

## City of Durham

Community Development

## FY 2019-2020 - Multi-Family Production & Preservation

**CLOSED**

**Deadline** 9/13/2019

[OPEN PROGRAMS](#)[OVERVIEW AND REQUIREMENTS](#)[GENERAL CONDITIONS](#)[EVALUATION CRITERIA](#)[LIBRARY](#)[CONTACT ADMIN](#)

---

### Overview and Requirements [\[hide this\]](#)

#### A. Purpose

In June 2016, the Durham City Council adopted three overarching affordable housing goals for 2017-2021:

- (1) Address the City's greatest housing needs by preserving and expanding affordable rental housing units and rental assistance serving Durham residents, with a focus on households below 50% Area Median Income (AMI)
- (2) Maintain affordability and protect low-income Durham residents (especially households below 50% AMI) in neighborhoods experiencing significant price appreciation
- (3) Engage the larger Durham community to make affordable housing a citywide priority

In support of these goals, the Community Development Department is soliciting proposals for projects that produce new multifamily rental housing or preserve existing multifamily rental housing for households with incomes below 60% AMI. There is a strong preference for projects that commit to a set aside of units for households with incomes below 50% AMI and particularly, at or below 30% AMI.

Preservation projects may include projects that will extend the affordability period of existing income-restricted multifamily affordable rental housing and/or projects that propose to create affordable housing units by converting existing market-rate multifamily units to income-restricted affordable rental housing.

#### B. Minimum Requirements

*Applicants*

- Eligible applicants include nonprofit and for-profit development entities. 'Non-profit' means having a 501c(3) tax exemption determination from the IRS.
- Applicants must have experience with the development and management of affordable housing, as specified in this Request for Proposals (RFP).
- Applicants must provide audited financials for the fiscal years ending 2017 and 2018. If available, an audit for the 2019 fiscal year must also be submitted. If an applicant does not prepare an annual audit because the organization does not meet mandatory audit thresholds, the applicant must submit financial statements prepared by a CPA for the same time periods.
- Applicants must submit via **hardcopy by the submission deadline**, a signed and notarized cover letter (see template under Documents tab) stating they have the authority to submit a response to the RFP and they accept the terms and conditions in the RFP to include the description of services and the provisions of the contract to be signed.

### *All Projects*

- Projects consist of multifamily housing, defined as either: (a) 5 or more units in a single building or (b) 5 or more single-family units located on the same or contiguous lots. Single-family units are defined as units in buildings that contain four or fewer residential units.
- Projects must create or preserve at least 5 units affordable to households at or below 60% AMI.
- Projects may include Single Room Occupancy projects, which would be a residential property that includes multiple single room dwelling units. Each unit is for occupancy by a single eligible individual. The unit need not, but may, contain food preparation or sanitary facilities, or both.
- Maximum developer fee is 10% of total development cost
- Applicants must provide proof of site control at time of application.
- Project must set aside at least 20% of units for households at or below 30% AMI. Units with project-based rental assistance will be counted towards this requirement. Portable or tenant-based assistance will not be counted towards this requirement.
- City funds may not be used to pay for work completed prior to funding award or contract execution.
- Projects must accept rental assistance, including (but not limited to) Section 8 Housing Choice Vouchers, HUD VASH Vouchers and Durham Homelessness Continuum of Care Rental Assistance.
- Replacement Reserve: The replacement reserve must be capitalized from the project's operations, escalating by four percent (4%) annually.  
Operating Reserve: Required for all projects. The operating reserve shall be \$1,000 per unit.
- Projects that are awarded federal funds, CDBG and/or HOME funds, must follow the rules and requirements specific to the program. There are several additional broad federal rules that must be adhered to and proposers must be aware of them and actively ensure that a project or activity is in compliance. These other federal requirements cover the following areas: non-discrimination and equal access; employment and contracting; environmental review; site and neighborhood standards; relocation; and lead-based paint.

### *Preservation projects*

- Projects must create new affordable rental units (by income restricting existing market-rate units) or extend the affordability period of existing income-restricted affordable units.

