



# **BUNCOMBE COUNTY**

**Request for Proposal**

**CDBG-NR Funded  
Buncombe County Home Repair Program**

**Date of Issue: June 26, 2023**

**Proposal Submission Deadline: July 21, 2023**

**At 12:00 PM ET**

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## **1.0 PURPOSE AND BACKGROUND**

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Buncombe County has been awarded \$400,000 in CDBG Neighborhood Revitalization (CDBG-NR) funding through the North Carolina Department of Commerce Rural Economic Development Division (REDD) to conduct owner occupied repair activities. The project meets the CDBG national objective to benefit existing low- and moderate-income households with incomes at or below 80% area median income will be considered for participation.

The program seeks to expand Buncombe County's home repair work and allow partners to identify issues in homes that affect the health, safety, and well-being of residents where such repair costs would approach \$30,000 per residence. This increased allocation per residence can provide for more comprehensive emergency repairs. Buncombe County seeks a provider (or providers) to administer and deliver eligible single family repair projects with funds provided under the CDBG-NR program. Project administrators must be capable of delivering projects in accordance with requirements of Buncombe County and the CDBG program.

The project administrator shall undertake activities in accordance with CDBG regulations and other applicable federal and state regulations and requirements, as well as application guidelines and funding agreements entered into by and with Buncombe County. Activities shall be administered and delivered by a qualified agency or organization (project administrator) that can demonstrate its capability and capacity to provide technical services for the administration and delivery in accordance with applicable regulations and requirements as evidenced by its past performance record. The project administrator shall provide or arrange for the administrative, technical, financial, legal, project delivery, and other services and activities needed to undertake and successfully complete the project. Any application may be rejected if the vendor has demonstrated poor past performance in carrying out housing projects for the County of Buncombe.

Proposals will be accepted from any municipal corporation or other public body and nonprofit organizations classified as a tax exempt 501(c) (3) organization by the Internal Revenue Service. Vendors must actively operate in Buncombe County with service to Buncombe County.

### **Project Funding**

Buncombe County's award of \$400,000 in CDBG-NR funds will support the proposed project(s). No additional county funding will be used to offset expenses related to this project.

Funds are provided to project administrators on a reimbursement basis for eligible costs associated with the approved project. The vendor may conduct eligible activities with its own work force or subcontract with outside agencies to conduct eligible activities.

The amount of funding that Buncombe County may invest on a per-unit basis in rehab may not exceed \$30,000 per-unit. CDBG-NR funds are anticipated to support a minimum of 12 repairs.

**Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.**

## **2.0 GENERAL INFORMATION**

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### **2.1 REQUEST FOR PROPOSAL DOCUMENT**

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

### **2.2 NOTICE REGARDING RFP TERMS AND CONDITIONS**

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

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in Section 2.5 PROPOSAL QUESTIONS. If the County determines that any changes will be made as a result of the questions asked, then such decisions will be

communicated in the form of an RFP addendum. The County may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this process, the County rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's proposal. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal shall constitute a firm offer. **By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's proposal as nonresponsive.**

## 2.3 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The County will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	County	June 26, 2023
Pre-submittal Meeting	County	July 11, 2023, at 2:00 p.m.
Submit Written Questions	Vendor	July 13, 2023, at 5:00 p.m.
Provide Response to Questions	County	July 17, 2023, at 5:00 p.m.
Submit Proposals	Vendor	July 21, 2023, at 12:00 p.m.
Award Notification	County	August, 2023
Contract Effective Date	County	September 30, 2023

## 2.4 PRE-SUBMITTAL MEETING

A non-mandatory pre-proposal meeting on July 11, 2023, at 2:00 pm. The intention of this meeting is to provide interested parties an opportunity to learn about the details of the project and to ask questions.

This will be a Virtual Teams meeting – please take the time to ensure that your computer works with Teams in advance of the meeting. The link below should take you to the meeting directly.

Microsoft Teams meeting - **Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 257 981 494 040

Passcode: H3TrkU

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 980-729-7744,,960162862#](#) United States, Charlotte

Phone Conference ID: 960 162 862#

[Find a local number](#) | [Reset PIN](#)

## 2.5 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Written questions shall be emailed to [Nina.Alexander@buncombecounty.org](mailto:Nina.Alexander@buncombecounty.org) by the date and time specified above. Vendors should enter "RFP CDBG-NR Funded Home Repair Program Questions" as the subject for the email. Questions submittals should include a reference to the applicable RFP section.

