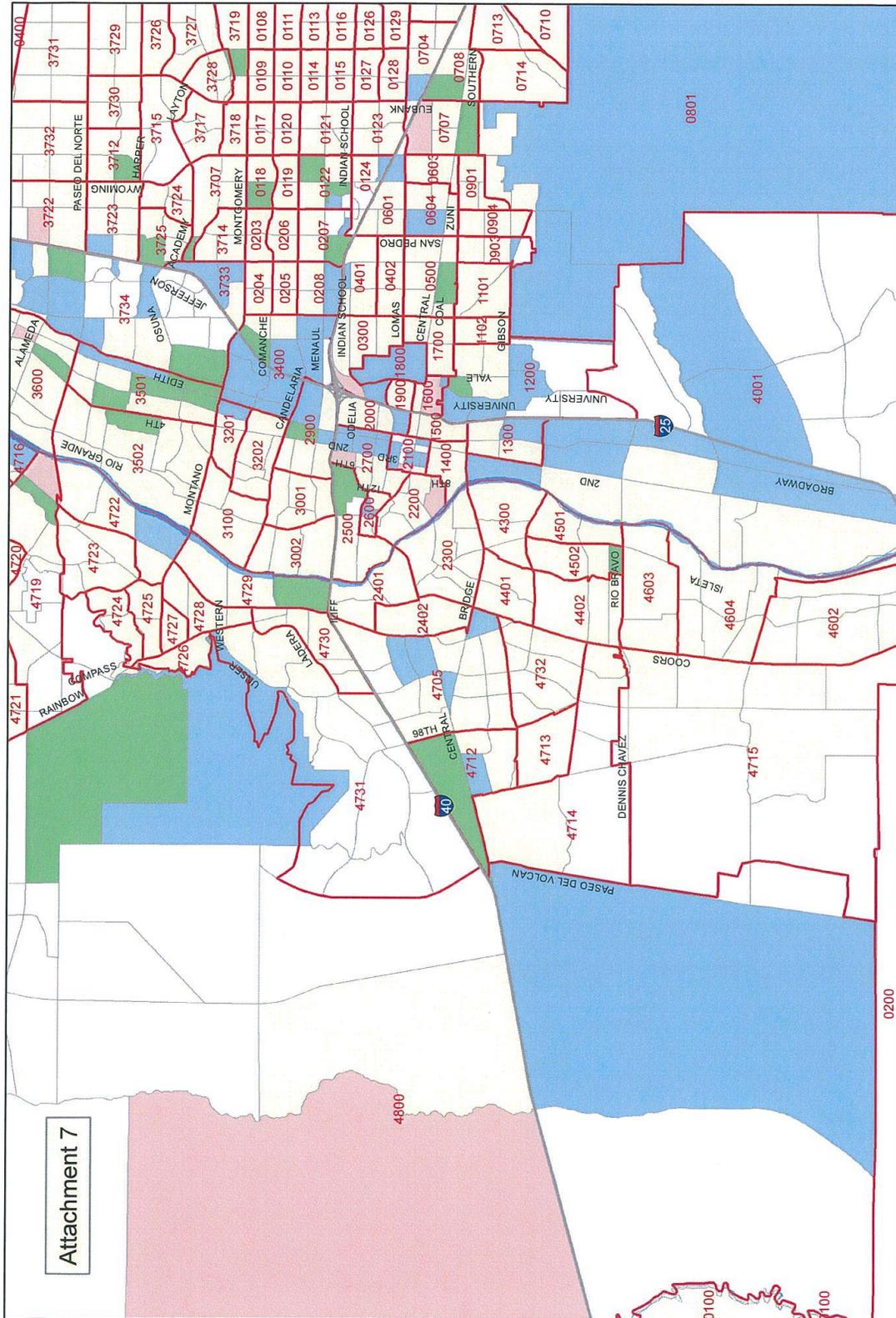
603
604
901
903
1200
1300
1400
1500
1600
1700
1800
2000
2100
2500
2600
2900
3733
4300
4501
4502
4714
4800
9403
9459

AHCWFMatrix.doc
5/9/08

List of Diverse Uses

Uses may not be counted in two categories, e.g. an office building may be counted only once even if it is also a major employment center. A mixed use building containing several uses as distinct enterprises would count each as a separate use, but no more than half of the minimum number of diverse uses can be situated in a single building. A single retail store of any type (such as a big box retail store that sells both clothing and household goods) may only be counted once even if it sells products associated with multiple use types.

