



State of Georgia

Request for Qualifications (“RFQ”)

State Entity: Department of Community Affairs

Event Name: Georgia TCAP Revolving Loan Fund RFQ

1. Introduction

1.1. Purpose of Request

This Request for Qualifications (“RFQ”) is being issued to identify potential partners from amongst DCA-qualified Community Development Financial Institutions (“CDFIs”) and to start the process for interested CDFIs to explore partnerships in order to provide funds for the construction, rehabilitation, development and financing of affordable housing developments (single-family, multifamily, home-ownership or rental).

1.1.1. Background

DCA is a legislatively-created executive branch of the State of Georgia (the “State”) and is the administering agency for housing programs on behalf of the Georgia Housing and Finance Authority (GHFA), a legislatively-created instrumentality of the state performing an essential governmental function, including the HOME Investment Partnership (“HOME”) program, the Low-Income Housing Tax Credit (“Housing Credit”) program, Emergency Solutions Grant (“ESG”) program, Housing Opportunities for Persons with AIDS (“HOPWA”) program, Shelter Plus Care (“SPC”) program and partners with the State Housing Trust Fund for the Homeless Commission. DCA also administers the Community Development Block Grant (“CDBG”) program. DCA is also the Public Housing Authority for the state and, as such, administers the Housing Choice Voucher program.

As the State of Georgia’s housing finance agency, the Georgia Housing and Finance Authority—with DCA as the fund administrator—received Tax Credit Assistance Program (TCAP) funding from the U.S. Department of Housing and Urban Development (“HUD”) for capital investment in Housing Credit properties in the original amount of \$56.48 million as part of the 2009 American Recovery and Reinvestment Act (ARRA). In Georgia and nationally, TCAP funding has since spurred an increase in the quality and longevity of housing stock, produced tens of thousands of affordable housing units, unlocked private lending, and not only preserved jobs but expanded the number of jobs in local communities.

DCA currently has approximately \$8 million of TCAP program income available to undertake a Revolving Loan Fund pilot program, with portions of funds set aside for both urban and rural communities. DCA intends to deploy at least 35% of these funds in rural areas. DCA seeks to make these funds available to qualified CDFIs to lend externally (no recapitalization of internal funds) through the Georgia TCAP Revolving Loan Fund program (“the Fund”). All proposed uses of the Fund’s monies must work within DCA’s guiding priorities outlined in the TCAP Statement of Values (available at the link below). While DCA will work with the selected CDFIs to develop the specific focus and structure of the Fund, the funds must ensure housing affordability for a minimum period of 15 years for households at or below 80 percent of area median income (AMI). Additional information regarding the purpose and goals for DCA TCAP funds is available at

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/gatcap.asp>.

1.1.2. Objectives

DCA is issuing this RFQ to qualify experienced CDFIs to explore a partnership with DCA to combine DCA loan funds with their own loan products. With these combined funds, CDFIs will individually, or in partnership with other financing institutions, provide construction, rehabilitation, and/or development financing to affordable housing developments (single-family, multifamily, home-ownership or rental). Further, not all qualified CDFIs will receive an investment in this and/or potential subsequent rounds of this program. DCA anticipates partnerships with only two to three CDFIs in the pilot round of this program. DCA will identify potential partners from the list of qualified CDFIs as part of the RFQ process.

Through the Georgia TCAP Revolving Loan Fund program, DCA aims to foster a program that uses funds to:

- Positively impact low- and moderate-income populations throughout the state.
- Maximize collaborative partnerships and leveraging of DCA funds.
- Integrate affordable housing physically and socially with the neighborhood to promote the use of community amenities (schools, public space, grocery stores, public transit), with the goal of increasing residents' access to healthy living opportunities.
- Provide housing to regions experiencing job growth as well as those that currently have a lack of housing supply for working-class families.

1.2. Schedule of Events

The schedule of events set out herein represents the State Entity's best estimate of the schedule that will be followed. However, delays to the qualification and partner identification process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date of this RFQ, is delayed, the rest of the schedule may shift as appropriate. Any changes to the dates up to the closing date of the RFQ will be publicly posted prior to the close date. After the close of the RFQ, the State Entity reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, award and the contract term on an as needed basis with or without notice.

Description	Date	Time
Release of 1 st Draft of RFQ	02/09/2016	N/A
DCA Responses to Written Questions	Rolling (02/09/2016-03/23/2016)	N/A
Meeting at DCA with CDFIs	02/16/2016	N/A
DCA Posts Final RFQ	03/01/2016	N/A
RFQ Responses Due*	03/31/2016	5:00 p.m. ET
DCA posts list of qualified CDFIs	04/21/2016	N/A

* Note: This deadline is for qualification documentation, not the proposal of specific terms, project concept, or methodology.