Questions received prior to the submission deadline date, the County's response, and any additional terms deemed necessary by the County will be posted in the form of an addendum. No information, instruction or advice provided orally or informally by any Buncombe County personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding.

## 2.5 PROPOSAL SUBMITTAL

**Proposals will be received until 12:00 PM, July 21, 2023.**

All proposals may be electronically submitted via the online portal at [www.buncombecounty.org/apply](http://www.buncombecounty.org/apply).

For assistance with the **application portal**, please contact:

Angelyn Johnson Phone: (828) 250-4175

E-mail: [Angelyn.Johnson@buncombecounty.org](mailto:Angelyn.Johnson@buncombecounty.org)

It is the bidder's responsibility to ensure the proposal is received prior to the proposal acceptance time. Late proposals will not be accepted. The County reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the County. Receipt of proposals can be verified by calling 828-250-4175.

## 2.6 PROPOSAL CONTENTS

***Vendors shall complete the online application at <https://buncombecounty.org/apply> to provide information and include an authorized signature where requested. The RFP application includes the following items:***

1. Applicant Information
2. Proposed Project Summary
1. Population Served
  - a. Population Served: Define the population to be served by this project, including volume and demographic
  - b. Characteristics of those served.
  - c. Equity Impact: How will this effort help build toward a just, equitable, and sustainable community.
  - d. How are the root causes and/or disproportionate impacts of inequities addressed?
2. Past Experience
3. Capacity: Describe the background, experience, and capabilities of your organization or department as it
  - a. relates to capacity for delivering the proposed project and managing federal funds.
4. Results: Describe the proposed impact of the project. List at least 3 performance measures that will be
  - a. tracked and reported. If possible, include baselines and goals for each performance measure.
5. Conflicts of Interest
6. Attachments
7. Budget: Provide a detailed project budget including all proposed project revenues and expenditures, including
  - a. explanations and methodology. For all revenue sources, list the funder and denote whether funds are
  - b. confirmed or pending. For project expenses, denote all capital vs. operating costs, and reflect which specific
  - c. expenses are proposed to be funded with CDBG-NR funds. (File upload, limit 25 mb)
8. Project Schedule
9. Conflict of Interest Certification
10. Authorization Statement
11. CDBG Debarment Certification
12. Organization Attachments
13. Required Attachments
14. Optional Attachments: Provide any other information that might assist the County in its selection.

## **3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS**

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### **3.1 METHOD OF AWARD**

All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the RFP requirements and best fits the needs of the County.

Buncombe County reserves the right to reject any and/or all submittals, and to waive defects, technicalities and/or irregularities in any submittal. The County reserves the right to finalize a contract with one or more firms based on all factors involved in the written qualification submittal without further discussion or interviews.

Proposals will generally be evaluated according to completeness, content, and experience with similar projects, ability of the Vendor and its staff, and cost.

Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the County reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the County.

### **3.2 EVALUATION CRITERIA**

Following the deadline for submittals, a selection committee will review the submitted proposals. The selection committee will review, analyze, and rank all submittals based on their response to the information requested. The selection process will include the following criteria in the evaluation of proposals. These criteria are not necessarily listed in order of importance.

- Relevant experience of the organizational and project staff team with CDBG funding and regulations (24 CFR 570)
- Low levels of program administrative support relative to the overall project budget;
- The prioritization of home repairs using over \$15,000 up to \$30,000 per residence across the program;
- A waitlist plan, selection process, and identified units;
- A recruitment, marketing, and outreach plan with a focus on equity (race, ethnicity, language, etc.)
- A complete detailed and realistic project schedule including anticipated average repairs per month; and
- A complete and reasonable project budget.

## **4.0 REQUIREMENTS**

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### **4.1 CONTRACT TERM**

The maximum Contract term extends to **June 30, 2025**, beginning on the date of contract award (the "Effective Date").

### **4.2 PRICING**

Proposal price shall constitute the total cost to Buyer for complete performance in accordance with the requirements and specifications herein, including all applicable charges handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this RFP.

### **4.3 VENDOR EXPERIENCE**

**Proposals will be accepted from any municipal corporation or other public body and nonprofit organizations classified as a tax exempt 501(c) (3) organization by the Internal Revenue Service. Vendors must actively operate in Buncombe County with service to Buncombe County.**

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to Buncombe County. Vendor shall provide information as to the qualifications and experience of all

executive, managerial, legal, and professional personnel to be assigned to this project, including citing experience with similar projects and the responsibilities to be assigned to each person.