- Replacement Reserve: Preservation projects must budget replacement reserves of \$350 per unit per year.
- Minimum period of affordability of 20 years for projects with less than \$20,000 of City funds per affordable unit and 30 years for projects with with over \$20,000 per affordable unit subsidy. The affordability period will begin on the date of the funding award or receipt of Certificate of Occupancy, once rehabilitation work is completed, whichever is later.
- Occupied projects must abide by the City of Durham's Preservation Policy (see Library).
- Projects must have been originally placed in service on or before December 31, 2005.
- Project may not have received any City of Durham grant or loan funds in the last five years.
- Upon completion of the rehabilitation work, the property must meet or exceed the City's Minimum Housing Standard or the NC State Building Code, whichever code is applicable.
- The rehabilitation of existing properties must generally extend the useful life of the property by 20 years.
- Rehabilitation projects must generally meet Energy Star standards.
- Rehabilitation of any buildings built before 1978, must comply with federal lead-based paint requirements including lead screening in accordance with 24 CFR Part 92.355 and 24 CFR Part 35, subparts A,B,J,K,M, and R.

#### *New Construction*

- Project must have a minimum period of affordability of 30 years from the date of receipt of Certificate of Occupancy.
- Replacement Reserve: All new construction projects must budget replacement reserves of \$250 per unit per year.
- Project must meet Energy Star Standards.

Organizations or projects that do not meet these minimum requirements will not be eligible for funding. Project proposing 9% LIHTC or projects utilizing City or County-owned sites will not be eligible for funding.

#### *Bonus Points*

Up to 5 bonus points may be awarded to projects that dedicate all or a portion of their 30% AMI units to serve formerly homeless households, as identified by the Durham Homelessness Continuum of Care.

**C. City Funding** The City anticipates that \$2,750,000 will be available for multifamily projects. The source of funding is the City Dedicated Housing Fund, Community Development Block Grant, HOME funds and/or a combination of these funds. The City reserves the right to move funding to or from this RFP to or from any other Community Development Department RFP issued within 30 days of this RFP, in order to fund projects that are most aligned with City priorities.

#### *Maximum Award*

The maximum award under this RFP is \$2,750,000 per project. This does not include any additional funds that may be awarded for technical assistance, as described below.

#### *Terms of City Funding*

City funds may be provided in the form of a grant, repayable loan or a forgivable loan.

### *Use of City Funds*

City funds may be used to support:

- Property acquisition
- Property rehabilitation,
- New construction,
- Site preparation and infrastructure needed to support eligible affordable housing projects,
- Property refinancing that results in the creation of at least 5 new affordable units,
- Green and/or energy efficiency upgrades – Developers are encouraged, to the greatest extent possible, to incorporate sustainable elements to maximize energy efficiency, indoor health and air quality and long-term sustainability.

### *Interviews*

The Community Development Department reserves the right to conduct interviews as part of the proposal review process. Applicants will be informed in writing of any planned interviews.

### *Technical Assistance*

The Community Development Department is committed to ensuring that developer partners have the internal capacity to effectively develop and manage affordable housing projects for the long term. The Department, at its sole discretion, may allocate additional funding to proposed subrecipients that must be used for technical assistance and training that supports project implementation and long-term asset management. These funds are in addition to awards that the City anticipates making available for project funding. Technical assistance funds may only be used to cover third party expenses and may not be used for subrecipient staff time or operating expenses. The Department and the subrecipient must both approve the proposed scope of technical assistance and the provider(s) selected. Funding awards may be contingent upon participation in technical assistance activities.

### *Compliance and Monitoring*

All projects financed through this program will be required to submit to an annual compliance monitoring by the City during the construction process and for the duration of the affordability period.

## **D. Application Process**

### *Schedule*

- RFP Issued: Friday July 19, 2019
- Application Workshop: Monday August 5, 2019 10:00 AM
- Written Question and Response Period: Friday July 19, 2019 – Friday August 9, 2019
- Written Questions and Responses Posted: Friday August 16, 2019
- Proposals Due: Friday September 13, 2019 by 4:00 PM
- Evaluation of Proposals: Monday September 16, 2019 – Friday October 4, 2019
- Anticipated Execution of Contract: December 2019

### *Requests for Clarification*

Questions regarding this application shall be submitted **via electronic mail only** to Matthew Schnars at [matthew.schnars@durhamnc.gov](mailto:matthew.schnars@durhamnc.gov). The deadline for the submission of written questions is Friday August 9, 2019.

