

JEFFERSON COUNTY COMMISSION



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SANDRA LITTLE BROWN-COMMISSIONER
DISTRICT 2

DR. FREDERICK L. HAMILTON, CECD/EDFP,
Director - Community and Economic Development

Suite A-430
716 Richard Arrington, Jr. Blvd. N.
Birmingham, Alabama 35203-0115
Telephone (205) 325-5761
FAX (205) 325-5095

December 20, 2012

RE: Request for Proposals
Special Needs Rental Housing
for the Elderly

Proposing Firms:

Jefferson County is a Participating Jurisdiction and receives federal funding from the United States Department of Housing and Urban Development (HUD) to address the housing needs of low and moderate income residents of the Jefferson County Community Development Consortium. Funds for these programs may be spent anywhere in the Jefferson County Community Development Consortium, which consists of all of Jefferson County outside of the cities of Birmingham, Bessemer, Hoover and the towns of County Line, Sumiton, Helena and Argo.

As part of its housing initiatives, Jefferson County has the opportunity to address the largely unaddressed need for Special Needs Rental Housing for elderly lower income citizens. The purpose of the Request for Proposals (RFP) is to encourage the development of affordable rental housing specifically designed to meet the special needs of the lower income elderly. To achieve this goal, Jefferson County is willing to consider innovative ways that HUD funds can be used as a financing source to make this goal a reality.

The RFP is specifically for Non-Profit Developers (501(c)(3)) or For-Profit Developers with a strong history of successfully developing and managing Special Needs Rental Housing. Jefferson County is willing to consider proposals from 2 to 56 units. Priority will be given to proposals which place special emphasis on the security and accessibility needs of the elderly.

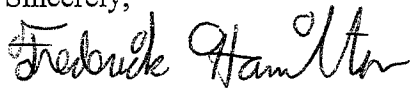
The complete RFP may be viewed on the Jefferson County Office of Community & Economic Development website at <http://jeffconline.jccal.org/comdev/home/Home.html>. To receive a complete copy of the RFP via email, please contact Ms. Cheryl Collier at collierc@jccal.org. To receive a copy of the RFP by United States Postal Service, please call (205) 325-5761. Copies of the complete RFP can also be picked up at the following address:

Jefferson County Office of Community & Economic Development
Suite A-430
716 Richard Arrington, Jr. Blvd. N.
Birmingham, Alabama 35203

Additional information or clarification about this request can be obtained by calling Ms. Lynn McKinley Smith or Ms. Cheryl Collier of Community & Economic Development at (205) 325-5761. Sealed proposals must be submitted to Community & Economic Development (in-hand) by no later than 5:00 P.M. on January 30, 2013.

I appreciate your time and effort in responding to this proposal and look forward to working with you in the future.

Sincerely,

A handwritten signature in cursive script that reads "Frederick Hamilton".

Frederick Hamilton
Director

REQUEST FOR PROPOSALS

BY

THE

**JEFFERSON COUNTY OFFICE
OF
COMMUNITY & ECONOMIC DEVELOPMENT**

**Suite A-430
716 Richard Arrington, Jr. Blvd. N.
Birmingham, Alabama 35203**

**SPECIAL NEEDS RENTAL HOUSING
FOR THE ELDERLY**

**JEFFERSON COUNTY, ALABAMA
December 19, 2012**

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PURPOSE OF REQUEST FOR PROPOSALS

Jefferson County is a Participating Jurisdiction and receives federal funding from the United States Department of Housing and Urban Development (HUD) to address the housing needs of low and moderate income residents of the Jefferson County Community Development Consortium. Funds for these programs may be spent anywhere in the Jefferson County Community Development Consortium, which consists of all of Jefferson County outside of the cities of Birmingham, Bessemer, Hoover and the towns of County Line, Sumiton, Helena and Argo.

One of the critical housing needs which these programs are designed to meet is that of Special Needs Housing for Elderly lower income* citizens. Housing should specifically address such areas as security and accessibility while being in areas where there is a clear and recognizable shortfall of such housing. Such housing should further be convenient to shopping, entertainment and medical services.

