

Request for Proposals

Description
Affordable & Workforce Housing
For
Persons/Households Experiencing, Exiting and/or At Risk of Becoming Homeless
916 Martin Luther King Jr. Boulevard
Savannah, Georgia
July 13, 2026

General Information

Overview: The purpose of this Request for Proposals (RFP) by CHSA Development, Inc. is to identify an experienced and successful non-profit housing organization to either **Lease** or **Purchase** 16 newly constructed 2-bedroom apartments and resident service center located at 916 Martin Luther King, Jr., Boulevard, Savannah, Georgia (the "Property"). This facility is intended to house small families and households including those with children.

Property Location: The Property, referred to as 916 Martin Luther King, Jr. Boulevard, includes four parcels of land identified below by address and Property Identification Numbers (PIN). These parcels can be viewed by visiting SAGIS.org. The parcels have frontage on Martin Luther King, Jr. Boulevard, West Waldburg Street, and West Bolton Street.

PIN 20052 04011	916 Martin Luther King, Jr. Boulevard
PIN 20052 04012	420 West Waldburg Street
PIN 20052 04014	West Waldburg Street
PIN 20052 04004	409 West Bolton Street

Property Features: Property plans are available to view at CHSA Development, Inc. offices. The Property includes 16 2-bedroom 1-bathroom apartments of different sizes between approximately 775 and 925 square feet that are constructed in three buildings interconnected by a common roof and an enclosed courtyard. Each apartment has a full kitchen with appliances and a stackable washer/dryer. Apartments are all electric and are individually metered for electrical service. A single water meter supplies water to the Property.

The ground floor fronting Martin Luther King, Jr. Blvd., approximately 2,000 square feet, is to be used to help facilitate the provision of supportive services to apartment and neighborhood residents. It includes:

1. Lobby area that can be used for meetings and events.
2. Small retail space that could be used by one or more businesses, like Farm Truck 912, to provide goods, services, and employment opportunities.
3. Private meeting room for consultations with those providing beneficial services like health checkups, financial management/planning, employment skills, life skills, etc.
4. Computer lab space to enhance educational and employment opportunities for children and adults.
5. Small, commercial grade, laundry room.
6. Handicap accessible bathroom.
7. Offices for the non-profit manager and staff.
8. Limited off-street parking will be developed and located at 409 West Bolton.

Affordability Period: The Property will have income, rent, and other restrictions that begin upon lease or purchase and continue through December 31, 2047. This shall be known as the affordability period.

Income Restrictions: The apartments are to be leased by households experiencing, exiting, and/or at risk of homelessness who have family or household incomes not to exceed 80% of the Area Median Income (AMI).

Depending upon permanent financing/funding utilized for the purchase of the property, it may be possible to permit unrelated occupants sharing an apartment, and who are not part of a traditional family household, to have individual incomes that do not exceed 80% AMI for a one-person household. For example, in some instances, two unrelated people sharing an apartment may have a combined income higher than 80% AMI for a two-person household, but the two roommates may have individual incomes that do not exceed 80% AMI for a one-person household.

Occupants who experience increased income while living in the property do not have to move unless their income exceeds 100% of the AMI. A goal of this initiative is to help stabilize and improve household income so residents can afford other housing options.

Rent Restrictions: Apartment rents cannot exceed \$1,400 a month through January 1, 2028, and cannot exceed U.S. Department of Housing and Urban Development (**HUD**) **Fair Market Rents** during the affordability period. Further, apartment rents cannot increase by more than 3% annually during the affordability period without written approval of the Community Housing Services Agency, Inc. (CHSA).

RFP Questions & Site Visit: Questions about this RFP may be directed to Anita Smith-Dixon at 912-651-2169 or by email at asmithdixon@savannaga.gov. CHSA will conduct a site visit from 11:00am until 12:00pm on Monday, July 20, for those interested in submitting a proposal.

Proposal Submission: Proposals must be submitted by no later than 5:00pm on Friday, August 14, 2026. CHSA Development, Inc. reserves the right to accept, reject and/or negotiate with any or all proposers. Proposals shall be addressed and delivered to:

**CHSA Development, Inc.
Landmark Building
6600 Abercorn Street
Savannah, Georgia**

Lease Proposal Option

In addition to complying with **Affordability Period**, **Income Restrictions**, and **Rent Restrictions** described herein, and satisfactorily meeting other requirements, a non-profit organization selected to **LEASE** the Property will do so from 916 MLK LLC as generally described below and as detailed in the lease.