### *Addendums*

The City may issue addendums to the RFP with additional information or clarifications. The cover letter should list the last addendum that the City issues for this RFP, with a statement such as: *The undersigned candidate has read all the addendums issued by the City for this RFP, through and including Addendum No. \_\_\_\_.*

### *Application Workshop*

The City will conduct an Application Workshop on the date and time indicated herein. During the workshop, City designees will endeavor to provide responses to, and/or additional clarification for any questions. The workshop will be at the following location:

City of Durham  
Community Development Department  
516 Rigsbee Ave.  
Durham, NC 27701

### *General Conditions and Draft Contract*

The General Conditions for this RFP are summarized under the General Conditions tab and a sample contract is included in the library. In their cover letter, applicants must certify that they will comply with both the General Conditions and the terms of the sample contract, except as specified in their response to this RFP (see Cover Letter template under Documents tab).

### *Equal Business Opportunity Program (EBOP)*

It is the policy of the City to provide equal opportunities for City contracting for underutilized firms owned by minorities and women doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination and to resolve complaints of discrimination. This policy applies to all professional services categories.

While there are no Underutilized Business Enterprise (UBE) participation goals for this project, in accordance with the Ordinance, all proposers are required to submit the Participation Documentation and the Employee Breakdown form (Documents Tab) included in the Professional Services Forms package (located in the library) as part of their proposal response. In lieu of the Employee Breakdown contractors may submit a copy of the current EEO-1 form (corporate basis). Proposals that do not contain the Participation Documentation form and Employee Breakdown may be deemed nonresponsive and ineligible for consideration. The Letter of Intent to Perform as a Subconsultant form included with the Equal Business Opportunity Program Professional Services forms should be completed only if an UBE firm will be utilized. These forms must be submitted with the proposal. The "UBE Goals Not Met/Documentation of Good Faith Efforts" form and the "Post Proposal Submission Deviation" form are not applicable at this time.

As it is the City of Durham's goal to encourage minority and women-owned participation, while there are no UBE participation goals for this project, the Department of Equal Opportunity/Equity Assurance (EO/EA) Department will be available to meet with potential and/or selected applicants to discuss and

provide listings of local firms who are qualified to preform disciplines within the required scope of work.

The applicant is also required to submit an EBOP plan as described in the EBOP Plan Requirements below:

- Use of the Office of Historically Underutilized Businesses (HUB) database.
- Provision of written notice to all UBE's listed in the HUB database that might perform the work to be subcontracted.
- Selection of feasible portions of work to be performed by UBE's.
- Consideration of all proposals received from UBE's.
- Provision of assistance in reviewing applicable plans, specifications and descriptions of items in a proposed project.
- Advertisement in general circulation, trade association and minority/women focus media in concerning subcontracting opportunities.
- Timeliness of advertisements to permit sufficient time for response by UBE's.
- Provision of written notice to a reasonable number of specific UBE's that their interest is being solicited in sufficient time for effective participation.
- Follow-up to determine with certainty UBE interest in participation in project.
- Use of available minority/women business community organizations, contractor groups; local, state and federal business assistance offices; and other organizations that provide assistance in recruitment and placement of UBE's.
- Voluntary efforts by your firm to increase the number of minorities and women at the higher skill responsibility levels within the firm.

The Department of Equal Opportunity/Equity Assurance is responsible for the Equal Business Opportunity Program. All questions about Professional Services Forms should be referred to Deborah Giles or other department staff at (919) 560- 4180.

---

## General Conditions [\[hide this\]](#)

**10. Definitions in this RFP: City, RFP, Proposal, Candidate, Contractor, Should.** Unless the context indicates otherwise – (a) The expressions “RFP,” “this RFP,” and “the RFP” refer to this document as it may be amended or updated. (b) “City” and “city” mean the City of Durham. (c) The “proposal” is the response of a person, firm, or corporation proposing to provide the services sought by this RFP. (d) The word “Candidate” or “candidate” is the person, firm, or corporation that submits a proposal or that is considering submitting a proposal. (e) The word “Contractor” or “contractor” is the person, firm, or corporation with which the City enters into a contract to provide the services sought by this RFP. That is, “contractor” generally refers to a successful candidate that has obtained a fully executed contract with the City, while “candidate” is generally reserved to the stage before a contract has been signed. (f) The word “should” is used to tell candidates what the City thinks it wants and/or what the project manager thinks is best. Candidates that want to increase the likelihood of being selected will, in general, do what the RFP says candidates “should” do, but failure to comply with all “shoulds” will not necessarily and automatically result in rejection.

**20. Contract.** The City anticipates that the conclusion of the RFP process will be a contract between the City and the successful candidate under which the successful candidate will provide the goods

and services generally described in this RFP. It is the City's intention to use the contract that is attached as Exhibit A, modified and filled in to reflect the RFP and the proposal. If a candidate objects to any of the contract, it should state the objections in its proposal.