The purpose of this Request for Proposals is to encourage the development of Special Needs Housing for lower income* elderly citizens. To achieve this goal, Jefferson County is willing to consider proposals for the use of HUD funds as a construction and/or permanent financing source and may be used in conjunction with other sources of financing compatible with HOME Program regulations such as Low Income Housing Tax Credits (LIHTC).

This Request for Proposals applies to Alabama Housing Finance Authority's 2013 and 2014 LIHTC application cycle.

All funding is contingent upon an Environmental Review, a Release of Funds from HUD and the approval of the Jefferson County Commission.

Funding of Proposals will further be contingent upon receipt of federal HOME funds from the U.S. Department of Housing & Urban Development (HUD). Should Jefferson County's HOME allocation be reduced or eliminated, no claim may be made against the Jefferson County General Fund or other resources regardless of the status of the proposal(s) or issuance by the County of a Commitment Letter(s) for HOME funding. As a Participating Jurisdiction, Jefferson County is responsible for the administration of the HOME Program under federal HOME regulations and HUD requirements. It is the intent that this RFP be issued and proposals underwritten in compliance with said regulations and requirements. Should the regulations and requirements change at any time, the County reserves the right to alter its Program to ensure compliance up to and including terminating any Commitment issued if the project does not meet new HOME regulations and/or HUD requirements. The County, its elected officials, employees and agents shall not be held responsible or liable for any losses incurred from claims, suits, damages, and costs and expenses of any kind or of any nature that any Proposing Firm may suffer, incur or pay arising out of decisions by the County concerning any proposal, application, loan decision(s), or action(s) associated with the administration of the HOME Program.

*HOME rules require that 20% of rental units must be occupied and affordable to qualified

tenants at or below 50% of median household income as defined by HUD. The remaining units must be occupied by tenants at 60% or less of median household income as defined by HUD. Please note that this is the *current* HOME Program requirement. HUD is in the process of updating the HOME Program regulations and the above requirement may be subject to change.

BASIC MINIMUM REQUIREMENTS

The Jefferson County Office of Community & Economic Development requires that developers submitting proposals do so in the manner prescribed below. This information should substantiate the capacity and ability of the developers to provide financing, marketing and the management capacity for Affordable Special Needs Rental Housing for the lower income (see notes below) elderly. It is also important to list projects completed of a similar nature that demonstrate this capability. Priority will be given to proposals submitted by developers who have a strong history of successfully completing and managing Affordable Special Needs Rental Housing for the lower income (see notes below) elderly. Any non-profit or for-profit developer may qualify for 2 to 56 units in one or more developments.

Any proposal submitted without all of the information requested below will be considered incomplete and non-responsive. Additional time may be granted for submission of reports prepared by third parties (i.e. Phase I, Market Study, etc.) if requested in writing at time of submission. As the exact deadline for AHFA applications is not yet known, the County reserves the right to set a final date to accept such reports at a later date to allow time for processing.

- A. An Executive Summary should contain a brief synopsis of the proposed development and contain number of units, location, project costs and the proposed financing. The Summary should also have a brief description of the proposed complex (frontal elevation and floor plan only-detailed drawings not required with RFP or photos of existing units), site map, proposed site plan, security arrangements, amenities and accessibility/adaptability provisions;
- B. Submit proof of ownership (warranty deed) for the proposed development site or, if you do not have proof of ownership, you must submit proof of site control as evidenced by an option signed by the seller. Because of regulations that impact the varying lengths of the approval process for each property, it is strongly suggested that the applicant (i.) secure, at a minimum, a six-month purchase option with an option to renew for an additional six months and (ii.) obtain seller's written agreement not to disturb the site until all environmental issues have been cleared.
- C. Sources and Uses of Funds;
- D. Twenty (20) year Proforma;
- E. Letter of Commitment from private lender for any construction and permanent financing. Extra points will be awarded for additional public/private funds leveraged. **Additional points will also be awarded for projects with qualifying HOME Program Match and/or provide HOME program income to the County through short term**

construction loans and/or fully or partially amortizing permanent loans;