#### **4.4 VENDOR'S REPRESENTATIONS**

- a) Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the County under this Contract. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the County. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).
- b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor's proper performance, provision and delivery of the service and deliverables under this Contract or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and Deliverables.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

#### **5.0 SCOPE OF WORK**

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The scope of this project will include providing home repairs to income qualified low and moderate-income households. This will include repairs to homes within Buncombe County but located outside the City of Asheville's city limits. The City of Asheville is an entitlement community that receives a direct CDBG allocation from HUD; therefore, Buncombe County is restricted from performing emergency home repairs within the City of Asheville.

##### **Funded projects must:**

1. Meet the eligible use of funds for CDBG-Neighborhood Revitalization Funds, per state and federal guidance and must comply with all provisions of 4 NCAC 19L of the North Carolina Administrative Code, entitled North Carolina Community Development Block Grant Program;
2. Meet a public purpose and fall within authority to fund per NC General Statutes, to be affirmed by review by Buncombe County legal department prior to grant award;
3. Support equitable outcomes for most impacted populations;
4. Leverage and align with other funding sources;
5. Provide a minimum of quarterly performance reporting regarding use of funds and project impact;
6. Comply with all provisions of the funding contract, including expenditure tracking and federal subrecipient monitoring; and
7. Complete all work, fully expend, and draw down all funds prior to March 31, 2025.

##### **Eligible Properties for Rehabilitation:**

1. Owner occupied units, with clear title, that are designated as real property whether stick built, manufactured after 1978 or modular housing may be rehabilitated in the CDBG-NR Program. Manufactured homes rehabilitated with CDBG funds must have been converted into real property (according to G.S. 105-273 paragraph 13) that is owned and occupied by the homeowner prior to selection. The maximum amount that may be spent rehabilitating a manufactured home is \$20,000.

2. Emergency Home Repairs: The completion of limited repairs and removing imminent health and safety hazards and/or barriers to habitability in their homes. Work may include the following:
  - Plumbing repairs,
  - Structural repairs where hazards exist,
  - Electrical repairs where hazards exist,
  - Bath repairs where hazards exist,
  - Roof repair and replacement,
  - Repair and replacement of heating systems,
  - Wheelchair ramps,
  - Hand railings and grab bars,
  - Kitchen and bathroom adaptations, and
  - Doorway widening.

**Housing Selection Committee**

1. The Neighborhood Revitalization (NR) program anticipates a Housing Selection Committee responsible for developing and implementing a process for how the houses selected for this grant are determined. The vendor should propose the Housing Selection Committee composition, to include organization's management/staff and a County representative at the minimum. The Housing Selection Committee may hold meetings and maintain meeting minutes as part of the selection process. The above should be incorporated as part of the Housing Selection Committee By-Laws.
2. Households should be selected utilizing the information required by the CDBG Income and Need Survey.

**CDBG Financial Assistance**

1. CDBG assistance, \$5,000 or greater, must be in the form of a forgivable loan and not a grant secured by a Note and Deed of Trust at the time of the repair.
2. The CDBG loans may be deferred, deferred forgivable, or amortized with low interest. A deferred loan is repaid when the participant sells, transfers title, or no longer occupies the home, such as going into a nursing home or death during the recapture period.
3. A deferred forgivable loan is proportionally forgiven over the applicable term of recapture.
4. The forgivable loan may be transferred to a new and verified income qualified household.
5. If a Note and Deed of Trust is required, then the repair of the unit may begin on or after the date the Note and Deed of Trust is signed by the homeowner. The Deed must have recapture provisions on rehabilitation activities.
6. REDD CDBG-NR funding at this level requires a Promissory Note and Deed of Trust for repair costs of \$5,000 or greater. As the level of CDBG assistance increases, the recapture period must lengthen:

<b>CDBG Assistance</b>	<b>Note and Deed of Trust Required</b>	<b>Recapture Period</b>
\$5,000 - \$12,000	Yes	5 years
\$15,000 - 16,000	Yes	6 years
\$16,001 - \$20,000	Yes	7 years
\$20,001 or more	Yes	8 years

**REDD LEAD BASED PAINT REQUIREMENTS:**

When using CDBG funds for housing activities grantee will comply with all new Lead-Based Paint regulations, 24 CFR Part 35, pursuant to §570.608, the Lead-Based Paint Poisoning Prevention Act and the “Lead-Based Paint Hazard Reduction Guidelines for North Carolina Small Cities Community Development Block Grant Recipients” published by Rural Economic Development Division.