1.3. Issuing Staff Member:

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1.4. Definition of Terms

CDFI – Community Development Financial Institution
DCA – Department of Community Affairs
Fund – Georgia TCAP Revolving Loan Fund
GHFA – Georgia Housing and Finance Authority
HUD – Department of Housing and Urban Development
LIHTC – Low Income Housing Tax Credit program
RFQ – Request for Qualifications
State Entity – The governmental entity identified in the title of this RFQ
TCAP – Tax Credit Assistance Program

1.5. Qualification Term

So long as the qualified CDFI maintains its U.S. Treasury certification status, the term of the qualification is for a maximum of 3 calendar years from the publishing of the list of qualified CDFIs. DCA retains the right to re-evaluate the success of the pilot, the qualification of the CDFI partner(s), and whether or not DCA should continue the Fund before entering into a simple Memorandum of Understanding (MOU) to develop the parameters of the Fund. Additionally, DCA reserves the right to terminate this simple MOU, given a minimum 30-day notice.

2. Instructions to Respondents

By submitting a response to the RFQ, the respondent is acknowledging that the respondent:

1. Has read the information and instructions.
2. Agrees to comply with the information and instructions contained herein.

2.1. General Information and Instructions

2.1.1. Restrictions on Communicating with Staff

From the issue date of this RFQ until the final list of qualified CDFIs is announced (or the RFQ is officially cancelled), respondents are not allowed to communicate for any reason with any State staff except through the Issuing Staff Member named herein regarding the determination of the qualified list of CDFIs described herein. Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. The State Entity reserves the right to reject the response of any respondent violating this provision.

2.1.2. Submitting Questions

All questions concerning this RFQ must be submitted in writing via email to the Issuing Staff Member identified in Section 1.3 “Issuing Staff Member” of this RFQ. No questions other than written will be accepted. No response other than written will be binding upon the State. All respondents must submit questions by the deadline identified in the Schedule of Events for submitting questions. Respondents are

cautioned that the State Entity may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section. Both the written questions as well as DCA's responses will be posted on the DCA website.

2.1.3. State's Right to Request Additional Information – Respondent's Responsibility

Prior to determining the final list of qualified CDFIs, the State Entity must be assured that the selected respondent has all of the experience to successfully perform under the Program. If, during the evaluation process, the State Entity is unable to assure itself of the respondent's ability to perform, if qualified, the State Entity has the option of requesting from the respondent any information deemed necessary to determine the respondent's responsibility. If such information is required, the respondent will be so notified and will be permitted approximately seven business days to submit the information requested.

2.1.4. Failing to Comply with Submission Instructions

Responses received after the identified due date and time or submitted by any other means than those expressly permitted by the RFQ will not be considered. Respondents' responses must be complete in all respects, as required in each section of this RFQ.

2.1.5. Rejection of Proposals; State's Right to Waive Immaterial Deviation

The State Entity reserves the right to reject any or all responses, to waive any irregularity or informality in a respondent's response, and to accept or reject any item or combination of items, when to do so would be to the advantage of the State of Georgia. It is also within the right of the State Entity to reject responses **that do not contain all elements and information requested in this RFQ**. A respondent's response will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the RFQ requirements, which determination will be made by the State Entity on a case-by-case basis.

2.1.6. State's Right to Amend and/or Cancel the RFQ

The State Entity reserves the right to amend this RFQ. Any revisions must be made in writing prior to the RFQ closing date and time. By submitting a response, the respondent shall be deemed to have accepted all terms and agreed to all requirements of the RFQ (including any revisions/additions made in writing prior to the close of the RFQ whether or not such revision occurred prior to the time the respondent submitted its response) unless expressly stated otherwise in the respondent's response. THEREFORE, EACH RESPONDENT IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED RFQ AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE RESPONDENT'S RESPONSE PRIOR TO THE CLOSE OF THE RFQ. Respondents are encouraged to frequently check the RFQ for additional information. Finally, the State Entity reserves the right to cancel this RFQ at any time.

2.1.7. Costs for Preparing Responses

Each respondent's response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in the qualification

process (including the protest process) is the sole responsibility of the respondent. The State will not provide reimbursement for such costs.

2.1.8. ADA Guidelines

The State of Georgia adheres to the guidelines set forth in the Americans with Disabilities Act. Respondents should contact the Issuing Staff Member at least one day in advance if they require special arrangements or accommodations. The Georgia Relay Center at 1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

2.2. Submittal Instructions

Listed below are key action items related to this RFQ. The Schedule of Events in Section 1.2 identifies the dates and time for these key action items. This portion of the RFQ provides high-level instructions regarding the process for reviewing the RFQ, preparing a response to the RFQ, and submitting a response to the RFQ.

2.2.1. RFQ Released

The release of the RFQ is formally communicated through the posting of this RFQ to the DCA website.

2.2.2. Respondent Submission

The respondent’s qualification submission, including all required and supporting documentation listed in Section 4, should be submitted to the Issuing Staff Member listed in Section 1.3 electronically, either via email, through a thumb drive, or through a cloud-based data drop. Please communicate with the Issuing Staff Member the intended method of submission.

