

**NEIGHBORHOOD STABILIZATION PROGRAM
REQUEST FOR PROPOSAL**

A. Proposal Information

Please provide specific responses to the required items listed below and provide enough detail so that your qualifications can be fully considered. Keep your responses concise and to-the-point. Begin each response by annotating the letter and number that corresponds to the appropriate item below.

1. Qualifications of the Organization and Key Personnel

Provide a detailed description of the organizational structure of the Applicant. List the members of the Applicant's team; indicate their areas of specialization and specific contribution to the team. Provide a brief description of previous collaboration among the members of the Applicant's team working together on similar projects. Additionally, for each discipline, indicate whether state or local rules, practices or conditions can be important to the effective accomplishment of the development and, if so, indicate the extent of and basis for the team's familiarity with such rules, practices and conditions.

2. Profile of Principals and Key Staff

Provide profiles of the principals and key staff to be involved in the development effort. This information should specify their roles, their existing time commitments, their previous development experience and whether the staff will be locally based. Identify the individual who will serve as the project manager and who will direct and coordinate the development effort to completion.

3. Litigation

Indicate whether the applicant or any Applicant team member has any current or pending litigation where they are named as defendant(s), and if so, describe the circumstances.

4. Previous Housing Development Experience

Provide information on all residential affordable homeownership or rental projects in which the Applicant has participated. This information should list the location, size, ownership type, any public programs utilized, income levels and mix, type of development, extent of community and/or resident participation and development cost. Also describe the construction and permanent financing arrangements showing the nature and extent of the participation of financial lending institutions, if any. In addition, for each identified project, include a contact person with name, phone number and e-mail address for each project.

5. Capacity

Applicant shall certify that the Applicant and all team members are available to start immediately. The Applicant should describe any existing time commitments of the proposed team members or their proposed staff, which would impair the Applicant’s ability to proceed expeditiously. Include your operational and financial sustainability plan for the properties acquired with NSP funds.

6. References

Provide name, mailing address and telephone number of references.

7. Previous Default

Include a statement disclosing and describing any instance of noncompliance or default in any public housing transaction or other affordable housing development project, including mixed finance or HOPE VI transaction, by the Applicant, its affiliates or assigns.

8. Utilization of Minority and Women Business Enterprises

Describe Applicant’s approach and process to promote MBE/WBE business participation in the development effort. Provide a plan to ensure access to these firms.

9. Demonstration of Understanding Local Requirements

Demonstrate that the Applicant possesses an understanding of state and local requirements and procedures that will enable necessary equity to be raised and the effort to be efficiently completed.

B. Required Attachments

Please attach the following:

- Current Organizational Chart
- 2008 or most recent Officer and Board of Directors List including title, addresses, and terms
- 2008 or most recent Annual Report
- 2008 or most recent Annual Report Certificate of Disclosure to Arizona Corporation Commission
- 2008 or most recent IRS Form 990 submittal (or tax return for Non-Profit organizations)
- 2008 or most recent Organization Audit/Financial Statement
- Articles of Incorporation (only if organization has not been funded by the City of Mesa within the last three years)

Don’t forget to sign and date your completed Request for Proposal!

**Neighborhood Stabilization Program Activity
(Complete for Each Activity)**

1. Organization Name:
2. Activity Type:
3. Projected Start Date:
4. Projected End Date:
5. Responsible Organization:
Describe the responsible organization that will implement the NSP activity, including its name, location, and administrator contract information.
6. Staff Capacity:
Describe your organization's capacity to complete your project within the NSP timeframe.
7. Project Detail:
For Housing Projects state the following:
Number of housing units to be acquired/constructed
For down payment/housing counseling projects please state the following:
Number of persons receiving housing counseling for NSP units
For other activities please describe in detail.
8. Will the organization be requesting NSP funds from other entities (eg. State, municipalities)? If so, please list each entity and the amount of NSP funds requested.
9. Describe the organization's experience in operational and financial sustainability of properties.

BUDGET

Budget Line Item	Amount	Description
Acquisition		
Rehab		
Demolition		
Down Payment Assistance		
Housing Counseling		
Admin Costs*		
Other		
TOTAL		

*NSP guidelines allow up to 10% of the total grant for administrative costs.