**30. Trade Secrets and Confidentiality.** As a general rule, all submissions to the City are available to any member of the public. However, if materials qualify as provided in this section, the City will take reasonable steps to keep trade secrets confidential.

Definitions.

In this section (Trade Secrets and Confidentiality) –

The term "candidate" includes the candidate as contractor (that is, after it is a party to a contract with the City).

The term "trade secret" means business or technical information, including but not limited to a formula, pattern, program, device, compilation of information, method, technique, or process that:

- a. Derives independent actual or potential commercial value from not being generally known or readily ascertainable through independent development or reverse engineering by persons who can obtain economic value from its disclosure or use; and
- b. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

The existence of a trade secret shall not be negated merely because the information comprising the trade secret has also been developed, used, or owned independently by more than one person, or licensed to other persons.

The term "record" means all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, received by the City of Durham in connection with the candidate's proposal.

**(a) Designation of Confidential Records.** To the extent that the candidate wishes to maintain the confidentiality of trade secrets contained in materials provided to the City, the candidate shall prominently designate the material with the words "trade secrets" at the time of its initial disclosure to the City. The candidate shall not designate any material provided to the City as trade secrets unless the candidate has a reasonable and good-faith belief that the material contains a trade secret. When requested by the City, the candidate shall promptly disclose to the City the candidate's reasoning for designating material as trade secrets; the candidate may need to label parts of that reasoning as trade secrets. In providing materials to the City, the candidate shall make reasonable efforts to separate those designated as trade secrets from those not so designated, both to facilitate the City's use of the materials and to minimize the opportunity for accidental disclosure. For instance, if only a sentence or paragraph on a page is a trade secret, the page must be marked clearly to communicate that distinction. To avoid mistake or confusion, it is generally best to have only trade secret information on a page and nothing else on that page.

To the extent authorized by applicable state and federal law, the City shall maintain the confidentiality of records designated "trade secrets" in accordance with this section. Whenever the candidate ceases to have a good-faith belief that a particular record contains a trade secret, it shall promptly notify the City.

**(b) Request by Public for Access to Record.** When any person requests the City to

provide access to a record designated as a trade secret in accordance with subsection (a) above, the City may

- (1) decline the request for access,
- (2) notify the candidate of the request and that the City has provided, or intends to provide, the person access to the record because applicable law requires that the access be granted, or
- (3) notify the candidate of the request and that the City intends to decline the request.

Before declining the request, the City may require the candidate to give further assurances so that the City can be certain that the candidate will comply with subsection (c) below.

**(c) Defense of City.** If the City declines the request for access to a record designated as trade secrets in accordance with subsection (a), then, in consideration of the promises in (b) above and for considering the candidate's proposal, the candidate agrees that it shall defend, indemnify, and save harmless Indemnitees from and against all Charges that arise in any manner from, in connection with, or out of the City's non-disclosure of the records. In providing that defense, the candidate shall at its sole expense defend Indemnitees with legal counsel. The legal counsel shall be limited to attorneys reasonably acceptable to the City Attorney.

Definitions. As used in this subsection (c), "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, fines, penalties, settlements, expenses, attorneys' fees, and interest. "Indemnitees" means the City, and officers, officials, independent contractors, agents, and employees, of the City. "Indemnitees" does not include the candidate. The City may require the candidate to provide proof of the candidate's ability to pay the amounts that may reasonably be expected to become monetary obligations of the candidate pursuant to this section. If the candidate fails to provide that proof in a timely manner, the City shall not be required to keep confidential the records whose non-disclosure gives rise to the potential monetary obligation. Nothing in this agreement shall require the City to require any person (including the City itself) to be placed in substantial risk of imprisonment, of being found by a court to be in contempt, or of being in violation of a court order. This subsection (c) is separate from and is to be construed separately from any other indemnification and warranty provisions in the contract between the City and the candidate.

**40. Bonds.** The City of Durham may require a Payment and Performance Bond in the amount of construction as defined in the established schedule of values.

**50. Insurance.** Proposer agrees to maintain, on a primary basis and at its sole expense, at all times during the life of the submitted SOQ, the following applicable coverage's and limits. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Proposer is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Proposer by submission of an SOQ or entry into an eventual agreement.

Commercial General Liability – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Additional Insured – Proposer agrees to endorse the City as an Additional Insured on the



Commercial General Liability. The Additional Insured shall read 'City of Durham as its interest may appear'.