1. All units must have a risk assessment and paint inspection by a certified risk assessor;
2. All units must be cleared by a certified inspector or risk assessor who must be a third-party entity;
3. Local governments must use contractors trained in Safe Work Practices;
4. Local governments that undertake temporary relocation must develop, adopt, and follow an Optional Temporary Relocation Policy.



5. It is our policy that when lead-based paint is identified in a unit being rehabilitated, the lead-based paint be abated whenever possible. Cost for abatement may be charged to the repair unit.
6. Homeowners and occupants, when relocated, must be moved to a lead-safe environment.

## 6.0 GENERAL TERMS AND CONDITIONS

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1. **READ, REVIEW AND COMPLY:** It shall be the Vendor's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to Vendors or elsewhere in this RFP document.
2. **LATE PROPOSALS:** Late proposals, regardless of cause, will not be considered, and will automatically be disqualified from further consideration. It shall be the Vendor's sole responsibility to ensure the timely submission of proposals.
3. **ACCEPTANCE AND REJECTION:** Buncombe County reserves the right to reject any and all proposals, to waive any informality in proposals and, unless otherwise specified by the Vendor, to accept any item in the proposal.
4. **INFORMATION AND DESCRIPTIVE LITERATURE:** If required elsewhere in this proposal, each Vendor shall submit with its proposal any sketches, descriptive literature and/or complete specifications covering the products and Services offered. Reference to literature submitted with a previous proposal or available elsewhere will not satisfy this provision. Failure to comply with these requirements shall constitute sufficient cause to reject a proposal without further consideration.
5. **SUSTAINABILITY:** To support the sustainability efforts of the State of North Carolina we solicit your cooperation in this effort. Pursuant to Executive Order 156 (1999), it is desirable that all print responses submitted meet the following:
  - All copies of the proposal are printed double-sided.
  - All submittals and copies are printed on recycled paper with a minimum post-consumer content of 30%.
  - Unless absolutely necessary, all proposals and copies should minimize or eliminate use of non-recyclable or non-reusable materials such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, glued materials, paper clips, and staples are acceptable.
  - Materials should be submitted in a format which allows for easy removal, filing and/or recycling of paper and binder materials. Use of oversized paper is strongly discouraged unless necessary for clarity or legibility.
6. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Buncombe County is committed to retaining Vendors from diverse backgrounds, and it invites and encourages participation in the procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. In particular, the County encourages participation by Vendors certified by the State Office of Historically Underutilized Businesses, as well as the use of HUB-certified vendors as subcontractors on County contracts.
7. **INELIGIBLE VENDORS:** As provided in G.S. 147-86.59 and G.S. 147-86.82, the following companies are ineligible to contract with the State of North Carolina or any political subdivision of the State: a) any company identified as engaging in investment activities in Iran, as determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, and b) any company identified as engaged in a boycott of Israel as determined by appearing on the List of restricted companies created by the State Treasurer pursuant to G.S. 147-86.81. A contract with the Buncombe County by any company identified in a) or b) above shall be void *ab initio*.
8. **CONFIDENTIAL INFORMATION:** To the extent permitted by applicable statutes and rules, the County will maintain as confidential trade secrets in its proposal that the Vendor does not wish disclosed. As a condition to confidential treatment, each page containing trade secret information shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Vendor, with specific trade secret information enclosed in boxes, marked in a distinctive color or by similar indication. Cost information shall not be deemed confidential under any circumstances. Regardless of what a Vendor may label as a trade secret, the determination whether it is or is not entitled to protection will be determined in accordance with G.S. 132-1.2. Any material labeled as confidential constitutes a representation by the Vendor that it has made a reasonable effort in good faith to determine that such material is, in fact, a trade

secret under G.S. 132-1.2. Vendors are urged and cautioned to limit the marking of information as a trade secret or as confidential so far as is possible. If a legal action is brought to require the disclosure of any material so marked as confidential, the County will notify Vendor of such action and allow Vendor to defend the confidential status of its information.