1. Bank
2. Child care facility (licensed)
3. Community/civic center
4. Convenience Store
5. Hair care
6. Hardware store
7. Health club or outdoor recreation facility
8. Laundry/dry cleaner
9. Library
10. Medical/dental office
11. Pharmacy (stand-alone)
12. Place of worship
13. Police/fire station
14. Post office
15. Restaurant
16. School
17. Senior care facility
18. Supermarket
19. Theater



Attachment 7

JOBS PER HOUSE

- Census Tracts
- LESS THAN 2
- 2-4
- 4-6
- 6 OR MORE

Total Employment divided by Housing Units (2004 Estimates)
 Data is calculated and displayed by DASZ (MRCOG Data Analysis Sub Zone)

Glossary

Brownfield Site (Criteria #9) – real property, the expansion, redevelopment or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. (U.S. EPA)

Design Review Considerations (Criteria #3)

A. Site plan considerations:

1. Propose a pedestrian friendly building layout focusing on privacy; create accessible walks linking buildings to each other, to common areas and to parking.
2. Propose a site plan that contributes to public streetscape and minimizes the visibility of parking.
3. Propose site amenities or identify existing amenities within ¼ mile walk distance, such as playgrounds, gazebos, garden spots, walking trails, picnic areas, ball fields, basketball/tennis courts and exercise rooms.
4. Propose a landscaping plan that incorporates xeriscaping and/or rainwater collection.

B. Building design:

1. Propose creative and versatile architectural element designed to be proportional to the human scale. Depending on the design and architectural style, some ways to achieve this are: broken roof lines, front gables, formers or front extended facades, wide banding and vertical horizontal siding applications, creative use of materials, masonry accents, front porches, courtyards, portals, bancos, attractive deck rail patterns, and building and window placement. However the appropriateness of certain elements in terms of overall design and site context will be taken into consideration.
2. consider shade, light, natural heating and cooling, and privacy.
3. Propose an attractive building focusing on visual appeal. Keep in mind qualities of massing, proportion, space, architectural style, textures, color tone and articulations.

C. Contextual and Spatial design:

1. Propose how the architectural style and planning design themes and massing supports the area.
2. Propose a design that embodies healthy human environments including varying interior and exterior spatial environments, incorporates aspects of open plan design, long sightlines to increase spatial dimension, and incorporates creative use of natural lighting to add spatial differentiation and dimension.

Disinvestment (Criteria #1)- A neighborhood condition that occurs when more capital and human capacity *flow out of* a community than are *invested in* that community on a continuous basis.

Gentrification (Criteria #1) - The process by which higher income households displace lower income residents of a neighborhood, changing the essential character and flavor of that neighborhood. Under this definition, three specific conditions must be met:

- Displacement of original residents
- Physical upgrading of the neighborhood, particularly housing
- Change in neighborhood character

Greyfield Site (Criteria # 9)– any site previously developed with at least 50% of the surface area covered with impervious material (Build Green NM- p 56); an example might be an asphalt parking lot

Mixed Income Workforce Housing – Developments that have a mixture of income groups as a fundamental part of its financial and development plan.

Mixed-Use - Allowing more than one type of use in a building or set of buildings. This can mean some combination of residential, commercial, industrial, office, institutional, or other land uses.

Project Related Development Soft Costs – Soft costs include the architect’s fees, the engineering reports and fees, developer fees, legal fees, appraisal fees, the environmental report fee, any government fees, - including the plan check fees, building permits, any assessments – plus the financial costs such as construction period interest and loan fees.

Special Needs Households (Rental Application, Section II, C) – A household composed of one or more persons, at least one of whom meets the following criteria: (HUD’s Handbook 4571.2, Section 1-5, Parts A.2. and A.3).

