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NSP 1 APPLICATION REQUIREMENTS EVERETT HOUSING AUTHORITY

March 5, 2010

General: There is not specific application form requirement from bidders. However, all proposals must address the items discussed below in sufficient detail to permit an evaluation of the proposal and clear understanding of the budget, timeline, and program being proposed.

Bidder Information: Bids will only be accepted from non-profit organizations authorized to undertake the proposed activity. Please provide complete information on the bidding organization including address, phone numbers, contact personnel, responsible project personnel, federal tax identification number, evidence of non-profit status and authority to submit proposal. Indicate briefly organization's experience in undertaking similar efforts.

Proposed Activity: Please provide clear explanation of project activities to be undertaken, including, as known, location, target beneficiaries, implementation plan and schedule, and partnering agencies. Address means for complying with affordability requirements. Indicate means for compliance with requirement for property to be purchased at a discount of at least one percent from current appraised value. Discuss process for identifying and selecting eligible properties and eligible families.

Budget: Please provide detailed budget for project including sources and amounts of all resources, commitment for such resources, time lines for receipt of other funds. EHA has set a target of \$35,000 of NSP funds per unit for the Homeowner Assistance Program and \$50,000 per unit for the Rehabilitation Assistance Program.

Time Line: Performance within HUD's time lines is essential. Awards will not be made to bidders who cannot provide convincing evidence of the ability to meet this requirement. Bidders need to consider time needed to comply with environmental review procedures as well as appraisal obligations.

Partial Funding: Please address the potential, if any, for dealing with a partial award. Indicate acceptable partial funding levels and the corresponding unit results.

Grant awards will be subject to approval by the Board of Commissioners of the Everett Housing Authority and by the City of Everett.