- F. Detailed construction budget;
- G. Provide names and addresses of all members of the development team. Disclose any identity of interest and provide details of the relationship(s). Provide resume of corporate experience in the development, marketing and management of similar type projects. If you propose to use a third party management company, please specify. Information should include a list of projects owned, developed and/or rehabilitated and managed, their locations and number of units;
- H. If CHDO, provide proof of CHDO Status (CHDO status not required);
- I. Provide proof of infrastructure (existing paved roads, utilities, etc.);
- J. Provide letter agreeing to comply with all of the provisions of the HOME Program;
- K. Provide proof of IRS 501 (c) (3) Status or if a For-Profit Corporation documentation of corporate status;
- L. Provide certified copies of all of the organizational documents of all the entities involved in the project including Articles of Incorporation and/or Partnership Agreements;
- M. Provide a copy of most recent financial statements with current valuation or audit by independent accounting firm;
- N. Provide evidence of permissive zoning or application for permissive zoning (permissive zoning must be in place prior to award);
- O. A copy of the Title Insurance Commitment;
- P. Flood Hazard Determination Form (FEMA Form 086-0-32) from a nationally recognized flood data service or from a licensed surveyor that no portion of the property is located within the 100-year flood plain;
- Q. Market Study conducted by an independent third party market analyst;
- R. Phase I Environmental;
- S. Certification Regarding Conflict of Interest;
- T. Certification Regarding Debarment, Suspension and Other Responsibility Matters;
- U. Certification Regarding Displacement, Relocation & Acquisition;
- V. Certification Regarding Prohibition of the Use of HOME Funds for Lobbying & Bribes;

- W. Certification Regarding Affirmative Marketing Procedures;
- X. Equal Opportunity Certification Form.

Notes:

- This list may not be all inclusive. Additional documentation may be required.
- Two (2) copies of each application must be submitted in separate 3 ring binders and indexed A through X. Additional information pertinent to the application may be submitted at the rear of the application. AHFA forms with the requested information are acceptable.
- A \$1,000 non-refundable fee must accompany the application. *The fee must be in the form of a check (no cash accepted). If the application fee is returned due to insufficient funds, the application will terminate. Regardless of the funding decisions, the application fee is non-refundable.*
- No loan application will be processed for any borrower or related entity which is not in good standing with the Jefferson County Commission, the Alabama Housing Finance Authority or any other state housing finance authority, the Alabama Department of Economic and Community Affairs (ADECA), the U. S. Department of Housing and Urban Development or the USDA Office of Rural Development (formerly the Farmers Home Administration). An applicant can be denied consideration for funding if the applicant or its related parties have a history of default or non-performance under any agreement, payment delinquencies, bankruptcy, foreclosure or activities determined to be unsound or unlawful.
- All new tenants and residents must be 62 years of age or older. Existing tenants and residents must be 55 years of age or older. The only exception to this requirement is an approved adult care-giver.
- HOME Program Requirements: HOME rules require that 20% of rental units must be occupied and affordable to qualified tenants at or below 50% of median household income as defined by HUD. The remaining units must be occupied by tenants at 60% or less of median household income as define by HUD. HOME Program rent restrictions also apply. Additional points will be awarded for rent affordability and/or rental subsidies. Project must remain compliant throughout the applicable HOME Period of Affordability. Additional points will be awarded for projects that commit in writing to an extended compliance period beyond the minimum required by HUD regulations.
- Relocation of tenants is not permitted for new construction. If rehabilitation, a Temporary Tenant Relocation Plan during construction must be submitted if relocation required for scope of work. Disruption of tenants shall be kept to a minimum. Permanent relocation of tenants will not be allowed.
- Plans/specifications/scope of work subject to approval.