1. has a physical, mental or emotional impairment which:
 - a. is expected to be of long-continued and indefinite duration,
 - b. substantially impedes the person's ability to live independently, and
 - c. is of a nature that such ability could be improved by more suitable housing conditions.
- OR
2. has a developmental disability, defined as a severe chronic disability which:
 - a. is attributable to a mental or physical impairment or combination of mental and physical impairments,
 - b. is manifested before the person attains age twenty-two,
 - c. is likely to continue indefinitely,
 - d. results in substantial functional limitation in three or more of the following areas of major life activity:
 - (1) self-care,
 - (2) receptive and expressive language,
 - (3) learning,
 - (4) mobility,
 - (5) self-direction,
 - (6) capacity for independent living, and
 - (7) economic self-sufficiency.
 - e. reflects the person's need for a combination and sequence of special, interdisciplinary, Or generic care, treatment, or other services which are of lifelong, or extended duration and are individually planned and coordinated.

There's More to NAHB Green.

This checklist is only a summary and omits pertinent information related to compliance and verification. Further information about the intent of the prescriptions herein and how they are verified for certification purposes can be found at nahbgreen.org. Any questions related to compliance should be directed to your chosen certification verifier or the NAHB Research Center.

Using the online version of this scoring tool at nahbgreen.org as a guide, a builder can request the home receive National Green Building Certification from the NAHB Research Center. The home must be inspected at close-in and when it is finished to verify that the green features chosen are in place.

The Research Center provides local verifier training and accreditation to ensure that certification is consistent, accurate, neutral, and technically rigorous throughout the country.

NAHB Green also includes marketing and advocacy guidance for members and local home building associations to communicate the benefits of green building and the importance of keeping these innovative practices voluntary. HBAs can affiliate with NAHB Green in addition to maintaining current local or regional certifications.

Learn more at
www.nahbgreen.org

It's green building, priced right.



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NAHB Model Green Home Building Guidelines Checklist

The NAHB National Green Building Program helps any builder, anywhere build a green home. When you attend the NAHB National Green Building Conference, work toward your Certified Green Professional™ educational designation or plan the green features in your next project using the online scoring tool at nahbgreen.org, you're part of the program.

You can score your home using the NAHB Model Green Home Building Guidelines, the first national rating system for green, single-family homes.

Available at nahbgreen.org:

- online scoring tool
- explanation of the point system
- information on how to score your project to the Bronze, Silver or Gold level
- list of accredited verifiers

This score sheet will introduce you to the rating system.

Open it up and get started!



Section	Score	Bronze	Silver	Gold
1 Lot Design, Preparation, and Development	8	10	12	
2 Resource Efficiency	44	60	77	
3 Energy Efficiency	37	62	100	
4 Water Efficiency	6	13	19	
5 Indoor Environmental Quality	32	54	72	
6 Operation, Maintenance, and Homeowner Education	7	7	9	
7 Global Impact	3	5	6	
Additional points from sections of your choice	100	100	100	
TOTALS		237	311	395

Section 1: Lot Design, Preparation, and Development

1.1 Select the site to minimize environmental impact

Section	Your Score	Available Points
1.1.1	—	7
1.1.2	—	9
1.1.3	—	7
1.1.4	—	7

1.2 Identify goals with your team

Section	Your Score	Available Points
1.2.1	—	6

1.3 Design the site to minimize environmental impact and protect, restore, and enhance the natural features and environmental qualities of the site

Section	Your Score	Available Points
1.3.1	—	6
1.3.2	—	6
1.3.3	—	5
1.3.4	—	6
1.3.5	—	8
1.3.6	—	8
1.3.7	—	5

1.4 Develop the site to minimize environmental intrusion during onsite construction

Section	Your Score	Available Points
1.4.1	—	5
1.4.2	—	5
1.4.3	—	5

1.5 Innovative Options

Section	Your Score	Available Points
1.5.1	—	6

Section Total _____

Section 2: Resource Efficiency

2.1 Reduce the quantity of materials used and waste generated

Section	Your Score	Available Points
2.1.1	—	3
2.1.2	—	8
2.1.3	—	6
2.1.4	—	7
2.1.5	—	4
2.1.6	—	3/per
2.1.7	—	4

2.2 Enhance durability and reduce maintenance

Section	Your Score	Available Points
2.2.1	—	6
2.2.2	—	7
2.2.3	—	7
2.2.4	—	6
2.2.5	—	6
2.2.6	—	7
2.2.7	—	7
2.2.8	—	7
2.2.9	—	8
2.2.10	—	5
2.2.11	—	7
2.2.12	—	9