Certificate of Insurance – Proposer agrees to provide City of Durham a Certificate of Insurance evidencing that all coverage's, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Proposer's insurer. If Proposer receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Proposer agrees to notify the City within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder address should read:

City of Durham

Attn: Community Development Department

101 City Hall Plaza

Durham, NC 27701

All insurance companies must be authorized to do business in North Carolina and be acceptable to the City of Durham's Risk Manager.

**60. Discretion of the City.**

A. The City of Durham reserves the right to reject any or all proposals.

B. NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the contrary provision refers specifically to this provision, the City reserves the right (i) to negotiate changes of any nature with any candidate with respect to any term, condition, or provision in this document and/or in any proposals, whether or not something is stated to be mandatory and whether or not it is said that a proposal will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for some or all of the work with one or more persons, firms, or corporations that do not submit proposals. For example, all deadlines are for the administrative convenience or needs of the City and may be waived by the City in its discretion. This subparagraph B applies to the entire RFP, including the UBE portions.

C. Where the City asks or tells candidates to do stated things, such as that a proposal should follow a stated format or that the candidate should do stated things in seeking the contract, the City may reject a proposal because it does not comply with those requests, so the candidate is adding to its risk of rejection by non-compliance. Still, the City may, in its discretion, waive non-compliance. This subsection (C) does not limit subsections (A) and (B).

D. Of course, once a contract is signed, the parties to the contract may enforce the contract according to its terms as allowed by applicable law.

**CONTENTS OF PROPOSAL**

**70. Assumptions regarding City of Durham Actions and Participation.** If your proposal assumes that the City will take certain actions, provide facilities, or do anything else, you should state these assumptions explicitly.

**80. Financial Condition, Insurance, Bonds, and Taxes.** The City may reject proposals from candidates that are overdue on City property taxes.

**90. Conflict of Interest.** If the candidate has any grounds to believe there could be a conflict of

interest, such as that a City employee who is involved in awarding the contract has a connection with the candidate, please explain.

**100. Candidate to Bear Expense; No Claims against City.** No candidate will have any claims or rights against the City arising out of the participation by a candidate in the proposal process. No candidate will have any claims or rights against the City for the City's failure to award a contract to it or for awarding a contract to another person, firm, or corporation, regardless of whether the other person, firm, or corporation participated in the RFP process or did not submit a proposal that complied with the RFP. A notice of award will not constitute acceptance by the City; the City's only method of acceptance is the City's execution of a formal contract in accordance with law.

**110. State Treasurer's lists regarding Iran and Boycott of Israel.** If the value of the contract is \$1,000 or more, the following applies unless the candidate otherwise states in its proposal: the candidate affirms (by submitting a proposal) that (1) its name does not appear on the list of companies that are engaged in a boycott of Israel developed by the N. C. State Treasurer under N.C.G.S. 147 86.81(a)(1) or on a list created by the Treasurer pursuant to N.C.G.S. 147 86.58 as a company engaging in investment activities in Iran, and (2) it has no reason to expect that its name will appear on either of those lists. Take notice that a contract between a company named on either list and the City may be void.

**120. Notice under the Americans with Disabilities Act.** A person with a disability may receive an auxiliary aid or service to effectively participate in city government activities by contacting the ADA Coordinator, voice (919) 560-4197, fax 560-4196, TTY (919) 560-1200, or ADA@durhamnc.gov, as soon as possible but no later than 48 hours before the event or deadline date.

**Aviso bajo el Acto de Americanos Discapacitados** – Una persona con una discapacidad puede recibir asistencia o servicio auxiliar para participar efectivamente en actividades del gobierno de la ciudad con ponerse en contacto con el Coordinador de ADA, buzón de voz (919) 560-4197, fax (919) 560-4196, TTY (919) 560-1200, o ADA@durhamnc.gov, lo más antes posible pero no menos de 48 horas antes del evento o fecha indicada.

**130. Values of City of Durham regarding Treatment of Employees of Contractors**

A. Statement of City EEO Policy. The City of Durham opposes discrimination in employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Therefore, it desires that firms doing business with the City:

1. not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
2. take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. This action includes employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
3. state, in solicitations or advertisement for employees, that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
- 4- include this Statement of City EEO Policy in every purchase order for goods to

be used in performing City contracts and in every subcontract related to City contracts.