- All proposals must be submitted (in-hand) to the Office of Community & Economic Development at the below address by no later than 5PM on January 30, 2013.

Suite A-430
716 Richard Arrington, Jr. Blvd. N.
Birmingham, Al. 35203

- Proposals will be graded based upon a scoring system. Regardless of strict numerical ranking, the scoring does not operate to vest in an applicant or project any right to a reservation or commitment of HOME funds or other funds in any amount. Jefferson County will, in all instances, reserve and commit funds consistent with sound and reasonable judgment, prudent business practices and the exercise of its inherent discretion.
- Funding of Proposals will be contingent upon receipt of federal HOME funds from the U.S. Department of Housing & Urban Development (HUD). Should Jefferson County's HOME allocation be reduced or eliminated, no claim may be made against the Jefferson County General Fund or other resources regardless of the status of the proposal(s) or issuance by the County of a Commitment Letter(s) for HOME funding. As a Participating Jurisdiction, Jefferson County is responsible for the administration of the HOME Program under federal HOME regulations and HUD requirements. It is the intent that this RFP be issued and proposals underwritten in compliance with said regulations and requirements. Should the regulations and requirements change at any time, the County reserves the right to alter its Program to ensure compliance up to and including terminating any Commitment issued if the project does not meet new HOME regulations and/or HUD requirements. The County, its elected officials, employees and agents shall not be held responsible or liable for any losses incurred from claims, suits, damages, and costs and expenses of any kind or of any nature that any Proposing Firm may suffer, incur or pay arising out of decisions by the County concerning any proposal, application, loan decision(s), or action(s) associated with the administration of the HOME Program.
- Copies of the complete Request for Proposals can be picked up at the above-address or requested via e-mail to Cheryl Collier at collierc@jccal.org. All requests by means other than by in-person visits to the above noted Office will be responded to via e-mail or United States Postal Service. All questions should be addressed to Lynn McKinley Smith or Cheryl Collier at 325-5761.

MINIMUM DEVELOPMENT REQUIREMENTS

1. # OF UNITS: 2 to 56
2. Each unit shall have a self-contained kitchen and bathroom. The units must be one or two bedroom. New or remodeled kitchens are to be fully equipped with refrigerator (15CF or larger self defrosting), self cleaning oven with attached or detached cook-top;

3. Units must be new construction or rehabilitation of ground level or elevator type units;
4. Units must be located on a single or contiguous site. Single family homes are not allowed;
5. Complex must have fully equipped laundry room or washer/dryer connections in each unit;
6. Minimum # of units required by Federal, State and local regulations must be fully accessible (certification by project architect required). Units for the sensory impaired are also required under the same regulations. All other newly constructed units must be fully adaptable;
7. New Construction must meet International Energy Conservation Code requirements (certification by project architect required). Extra points will be given to new complexes using Energy Star Appliances or as replacement appliances if needed in rehabilitation project;
8. Extra points will be awarded for amenities such as common areas (must comply with HOME Program rules to be eligible);
9. Complex overall design should be done with security in mind;
10. Grounds should be fully landscaped with emphasis on low maintenance plants;
11. Complex must be served by ClasTran and/or near public bus route;
12. Complex must be within reasonable access (i.e. ClasTran, public bus route and/or complex van) to shopping, entertainment, education and health services;
13. Permissive zoning or application for permissive zoning (permissive zoning must be in-place prior to award);
14. Site shall be served by public sewer, public water, and public road;
15. Site shall be in a designated Fire District or served by a municipal Fire Department;
16. Permitted Exterior Materials and Finishes:
 - A. Walls : Brick, Stone, Vinyl, Cement Fiberboard;
 - B. Glazing: Glass, Glass Blocks;
 - C. Trim: Metal Clad (enamel finish), Vinyl;
 - D. Roofing: Slate, concrete tile, clay tile, textured asphalt shingles, metal; and
 - E. Foundation: Brick, split-faced block or stucco or slab on grade.