2.3 Reuse materials

Section	Your Score	Available Points
2.3.1	—	6
2.3.2	—	5
2.3.3	—	6

2.4 Recycled content materials

Section	Your Score	Available Points
2.4.1	—	3

2.5 Recycle waste materials during construction

Section	Your Score	Available Points
2.5.1	—	7
2.5.2	—	5
2.5.3	—	6

2.6 Use renewable materials

Section	Your Score	Available Points
2.6.1	—	3-5
2.6.2	—	4/per

2.7 Use resource-efficient materials

Section	Your Score	Available Points
2.7.1	—	3

2.8 Innovative Options

Section	Your Score	Available Points
2.8.1	—	5
2.8.2	—	8

Section Total _____

Section 3: Energy Efficiency

3.1 Minimum Energy Efficiency Requirements

Section	Your Score	Available Points
3.1.1	Mandatory	
3.1.2	Mandatory	
3.1.3	Mandatory	

3.2 Performance Path

Section	Your Score	Available Points
3.2.1	Home is X% above IECC 2003	37
	15% (Bronze)	62
	30% (Silver)	100
	40% (Gold)	

3.3 Prescriptive Path

An energy-efficiency practice identified with a "(PP)" in Section 3.3 is a Performance Path practice likely to be used to calculate X% above ICC IECC in Section 3.2. If Section 3.3 is used to obtain points in addition to points from 3.2, those practices from Section 3.3 used to comply with Section 3.2 shall not be awarded any additional points.

3.3.1 Building Envelope

Increase effective R-value of building envelope using advanced framing techniques, continuous insulation, and/or integrated structural insulating system. Measures may include but are not limited to:

- A.(PP) Your Score: 8 Available Points: 8
SIP, or ICF, or Advanced framing or insulated corners, intersections and headers
- B.(PP) Your Score: 2 Available Points: 4
Raised heel trusses
- C.(PP) Your Score: 4 Available Points: 4
Continuous insulation on exterior wall
- 4 Continuous insulation on cathedral ceiling
- 5 10 Air sealing package is implemented to reduce infiltration
- 5 ENERGY STAR®-rated windows appropriate for local climate

3.3.2 HVAC design, equipment, and installation

- A. Your Score: 8 Available Points: 8
Size, design, and install duct system using ANSI/ACCA Manual D® or equivalent
- B. Your Score: 8 Available Points: 8
Design radiant/hydronic space heating systems using industry approved guidelines
- C. Your Score: 8 Available Points: 8
Use ANSI/ACCA Manual S® or equivalent to select heating and cooling equipment
- D. Your Score: 8 Available Points: 8
Verify performance of the heating and cooling system
- E. Your Score: 6 Available Points: 6
Use HVAC installer or technician certified by national or regionally recognized program

F.(PP)

- 4 Fuel-fired space heating equipment efficiency (AFUE)
Gas furnace > 81%
- 6 Gas furnace > 88% (ENERGY STAR)
- 8 Gas furnace > 94%
- 2 Oil furnace > 83%
- 2 Gas or oil boiler > 85% (ENERGYSTAR)
- 6 Gas or oil boiler > 90%
- 6 SEER 13-14
- 6 SEER 15-18
- 7 SEER 19+

G.(PP)

- 6 Heat pump efficiency (cooling mode)
SEER 13-14
- 6 SEER 15-18
- 7 SEER 19+
- 9 Staged air conditioning equipment

H.(PP)

- 6 Heat pump efficiency (heating mode)
7.2 - 7.9 HSPF
- 7 8.0 - 8.9 HSPF
- 9 9.0 - 10.5 HSPF
- 10 > 10.5 HSPF

Note: *Split systems must be ARII-tested as a matched set*

I.(PP)

- 5 Ground source heat pump installed by a certified geothermal service contractor
- 6 EER = 13-14
- 6 EER = 15-18
- 8 EER = 19-24
- 10 EER = >25

Notes: For Sections A-F and I, add 3 points if Manuals S and D and start-up procedures are followed when units are installed

J.(PP)

- 6 Ground source heat pump installed by a certified geothermal service contractor (heating mode)
- 8 COP 2.4 - 2.6
- 10 COP > 3.0
- 6 Seal ducts, plenums, equipment to reduce leakage. Use UL 181 foil tapes and/or mastic

K.