9. **MISCELLANEOUS**: Any gender-specific pronouns used herein, whether masculine or feminine, shall be read and construed as gender neutral, and the singular of any word or phrase shall be read to include the plural and vice versa.
10. **INFORMAL COMMENTS**: Buncombe County shall not be bound by informal explanations, instructions or information given at any time by anyone on behalf of the County during the competitive process or after award. The County is bound only by information provided in writing in this RFP and in formal Addenda issued through IPS.
11. **COST FOR PROPOSAL PREPARATION**: Any costs incurred by Vendor in preparing or submitting offers are the Vendor's sole responsibility; Buncombe County will not reimburse any Vendor for any costs incurred or associated with the preparation of proposals.
12. **AVAILABILITY OF FUNDS**: Any and all payments to the Vendor shall be dependent upon and subject to the availability of funds to the agency for the purpose set forth in The Contract.
13. **SITUS AND GOVERNING LAWS**: This Contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina, without regard to its conflict of laws rules, and within which State all matters, whether sounding in Contract or tort or otherwise, relating to its validity, construction, interpretation, and enforcement shall be determined.
14. **PAYMENT TERMS**: If a payment schedule is not part of the contract, then payment terms will be Net 30 days after receipt of a correct invoice or acceptance of goods, whichever is later.
15. **NON-DISCRIMINATION**: The Vendor will take necessary action to comply with all Federal and State requirements concerning fair employment and employment of people with disabilities and concerning the treatment of all employees without regard to discrimination on the basis of any prohibited grounds as defined by Federal and State law.
16. **ADVERTISING**: Vendor agrees not to use the existence of The Contract or the name of Buncombe County as part of any commercial advertising or marketing of products or Services. A Vendor may inquire whether the County is willing to act as a reference by providing factual information directly to other prospective customers.
17. **INSURANCE**:

**COVERAGE** - During the term of the Contract, the Vendor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Vendor shall provide and maintain the following coverage and limits:

Commercial General Liability insurance in an amount not less than \$1,000,000 each occurrence/\$2,000,000 annual aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations or Contractual Liability.

Business Automobile Liability insurance covering all owned, non-owned, and hired vehicles with a minimum combined single limit of \$1,000,000 each occurrence and shall include uninsured/underinsured motorist coverage per NC General Statute 20-279-21.

Workers Compensation coverage at the statutory limits in compliance with applicable State and Federal laws. Supplier shall ensure that any subcontractors also have workers compensation coverage at the statutory limits.

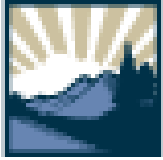
Employer's Liability coverage with minimum limits of \$1,000,000 each accident and \$1,000,000 each employee disease.

Vendor shall agree these General Conditions constitute an insured contract and shall name Buncombe County as an additional insured under the Commercial General Liability policy. Before commencing work and for any subsequent renewals, Vendor shall furnish the County with certificates of insurance evidencing the above coverages

and amounts on an approved form. Vendor hereby grants the County a waiver of any right of subrogation which any insurer of said Vendor may acquire against the County by virtue of payment of any loss under such insurance. Vendor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. Each insurance policy required above shall state that coverage shall not be canceled, except with written notice to the County and delivered in accordance with the policy provisions. All insurance shall be procured from reputable insurers authorized and qualified to do business in North Carolina and in a form acceptable to the County. The limits of coverage under each insurance policy maintained by the Vendor shall not be interpreted as limiting the Supplier's liability and obligations. Nothing in this section is intended to affect or abrogate Buncombe County's governmental immunity.