17. Parking Area and Sidewalk Materials:
 - A. Sidewalk(s): Concrete
 - B. Parking Area: Concrete;
18. New or replacement hardware for doors: Lever handled; and
19. Appliances: Oven/stove, dishwasher and refrigerator (15CF or bigger).

Note: Extra Points: Extra points will be given for innovative design, low maintenance, energy efficiency and amenities.

SELECTION CRITERIA

The preliminary funding award resulting from this Request for Proposals shall be determined by analysis of, but not necessarily limited to, the factors shown below. Points will be designated for each factor of consideration with a maximum score of 140 points.

- A. Documented evidence of corporate experience in special needs rental housing and staff qualifications for the development and management of special needs elderly housing (rental) called for in this RFP.
- B. Non-Profit must have 501 (c)(3) and Corporate Status. yes no;
- C. Developer has a willingness to comply with the HOME Regulations and the attached Terms and Conditions (note: written letter to this effect must accompany proposal). yes no; and
- D. Non-Profit or its sponsor/affiliate or the For-Profit developer has experience and experienced staff in the development and management of Affordable Special Needs Housing for the lower income* elderly. Yes no.

If a firm meets the criteria discussed above and has submitted all supporting documentation called for on page 7, it will be rated as follows:

- A. Experience in the development and management of Affordable Special Needs Housing for the lower income* elderly----up to 40 points;
- B. Financial proposal which combines other funding sources----up to 30 points;
- C. Projected rents as well as design and amenity considerations will be looked at closely. Each proposal will be compared to our minimum requirements and to each other to determine which proposals(s) are the strongest----up to 20 points;
- D. Review of most recent financial statements or audit by independent auditor....up to 20 points;

E. Strength of proposal as determined by review of proforma....up to 30 points; and

F. Extra Points

1. Energy Efficiency.....up to 5 points
2. Innovative Design.....up to 5 points
3. Low Maintenance.....up to 5 points
4. Amenities.....up to 5 points
5. Agreement to Extend Compliance Period.....up to 5 points
6. Additional Public/Private Financing.....up to 15 points
7. Qualifying HOME Match and/or Program Income.....up to 15 points
8. Rent Affordability/Availability of Rental Subsidies.....up to 10 points

*HOME rules require that 20% of rental units must be occupied and affordable to qualified tenants at or below 50% of median household income as defined by HUD. The remaining units must be occupied by tenants at 60% or less of median household income as define by HUD.

SUBMITTAL SCHEDULE

All proposals must be submitted by 5PM on January 30, 2013.

MBE/WBE PARTICIPATION

Firms are encouraged to utilize the skills and services of minority businesses in the fulfillment of the contractual responsibilities pertaining to this project.

Jefferson County, in carrying out projects as authorized under the Housing and Community Development Act of 1974, is required under 1365 of Title 24, Housing and Urban Development Act of 1968, to take affirmative action to assure that employable persons and businesses in our project area (Jefferson County) are utilized to the greatest extent feasible with particular emphasis being placed upon the hiring of women and minorities as both employees and, where applicable, subcontractors. Jefferson County is sincere in its effort to insure that both the letter and intent of the regulations are complied with and Jefferson County will monitor firm's efforts in this area.

CODE OF CONDUCT

The developer covenants that no person who presently exercises any functions or responsibilities in connection with the program has any personal financial interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The developer further covenants that in the performance of this Agreement, no person having any conflict of interest shall be employed. Any interest on the part of the Developer or its employees must be disclosed to the County provided, however, that this paragraph shall be interpreted in

such a manner so as not to unreasonably impede the statutory requirements that maximum opportunity be provided for employment of and participation by low and moderate income residents of the area.

SERVICE AREA

The Service Area for this Agreement is the Jefferson County Community Development Consortium which consists of all of Jefferson County outside of the cities of Birmingham, Bessemer, Hoover and the towns of County Line, Sumiton, Helena and Argo.