- 8 When installing ductwork:
1. Do not use building cavities used as ductwork, e.g., panning joist or stud cavities
- 2. Install all heating and cooling ducts and mechanical equipment within conditioned envelope
- 3. Do not install ductwork in exterior walls

L.

- 6 Install return ducts/transfer grilles in rooms with doors (except baths, kitchen, closets, laundry)
- 1/per Install ENERGY STAR-rated ceiling fans
- 4 Install whole-house fan with insulated louvers
- 8 Install ENERGY STAR-labeled mechanical exhaust for every bathroom ducted to outside

M.

- 4 Water heater Energy Factor equal to or greater than those listed
- 30 Natural Gas:
0.64 Energy Factor
- 40 0.62
- 50 0.60
- 65 0.58
- 75 0.56

N.

- Electric:
30 Energy Factor
- 40 0.94
- 50 0.92
- 65 0.90
- 80 0.88
- 100 0.86

O.

- 30 Oil:
0.59 Energy Factor
- 50 0.55
- 50 Install whole house instantaneous (tankless) water heater

P.

- 4 Insulate all hot water lines with a minimum of 1" insulation
- 3 Install heat trap on cold and hot water lines to and from the water heater

E.

- 5 Install manifold plumbing system (parallel piping configuration, stacking plumbing)

3.3.4 Lighting and appliances

- A. Your Score: 7 Available Points: 7
Use an ENERGY STAR Advanced Lighting Package
- B. Your Score: 7 Available Points: 7
Install all recessed fixtures within the conditioned envelope
- C. Your Score: 7 Available Points: 7
Install motion sensors on outdoor lighting
- D. Your Score: 2 Available Points: 2
Install tubular skylights in rooms without windows
- E. Your Score: 3 Available Points: 3
Install ENERGY STAR-labeled appliance:
3 Refrigerator
3 Dishwasher
5 Washing machine

3.3.5 Renewable energy/solar heating & cooling

3.3.5.1 Solar space heating & cooling (see Guidelines for details)

- A. Your Score: 10 Available Points: 10
Use sun-tempered design: building orientation, sizing of glazing, design of overhangs to provide shading
- B. Your Score: 10 Available Points: 10
Use passive solar design: sun-tempered design as above plus additional southfacing glazing, appropriately designed thermal mass to prevent overheating
- C. Your Score: 8 Available Points: 8
Use passive cooling, including shading, overhangs, window cross ventilation

3.3.5.2 Solar water heating

- A. Your Score: 8 Available Points: 8
Install SRCC-rated solar water heating system
- 10 Solar fraction: 0.3
- 10 Solar fraction: greater than or equal to 0.5

3.3.5.3 Additional renewable energy options

- A. Your Score: 8 Available Points: 8
Supply electricity needs by onsite renewable energy source whereby the system is estimated to produce the following kWh per year:
8 2,000 - 3,999 kWh per year
10 4,000 - 5,999 kWh per year
12 Greater than or equal to 6,000 kWh per year
- B. Your Score: 3 Available Points: 3
Provide clear and unshaded roof area (+/- 30 degrees of south or flat, minimum 200 square feet) for future solar collector or photovoltaics. Provide rough-in piping from the roof to the utility area.
3 Conduit
5 Provide homeowners with information and enrollment materials about options to purchase green power from the local electric utility.
- C. Your Score: 2 Available Points: 2

Item	Your Score	Available Points	Description
3.3.6 Verification		8	
3.3.6.1	—	8	Conduct onsite third-party inspection to verify installation of energy-related features
3.3.6.2	—	8/per	Conduct third-party testing to verify performance: blower door, duct leakage, flow rates
3.3.7 Innovative Options		2	
A.	—	2	Install drainwater heat-recovery system
B.	—	6	Install de-superheater in conjunction with ground-source heat pump
C.	—	6	Install heat pump water heater rated to current DOE test standard and with EF > 1.7