B. Livable Wage. The City of Durham desires that firms doing business with the City pay their workers a livable wage rate while working on City contracts. The livable wage rate is \$14.15 per hour through June 30, 2018, and \$15.00 per hour for July 1, 2018 – June 30, 2019. The City will re-set the rate for the period after June 30, 2019.

---

## Evaluation Criteria [\[hide this\]](#)

The following factors will be considered in the review of applications. Detailed evaluation criteria can be found in the Library.

### Organizational Capacity

- Board composition and engagement
- Financial capacity of organization

### Development Team

- Developer track record
- Experience and capacity of key development team members
- Property manager experience with similar developments
- Experience of key development team members

### Project

- Proposed area median income being served
- Length of proposed affordability period
- Location of project (see Priority Geographic Areas below)
- Site quality, including access to amenities and/or proximity to incompatible uses
- Reasonableness of scope of work, including green and energy efficiency improvements
- Commitment to low-barrier tenant selection policies
- Readiness to proceed
- Commitment to participation of minority and women-owned business enterprises

### Financial Strength

- City investment per affordable unit (with consideration of the AMI level being served)
- Total development cost per unit
- Demonstrated capacity to manage public dollars and comply with funding requirements

### Bonus Points

- Commitment to serving homeless households, as identified by the Durham Homelessness Continuum of Care

### Priority Geographic Areas

The City's priority geographic areas for affordable housing investment include:

- Within 1/4 mile of GoDurham bus routes 3, 5, and 10
- Within 1/4 mile of current and future City of Durham trail projects, including the Durham Beltline, Kelly Bryant Trail (north and south) and Third Fork Creek Trail.
- City of Durham target neighborhoods, including Northeast Central Durham, Southside, and Southwest Central Durham
- Community Development Department priority areas (census tracts, 13.01, 13.03, 14 and 23)

See maps in Library for specific geographic boundaries.

**Library** [\[hide this\]](#)

Description	File Name	Date Uploaded	File Type
<a href="#">Bus Corridor Maps</a>	BusCorridorMaps.pdf	7/17/2019 5:37:18 AM	PDF
<a href="#">HOME Income and Rents</a>	2019IncRentLimits-eff06-28-19DR.pdf	7/17/2019 5:38:12 AM	PDF
<a href="#">Target Area Maps</a>	TargetedAreaMaps.pdf	7/17/2019 5:38:58 AM	PDF
<a href="#">Number and Types of Unit</a>	Table3NumberandTypesofUnits.xlsx	7/17/2019 5:40:03 AM	XLSX
<a href="#">Audit Waiver Letter</a>	AuditWaiverLetter.docx	7/17/2019 5:40:27 AM	DOCX
<a href="#">EOEA Forms</a>	EOEAForms.docx	7/17/2019 5:41:03 AM	DOCX

Description	File Name	Date Uploaded	File Type
<a href="#">Completed Projects Form</a>	Tables1and2ProjectsCompletedandInDevelopment.xlsx	7/17/2019 5:41:56 AM	XLSX
<a href="#">Cover Letter</a>	ProposalCoverLetterTemplate7-18.docx	7/17/2019 5:42:56 AM	DOCX
<a href="#">Sample Grant Agreement</a>	SampleDFSDDevelopmentGrantAgreement.pdf	7/17/2019 5:43:38 AM	PDF
<a href="#">Sample Loan Agreement</a>	SampleDFSCConstructionPermLoanForgivable.pdf	7/17/2019 5:44:00 AM	PDF
<a href="#">Near Term Trail Projects</a>	2018-BeltLine-TFC-RKBBTrails-buffered.pdf	7/17/2019 5:44:36 AM	PDF
<a href="#">CDD Preservation Policy</a>	DCDPreservationPolicy.docx	7/17/2019 5:45:04 AM	DOCX

## Applicant View

Application Status: Not Submitted

[Apply Now/Start Application](#)

Summary    Application Questions    Budget    Tables    Documents    Activity Log

Financial    Report    Report Totals

### Summary

*(answers are saved automatically when you move to another field)*

**Application Title/Project Name**

**Amount Requested**

USD\$

### Applicant Information

First Name

Last Name

Telephone

Email

**Organization Information**

*(changes to this data will be reflected on all other applications for this organization)*

Organization Legal Name/Entity Name

Address 1

Address 2

City

State/Province

Non-US ▼

ZIP+4/Postal Code

Country

United States ▼

Telephone

Fax

Website

**CEO/Executive Director**

First Name

Last Name

Title

Email

Next

[Print Budget](#)