APPENDIX A

Request for Proposals Advertisement

Legal Advertisement

Request for Proposals (RFP) Special Needs Rental Housing for the Elderly

The Jefferson County Commission receives funds from the United States Department of Housing & Urban Development (HUD) to address the housing needs of lower income residents of the Jefferson County Community Development Consortium. Per its Consolidated Plan, Jefferson County, through its Office of Community & Economic Development is soliciting Non-Profit (501 (c) (3)) and For-Profit Housing Developers to submit proposals for the development or rehabilitation of Special Needs Rental Housing for the Elderly to be built/rehabilitated on a single site within the Jefferson County Community Development Consortium (all of Jefferson County outside of the cities of Birmingham, Bessemer and Hoover and the towns of County Line, Sumiton, Helena and Argo).

All proposals must be submitted (in-hand) to the Office of Community & Economic Development at the below address by no later than 5PM on January 30, 2013.

Suite A-430
716 Richard Arrington, Jr. Blvd. N.
Birmingham, Al. 35203

The complete RFP may be viewed on the Jefferson County Office of Community & Economic Development website at <http://jeffconline.jccal.org/comdev/home/Home.html>. Copies of the RFP can be picked up at the above-address or requested via e-mail to Cheryl Collier at collierc@jccal.org. All requests by means other than by in-person visits to the above noted Office will be responded to via e-mail or United States Postal Service. All questions should be addressed to Lynn McKinley Smith or Cheryl Collier at 325-5761.

Run Dates: Birmingham News December 21, 2012
Birmingham Times December 20, 2012

APPENDIX B CERTIFICATIONS

Administrative Order of the Jefferson County Commission 08-4

All parties to the Proposal agree that all services rendered under any contract or agreement with Jefferson County, Alabama will be done so without regard to race, creed, color, sex, national origin, religion or handicap and agree to comply with Jefferson County Commission Administrative Order 08-4 as follows:

PURPOSE

To give notice to potential developers/contractors that Jefferson County is an equal opportunity employer in accordance with Title VII, Civil Rights Act of 1964, 42 U.S.C. §§ 1981, 1983, 1986 and amendments, and it is the policy of Jefferson County to require developers, contractors, vendors and suppliers (hereinafter "Developer") providing goods and services to the County to afford equal opportunity for employment to all individuals regardless of race, color, sex, age, religion, national origin, disability or veteran status.

PROCEDURE

The clause set forth below which requires Developers compliance with federal law shall be incorporated in each bid or offer to do business with the County and in all contracts and sub-contracts with the County as follows:

1. The Developer will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability or veteran status pursuant to the provisions of Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 1981, 1983, 1986 and all amendments thereto relative to discriminatory employment practices. The Developer will ensure that qualified applicants are employed, and that said employees are treated fairly during employment, without regard to their race, color, religion, sex, national origin, age, disability or veteran status. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
2. In the event of the Developer's non-compliance with the equal employment opportunity clause of this Agreement, this Agreement may not be awarded or may be cancelled, terminated or suspended in whole or in part and the Developer may be declared ineligible for further County contracts.
3. The Developer will include the provisions of paragraph (1) in every sub-contract or purchase order.
4. The Developer shall certify to the County its compliance with this policy prior to receipt of any contract or business with the County. The Form "Jefferson County,

Alabama Equal Opportunity Certification Form” is incorporated herein by reference.

Organization Name

By: _____

Its: _____

Date: _____

JEFFERSON COUNTY, ALABAMA
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION FORM

Contractor/Vendor Name: _____

Address: _____

The Contractor acknowledges receipt of Jefferson County's Equal Employment Opportunity Contractor Compliance Administrative Order (attached hereto) and certifies that it is an equal opportunity employer and agrees to the requirements of the Policy and the Equal Employment Opportunity Clause therein. It further certifies that it will require all subcontractors to execute an Equal Employment Opportunity statement and certification of compliance.

The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability or veteran status. The Contractor will ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, age, disability or veteran status. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

The Contractor will furnish to the County, upon request, reports, notices, policies and/or information certifying compliance with this policy.