- 18. GENERAL INDEMNITY:** The Vendor shall hold and save Buncombe County, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, Services, materials, or supplies in connection with the performance of The Contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Vendor in the performance of The Contract and that are attributable to the negligence or intentionally tortious acts of the Vendor provided that the Vendor is notified in writing within 30 days from the date that the County has knowledge of such claims. The Vendor represents and warrants that it shall make no claim of any kind or nature against the County's agents who are involved in the delivery or processing of Vendor deliverables or Services to the County. The representation and warranty in the preceding sentence shall survive the termination or expiration of The Contract.
- 19. CONFLICT OF INTEREST:** Per N.C. General Statute 14-234, no public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract. The statute defines "public officer" as an individual who is elected or appointed to serve or represent a public agency, other than an employee or independent contractor of a public agency. A public officer or employee is involved in administering a contract if he or she oversees the performance of the contract or has authority to make decisions regarding the contract or to interpret the contract; or if he or she participates in the development of specifications or terms or in the preparation or award of the contract. A public officer is also involved in making a contract if the board, commission, or other body of which he or she is a member takes action on the contract, whether or not the public officer actually participates in that action, unless the contract is approved under an exception to this section under which the public officer is allowed to benefit and is prohibited from voting. There is a conflict of interest when a public officer or employee derives a direct benefit from a contract if the person or his or her spouse: (i) has more than a ten percent (10%) ownership or other interest in an entity that is a party to the contract; (ii) derives any income or commission directly from the contract; or (iii) acquires property under the contract.
- 20. CONFIDENTIALITY:** Any County information, data, instruments, documents, studies, or reports given to or prepared or assembled by or provided to the Vendor under The Contract shall be kept as confidential, used only for the purpose(s) required to perform The Contract and not divulged or made available to any individual or organization without the prior written approval by Buncombe County.
- 21. COMPLIANCE WITH LAWS:** Vendor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business and its performance in accordance with The Contract, including those of federal, state, and local agencies having jurisdiction and/or authority.
- 22. ENTIRE AGREEMENT:** This RFP and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This RFP, any addenda hereto, and the Vendor's proposal are incorporated herein by reference as though set forth verbatim. All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.
- 23. AMENDMENTS:** This Contract may be amended only by a written amendment duly executed by the County and the Vendor.

24. **NO WAIVER**: Notwithstanding any other language or provision in The Contract, nothing herein is intended nor shall be interpreted as a waiver of any right or remedy otherwise available to the County under applicable law. The waiver by the County of any right or remedy on any one occasion or instance shall not constitute or be interpreted as a waiver of that or any other right or remedy on any other occasion or instance.
25. **FORCE MAJEURE**: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.
26. **SOVEREIGN IMMUNITY**: Notwithstanding any other term or provision in The Contract, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity or state or federal constitutional provision or principle that otherwise would be available to the County under applicable law.



# Buncombe County Community Development

## CDBG-NR Home Repair Program

Accepting Proposals from June 26, 2023, to July 21, 2023

### PROGRAM DESCRIPTION

Buncombe County will deliver housing assistance through its Community Development Block Grant - Neighborhood Revitalization (CDBG-NR) Home Repair program (“the program”). The program will be funded by NC Department of Commerce CDBG-NR Funds received by Buncombe County. The CDBG-NR funds will expand home repair opportunities through a subaward to a partner (or partners) who will directly assist low- and moderate-income households (households with incomes less than 80% Area Median Incomes (AMI)) per HUD income limits. The program is intended to improve the lives of the County’s low- and moderate-income households with the health, safety, and energy efficiency of their homes, while increasing the quality of the overall housing stock in the community and preserving naturally occurring affordable housing.

#### I. PRIORITY

The CDBG-NR Home Repair Program’s priority is to deliver additional housing assistance as we strive to meet our affordable housing goals and continue to protect naturally occurring affordable housing in Buncombe County. The program will address the continued demand for home repairs and offers the ability to improve the lives of the County’s most vulnerable residents by increasing safety and reducing displacement. The program outreach should focus on households using an equity lens, seek to support older adults aging in place, be implemented in threatened neighborhoods, and employ a geographically equitable allocation.

#### II. PURPOSE

The CDBG-NR Home Repair Program seeks to expand Buncombe County’s home repair work and allow partners to identify issues in homes that affect the health, safety, and well-being of residents where such repair costs can be up to \$30,000 per residence. This increased allocation per residence will provide for more comprehensive repairs.

#### III. ADMINISTRATION

The Community Development (CD) Division is authorized to:

- Administer funds budgeted by the Board of Commissioners for the CDBG-NR Home Repair Program;
- Contract with community partners on behalf of Buncombe County consistent with the spirit and intent of the guidelines contained herein; and
- Execute and amend agreements for the expenditure of CDBG funds:
  - o By the Planning Director or Designee for \$0 up to \$29,000;
  - o By the Assistant County Manager or Designee for \$30,000 up to \$400,000.

#### IV. APPLICATION PROCESS

Community Development Division staff will advertise a Request For Proposals (RFP) Application process to solicit project applications from entities and organizations qualified to administer and deliver CDBG-NR supported home repairs to low- and moderate-income households. The application will be made available online on June 26, 2023, with a prescribed submittal deadline of July 21, 2023, at 12:00 p.m.

A cross departmental team, along with Community Development Division staff, will review applications, assess proposals, and select the proposal(s) to be funded. If a proposal is selected, such will be reported to the Affordable Housing Committee at a meeting in September 2023.

