



**NEW HANOVER COUNTY  
FINANCE DEPARTMENT, PURCHASING DIVISION  
ADDENDUM 1  
QUESTIONS AND RESPONSES**

From: Lena Butler, Purchasing Supervisor  
To: All Proposers  
Project: RFP Workforce Housing Services Program  
Date: August 1, 2022

This Addendum is related to the County's Request for **"RFP WORKFORCE HOUSING SERVICES PROGRAM"** and is hereby made a part of said Request for Bids to the same extent as though it were originally therein.

1. With the announcement of the Affordable Housing RFP and with your knowledge of the Eden Village projects, would you think that Eden Village would be a well-qualifying entity for assistance in funding Eden Village Two, 30 more homes of a similar size and for a similar chronically homeless population? Just don't want to waste our grant writers and the County's time without a good plan in place.

*Please review the RFP for scoring, criteria, and priorities.*

*Strong preference will be based on the ability to create an immediate impact to New Hanover County residents.*

Staff and the subcommittee will refer to the following priorities when recommending funding allocations for this initial funding cycle:

- Shovel ready to break ground prior to July 2023
  - Number of proposed new units
  - Mixture of price-points
  - Period of affordability that exceeds 15 years with additional considerations for projects at 30 years
  - Target AMI under 80% with additional consideration for units under 50% and 30% AMI
  - Acceptance of Housing Choice Vouchers
2. Can the site be located within City Limits and utilize County funds instead of City Funds? **Yes, projects can be within City limits. County funds can be used to leverage City funds or on their own**
  3. Does the zoning have to be in hand at the time we send over all of our docs? Or can we be pursuing a rezoning? **For this initial round of funding, a criterion is that site must be zoned for proposed development. Points for this are awarded in the "Development Quality" section.**
  4. What is the max soft dollar funding amount the County will provide per project? **Maximum award amount is 1.5 million per project.**

6. Will this RFP be sent out annually or bi-annually?

The Board of Commissioners allocated \$3 million in this year's budget for affordable housing. This initial funding cycle has a maximum of \$1.5 million per proposal. Award amounts from this cycle will determine if a second RFP will be issued this fiscal year.

7. Two potential applicants had reached out to me yesterday asking if there are any formatting requirements for the RFP. I assume you want a PDF but if there are any other guidelines, please let me know and I'll share with the group!

Yes, PDF format is preferred. Proposers are instructed to submit their proposal via email to: Lena Butler, Purchasing Supervisor, New Hanover County, [lbutler@nhcgov.com](mailto:lbutler@nhcgov.com)

The proposal shall be submitted by 5:00 PM August 8, 2022.

Proposals should be clearly marked "**RFP – WORKFORCE HOUSING SERVICES PROGRAM**" in the subject line of your email. If the document and/or documents are too large to be emailed, Proposers may save their information to a USB drive and mail or deliver to Lena Butler at New Hanover County Finance, 230 Government Center Drive, Suite 165, Wilmington, NC 28403 prior to the deadline.

8. Based on the RFP instructions, I understand the proposal must be submitted via email. Do you prefer a cover letter in PDF format with written responses to each of the RFP criteria and separate PDFs for supporting documents? If so, a complete submittal for Estrella Landing will require multiple emails. For example, we have a PDF of the Market Study completed for the LIHTC application, which is 22MB. Similarly, the PDF of the Phase I ESA is 25MB. See question 7 above.

End of Addendum 1