In the event of the Contractor's non-compliance with the equal employment opportunity clause of this contract, this contract may not be awarded or may be cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further County contracts.

Date

Signature

Title

**CERTIFICATION REGARDING
CONFLICT OF INTEREST**

The undersigned certifies to the Jefferson County Commission through its Office of Community Development that it and its principals are in compliance with the Conflict of Interest provision of the HOME Investment Partnership Program regulations 24CFR Part 92:

- In the procurement of property and services 24CFR 85.36 and OMB Circular 110 Rules Regarding Conflict of Interest apply.
- In all cases not governed by those rules, conflicts of interest are not permitted. The following applies:

If a person is:

An employee, agent, consultant, officer, elected official or appointed official of a PJ, State recipient or sub recipient of HOME funds,

AND have HOME-related responsibilities or access to inside information.

That person may NOT:

Obtain a financial benefit or interest from any HOME activity for themselves or those with whom they have family or business ties during their tenure or for one year thereafter.

Organization Name

By: _____

Its: _____

Date: _____

**DEVELOPERS CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

1. The undersigned certifies to the Jefferson County Commission through its Office of Community & Economic Development that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment or suspension, declared ineligible, or voluntarily excluded from any transactions or construction projects involving the use of Federal funds;
 - (b) Have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - (d) Have not within a three-year period preceding this certification had one or more public projects (Federal, State or local) terminated for cause of default.

2. Where the undersigned is unable to certify to any of the statements in this certification, the undersigned shall attach an explanation to this certification.

Organization Name

By: _____

Its: _____

Date: _____

**CERTIFICATION REGARDING
DISPLACEMENT,
RELOCATION AND ACQUISITION**

The undersigned, hereby, certifies to the Jefferson County Commission through its Office of Community & Economic Development that if its application is selected for funding, it and its principals will:

1. Take all reasonable steps to minimize the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms).
2. Provide relocation assistance at the levels described in, and in accordance with the requirements of 24 CFR part 92 and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4201-4655) and 49 CFR Part 24.
3. Advise all displaced persons of their rights under the Fair Housing Act (42 U.S.C. 3601-19).

Organization Name

By: _____

Its: _____

Date: _____

**CERTIFICATION REGARDING
PROHIBITION OF THE USE OF HOME FUNDS
FOR LOBBYING AND BRIBES**

I, _____, the _____

of _____ (“Owner”) authorized to act on behalf of Owner certify to the Jefferson County Commission through its Office of Community & Economic Development that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the Owner, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Owner will complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions; and
- (3) The Owner shall require that this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

Name

Title

Date

**CERTIFICATIONS REGARDING
AFFIRMATIVE MARKETING PROCEDURES**

The undersigned applicant certifies to the Jefferson County Commission through its Office of Community & Economic Development (“the County”) that it will continue to further Equal Opportunity and Fair Housing by:

1. Establishing affirmative marketing procedures to be utilized so that no person shall, on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity funded in whole or part with funds made available under Jefferson County’s HOME Program.
2. Complying with the requirements of the Fair Housing Act and the Age Discrimination Act of 1975.
3. Displaying the Fair Housing logo on its advertisements for those units and at the leasing or sales office. At a minimum, a Fair Housing poster will be displayed at the leasing or sales office.
4. Submitting in writing to the County its plans to solicit applications from persons in the community who are unlikely to apply without special outreach.
5. Maintaining a list of the characteristics of the tenants renting HOME assisted units and will assess and report annually the results of these efforts to the County.

Signature of Authorized Certifying Official:

Title:

Applicant Organization:

Date:

APPENDIX C

2012 HOME Rental Income Limits for Jefferson County, Alabama

December, 2011 (Annually Updated by HUD)

	<u>1 Person</u>	<u>2 Person</u>
50% Median Income	\$22,000	\$25,150
60% Median Income	\$26,400	\$30,180

Jefferson County calculates Annual Income as defined in 24 CFR Part 5 (Section 8 Definition).