3. Proposal Certification

By responding to this solicitation, the respondent understands and agrees to the following:

1. That the respondent guarantees and certifies that all items included in the respondent’s response meet or exceed any and all of the solicitation’s identified specifications and requirements except as expressly stated otherwise in the respondent’s response; and
2. That the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect.

4. Qualification Criteria

In order to qualify as a CDFI for the Georgia TCAP Revolving Loan Fund program, the respondent must meet the following qualifications, providing the listed documentation for each criterion:

Criteria	Documentation Required For Submission
The CDFI must have a scope of work and use of funds to be undertaken by the organization that is consistent with DCA’s goals and priorities for this program.	Statement of Interest which includes a summary of the preferred scope of work and use of funds to be undertaken as well as the primary contact, website, e-mail address, and phone number of the organization. Among other considerations, DCA will evaluate community partnerships,

	amount of leveraging, geographic coverage, and access to opportunity areas or collaboration in a concerted revitalization effort.
The primary purpose or mission of the CDFI, or its partner(s), must be housing and/or community economic development.	Narrative of the organization's mission and what percentage of work is in housing and community development AND proof that the organization is a certified CDFI.
The CDFI must have an existing loan program which has been operational for at least 3 years.	Information on your organization's current lending programs and history of those programs' performance.
The CDFI must be able to provide other forms of financing with TCAP Revolving Loan funds and commit a minimum of a 1-to-1 match on hand for this purpose. CDFI must also provide a plan for further leveraging of DCA funds, which will be a competitive criteria.	Information on the organization's latest audited financial statements and plan to leverage funds.
The CDFI must have the capacity to lend and manage a property/loan portfolio similar to what is being proposed.	1) Staffing and Organizational Plan (identify names and qualifications of your CDFI key staff related to this request), 2) a list of the CDFI's current and past property/loan portfolio (single-family, multi-family, small/medium/large) to the extent needed to sufficiently demonstrate the CDFI's ability to manage the proposed project, and 3) the CDFI's most recent Loss Report.
The CDFI must be able to provide a report on investment quarterly (or when requested by the Georgia Housing and Finance Authority).	Information on the CDFI's oversight/asset management procedures, including policies and procedures that demonstrate process for verification of tenant income.

5. Program Description

TCAP Revolving Loan Fund Program	
ELIGIBLE USE:	Multi-family or single-family affordable rental housing or homeownership
DRAW CYCLE:	On a rolling basis as funding is available
TARGET GEOGRAPHY:	Georgia Statewide
TARGET POPULATION:	Low/Moderate Income Census Tracts (as defined by the U.S. Census) <ul style="list-style-type: none"> Affordable and/or Market rate housing allowed. Middle/Upper Income Census Tracts (as defined by the U.S. Census) <ul style="list-style-type: none"> Units allocated TCAP funds must be affordable to occupants with incomes of up to 80% AMI for a period of 15 years.
TYPE OF FUNDING:	Full recourse loan to the CDFI
MAXIMUM RATE:	DCA: 0-2% CDFI: [For Discussion]
MAXIMUM DRAW	For Discussion – note: 24-month term begins when funds are drawn from DCA.
TERM:	Acquisition and construction financing not to exceed 24 months
REPAYMENT:	[For Discussion]
EVALUATION PROCESS:	[For Discussion]

SPECIAL REQUIREMENTS:	
1	CDFI must hold and service the loan and asset manage the development for the life of the investment, or until purchased by another entity.
2	CDFI must report status and income compliance on individual projects to DCA.

6. Qualification Evaluation

All timely responses will be evaluated in accordance with the following steps. The objective of the evaluation process is to identify the responses which represent the capacity to undertake this Program. The State Entity will announce the results of the RFQ as described further in Section 6.3 “Public Award Announcement” of this RFQ.

6.1. Administrative/Preliminary Review

The proposals will be reviewed by the Issuing Staff Member to determine the proposal’s compliance with the following requirements:

1. Proposal was submitted by deadline in accordance with Section 2
2. Proposal is complete and contains all required documents

6.2. Qualification Criteria

The Evaluation Team will review each proposal in detail to determine its compliance with the RFQ criteria in Section 4 of this RFQ, including respective documentation. If a proposal fails to meet an RFQ criteria in Section 4 of this RFQ, including respective documentation, the State Entity will determine if the deviation is material. A material deviation will be cause for rejection of the proposal. An immaterial deviation will be processed as if no deviation had occurred. All proposals which meet the criteria in Section 4 of this RFQ, including respective documentation, will be considered “Responsive Proposals” at that point in time and will be included in the list of qualified CDFIs. DCA will then identify those Responsive Proposals that most closely fits the needs of DCA, as determined through the materials requested in this RFQ, for a partnering CDFI.

6.3. Public Award Announcement

The results of the evaluation will be announced through the public posting of the selected potential partners and the list of qualified CDFIs to the DCA website.