## **V. PROJECT PRIORITIES & PREFERENCES**

Strong preference will be given to proposers whose application indicates:

- Organizational and project staff team experience with CDBG home repair funding;
- Low levels program administrative support relative to the overall project budget;
- Prioritization of home repairs between \$15,000 up to \$30,000 per residence across the program;
- A waitlist plan and identified units achieving the maximum investment per unit;
- A recruitment, marketing, and outreach plan with a focus on equity (race, ethnicity, language, etc.);
- A complete detailed and realistic project schedule; and
- A complete and reasonable project budget.

## **PROGRAM REQUIREMENTS AND GUIDELINES**

### **I. APPLICANTS**

Applicants may be:

- Private incorporated non-profit agencies with IRS 501(c)(3) or similar designation; or
- Public non-profit agencies and governmental agencies.

Applicants must:

- Have technical capacity to manage residential construction projects;
- Not have financial interest in the homes to be repaired; and
- Not have SAMS debarment, including any team member, executive director, or any board member with fiscal responsibility, otherwise the organization's application is disqualified.

### **II. PROJECT AND REIMBURSEMENT TIMEFRAME**

All project activities must be complete, with expenditures and reimbursement requests completed by March 31, 2025.

### **III. ELIGIBLE HOME REPAIRS**

- Repairs for health and safety issues;
- Retrofitting units for needs of individuals with disabilities; and
- Weatherization and improving energy efficiency.

### **IV. HOME REPAIR COST LIMITS:**

Maximum CDBG-NR funds per residence: \$30,000 per unit.

A deferred forgivable loan will be required to be established with the homeowner for investment of \$5,000 or greater per the terms noted below and to be secured with a Note and Deed of Trust, which reduces over the required lien period each successive year until such time as the loan is forgiven. The forgivable loan may be transferred to a new and verified income qualified household. If the eligible homeowner sells to a non-income qualified household or no longer occupies the unit during the repayment period, the balance of the note shall be due.

As the level of CDBG assistance increases, the recapture period must lengthen:

<b>CDBG Assistance</b>	<b>Note and Deed of Trust Required</b>	<b>Recapture Period</b>
5,000 - \$12,000	Yes	5 years
\$12,001 - 16,000	Yes	6 years
\$16,001 - \$20,000	Yes	7 years
\$20,001 or more	Yes	8 years

## V. ELIGIBLE PROGRAM PARTICIPANTS

The program must benefit an income eligible homeowner, with a household income less than 80% Area Median Income (AMI) per HUD adjusted for household size per the 2023-2024 **Household Income Limits Table** below. A notice will go out to awarded organizations when HUD updates the income limits this year.

<b>Household Income Limits*</b>	
<b>Household Size</b>	<b>80% AMI</b>
<b>One-person</b>	\$ 47,600
<b>Two-person</b>	\$ 54,400
<b>Three-person</b>	\$ 61,200
<b>Four-person</b>	\$ 68,000
<b>Five-person</b>	\$ 73,450
<b>Six-person</b>	\$ 78,900
<b>Seven-person</b>	\$ 84,350
<b>Eight-person</b>	\$ 89,800

\*Values as annually updated by HUD are utilized to determine eligibility of each household through the program period.

## APPLICATION SUBMISSION INSTRUCTIONS

Applicants may apply online at [www.buncombecounty.org/apply](http://www.buncombecounty.org/apply). Applicants should be familiar with all CDBG-NR program requirements and guidelines at the time of application. Accepting submissions from June 26, 2023, to July 21, 2023.

For assistance with the application portal, please contact:

Angelyn Johnson Phone: (828) 250-4175 E-mail: [Angelyn.Johnson@buncombecounty.org](mailto:Angelyn.Johnson@buncombecounty.org)

**Written questions shall be emailed by July 13, 2023, at 5:00 pm to:**

**Nina Alexander, Procurement Agent: [nina.alexander@buncombecounty.org](mailto:nina.alexander@buncombecounty.org)**

Enter **“RFP Questions for CDBG-NR Funded Home Repair Program”** as the subject for the email. Question submittals should include a reference to the applicable RFP section.

Questions received prior to the submission deadline date, the County's response, and any additional terms deemed necessary by the County will be posted in the form of an addendum. No information, instruction or advice provided orally or informally by any Buncombe County personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding.

Again, applications must be completed online at [www.buncombecounty.org/apply](http://www.buncombecounty.org/apply).