Section Total _____

Section 4: Water Efficiency

4.1 Water Use

Item	Your Score	Available Points	Description
4.1.1	—	6/per	Hot water delivery to remote locations aided by installation of: A. On-demand water heater at point of use served by cold water only B. Control-activated recirculation system
4.1.2	—	9	Water heater located within 30 feet pipe run of all bathrooms and kitchen
4.1.3	—	7/per	ENERGY STAR water-conserving dishwasher, washing machine, etc.
4.1.4	—	2/per	Water-efficient showerhead using aerator/venturi with flow rate < 2.5 gpm
4.1.5	—	2/per	Water-efficient sink faucets/aerators < 2.2 gpm
4.1.6	—	4-6	Ultra low flow (< 1.6 gpm/flush) toilets: (power-assist: 4 pts; dual flush: 6 pts)
4.1.7	—	7	Low-volume, non-spray irrigation system installed such as drip irrigation, bubblers, etc.
4.1.8	—	6	Irrigation system zoned separately for turf and bedding areas
4.1.9	—	7	Weather-based irrigation controllers such as computer-based weather record
4.1.10	—	9	Collect and use rainwater, as permitted by local code
4.1.11	—	7	Innovative wastewater technology as permitted by local code

4.2 Innovative Options

4.2.1	—	6	Shut-off valve, motion sensor, or pedal-activated faucet for intermittent on/off operation
4.2.2	—	6	Separate and re-use greywater as permitted by local code
4.2.3	—	6	Composting or waterless toilet as permitted by local code

Section Total _____

Section 5: Indoor Environmental Quality

5.1 Minimize potential sources of pollutants

Item	Your Score	Available Points	Description
5.1.1	—	8	For vented space heating and water heating equipment: A. Install direct vent equipment B. Install inducemechanical draft combustion equipment
5.1.2	—	6	Install space heating and water heating equipment in isolated mechanical room or closet with an outdoor source of combustion and ventilation air
5.1.3	—	6	Install direct-vent, sealed-combustion gas fireplace, or sealed woodstove or install no fireplace or woodstove
5.1.4	—	9	Ensure a tightly-sealed door between the garage and living area and provide continuous air barrier between garage and living areas including air sealing penetrations
5.1.5	—	6	Ensure particleboard, medium density fiberboard (MDF) and hardwood plywood substrates are certified to low formaldehyde emission standards
5.1.6	—	6	Install carpet, carpet pad, and floor covering adhesives that hold "Green Label" from Carpet and Rug Institute's indoor air quality testing program or equivalent
5.1.7	—	5	Mask HVAC outlets during construction and vacuum all ducts, boots, and gills
5.1.8	—	3	Use low-VOC emitting wallpaper

5.2 Manage potential pollutants generated in the home

Item	Your Score	Available Points	Description
5.2.1	—	7	Vent kitchen range exhaust to the outside
5.2.2	—	7	Provide mechanical ventilation at a rate of 7.5 cfm per bedroom + 7.5 cfm and controlled automatically or continuous with manual override. Choose: Exhaust or supply fan(s) Balanced exhaust and supply fans Heat-recovery ventilator Energy-recovery ventilator
5.2.3	—	3	Install MERV 9 filters on central air or ventilation systems
5.2.4	—	4	Install humidistat to control whole-house humidification system
5.2.5	—	6	Install sub-slab depressurization system to facilitate future radon mitigation system
5.2.6	—	9	Verify air exhaust flows meet design specifications

5.3 Manage moisture (vapor, rainwater, plumbing, HVAC)

5.3.1	—	6	Control bathroom exhaust fan with a timer or humidistat
5.3.2	—	6	Install moisture-resistant backboard under tiled surfaces in wet areas

Section Total _____

Section 6: Operation, Maintenance, and Homeowner Education

Item	Your Score	Available Points	Description
6.1	—	9	Provide Home Manual to owners/occupants on the use and care of the home. (See Guidelines for details.)
6.2	—	2	Include optional information in the Home Manual. (See Guidelines for details.)
6.3	—	7	Provide education to owners/occupants in the use and care of their dwellings: Instruct homeowner/occupants about the building's goals and strategies and occupant's impact on costs of operating the building. Provide training to owners/occupants for all control systems in the house.
6.4	—	1	Solid waste: Encourage homeowners/occupants to recycle by providing built-in space in the home's design (kitchen, garage, covered outdoor space) for recycling containers

Section Total _____

Section 7: Global Impact

7.1 Products

7.1.1	—	3	Note product manufacturers' operations and practices (environmental management system)
7.1.2	—	6	Choose low- or no-VOC interior paints
7.1.3	—	5	Use low-VOC sealants

7.2 Innovative options

7.2.1	—	4	Demonstrate that builder's operations and business practices include environmental management system concepts
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Section Total _____