



ADDENDUM #2

May 5, 2025	
RFP Title:	WC Affordable Housing Development Program
Owner:	County of Wake – Melissa England, Procurement
RFP Bid No.:	#25-005

The following addenda makes changes to the submittal of applications.

AHDP RFP Proposal Notification

Wake County will not accept additional 4% LIHTC new construction applications for the remainder of the 2025 cycle until communicated otherwise. The County will accept proposals for 4% LIHTC preservation (rehabilitation) by the Round 2 and Round 3 deadlines indicated in RFP 25-005. Non-tax credit proposals for new construction and rehabilitation will continue to be accepted on a rolling basis.

Potential applicants are advised that funding availability for new construction projects is limited.

ADHP RFP Proposal Submittal Instructions

Proposals must be submitted through Wake County's Neighborly Software. The applicant must register for a Neighborly account through the [Wake County Neighborly Software Application Participant Portal](#).

Under "Affordable Housing Development," click the button that says "Start Application"

General Guidance

Save your data entry before completing and continuing each step.

If you need assistance, please contact Christopher "C.J." Valenzuela, Affordable Housing Development and Lending Manager at christopher.valenzuela@wake.gov.

Program Selection

Use the drop-down to select the RFP to which you are responding – 4% LIHTC, or non-tax credit. Click the links to view the RFP documents.

Contact Information

The Cell Phone field is required to be completed but you may enter an office number in that field as well.

The Fax number field is required but any number may be entered here.

Proposal Summary

Complete the fields with summary project information.

For City of Raleigh set-aside units, include them in the "NCHFA" field.



Required Documents

Upload the required documents in the correct field. **You may upload more than one document in each field.**

Upload the completed Wake County Pro Forma Template under the “Financial Model” field as an Excel document. You may submit the signature page within the Certifications tab as a .pdf.

You may also upload your organization’s version of the pro forma in excel or PDF format under the “Financial Model” field if desired.

Under Developer Resume(s) field, please include applicable materials describing your organization’s experience. Include resumes and materials for the property management partner as well.

For required fields for which there may not yet be a report (Required Uploads section), you may upload a file stating the date by which the report is expected.

If there are questions or concerns about audited financial statements or other financial statements, contact Christopher “C.J.” Valenzuela, Affordable Housing Development and Lending Manager at christopher.valenzuela@wake.gov.

Submission

Once documents are uploaded and all errors are cleared, you will be able to electronically sign and submit your application. If you need to update your application after initial submittal, for example to upload a report that was not previously available, contact Christopher “C.J.” Valenzuela, Affordable Housing Development and Lending Manager at christopher.valenzuela@wake.gov.