The initial annual lease payment to 916 MLK LLC for 2027 shall be \$134,400. It shall be made in twelve equal installments of \$11,200 per month (\$700 rent x 16 apartments x 12 months) due by the fifth day of each month beginning in January 2027. The lease amount paid to 916 MLK LLC shall increase by 3% per year during the lease period.

The non-profit organization may use the remaining rent it charges and collects to help offset expenses associated with leasing and managing the Property and providing supportive services to apartment and neighborhood residents.

A summary of 916 MLK LLC and non-profit organization responsibilities are described below.

916 MLK LLC Responsibilities

1. Secure financing to acquire the Property and make principal and interest loan payments.
2. Secure and pay building insurance—not lessee or apartment resident insurance.
3. Secure property tax exemption.
4. Hire Property Management Company to collect rent from non-profit and handle routine PM functions.
5. Make capital improvements to the Property—not wear-and-tear improvements.
6. Lease the Property to the non-profit organization.

Non-Profit Responsibilities

1. Make timely lease payments to 916 MLK LLC Property Management Company.
2. Select eligible apartment residents utilizing the Coordinated Entry System (CES) when possible, with the ability to select other housing insecure residents should eligible apartment residents not be available utilizing the Coordinated Entry System at the time the apartment becomes available.
3. Lease apartments and collect rents from apartment residents.
4. Ensure and provide reports confirming tenant income, rent, and other restrictions are met and verified during the affordability period.
5. Carry required general liability, contents, and other insurance to protect the non-profit organization.
6. Pay for all associated staff and supportive services.
7. Furnish the resident service center.
8. Maintain the Property in good condition—building and grounds.
9. Provide and pay for routine Property maintenance—building and grounds.
10. Repair and pay for damage caused by apartment residents or those visiting the Property.
11. Carry and pay for all utilities including electricity, water, sewer, and trash collection.
 - a. Apartments have their own electric service so tenants can contract directly with GA Power.
 - b. Water service is on a single meter for the whole Property.
12. Participate in a 916 MLK stakeholder's advisory committee that is expected to include, but is not limited to, a representative from the non-profit organization, apartment residents, neighborhood resident, Victorian Neighborhood Association, business owner, ICH, Land Bank Authority, City of

Savannah, 916 MLK LLC, and CHSA. The purpose of this committee is to provide input intended to help ensure that the Property and its residents become assets to the neighborhood. Members will be determined by CHSA, Inc. and the City of Savannah.

Purchase Proposal Option

In addition to complying with **Affordability Period, Income Restriction, Rent Restriction, Apartment Resident Selection**, and satisfactorily meeting other requirements, a non-profit organization selected to **PURCHASE** the Property from CHSA Development, Inc. may do so for \$6,000,000. Of this amount, the City and/or CHSA, Inc. **may** be able to provide \$1,500,000 in financing.

CHSA Development, Inc. Responsibilities

1. Secure certificate of occupancy and sell the property “as-is” for \$6,000,000.
2. Seek CHSA and/or City approval to finance \$1,500,000 of the sale price if funds are needed, available, and approved.

Non-Profit Responsibilities

1. Abide with **Affordability Period, Income Restriction, Rent Restriction, Apartment Resident Selection**, and satisfactorily meet other requirements.
2. Select and lease apartments to eligible residents utilizing the Coordinated Entry System (CES) when possible with the ability to select other housing insecure residents should eligible apartment residents not be available utilizing the Coordinated Entry System at the time the apartment becomes available.
3. Carry and pay required general liability, contents, and building insurance.
4. Pay property taxes unless tax exemption is granted.
5. Ensure and provide reports confirming tenant income, rent, and other restrictions are met and verified during the affordability period.
6. Pay for all associated staff and supportive services.
7. Furnish the resident service center.
8. Maintain the Property in good condition—building and grounds.
9. Pay for capital improvements and routine property maintenance—building and grounds.
10. Repair and pay for damage caused by apartment residents or those visiting the Property.
11. Carry and pay for all utilities including electricity, water, sewer, and trash collection.
 - a. Apartments have their own electric service so tenants can contract directly with GA Power.
 - b. Water service is on a single meter for the whole Property.
13. Participate in a 916 MLK stakeholder’s advisory committee that is expected to include, but is not limited to, representatives from the non-profit organization, apartment resident, neighborhood resident, Victorian Neighborhood Association, business owner, ICH, Land Bank Authority, City of Savannah, 916 MLK LLC, and CHSA. The purpose of this committee is to provide input intended to help ensure that the Property and its residents become assets to the neighborhood. Members will be determined by CHSA, Inc. and the City of Savannah.

REQUEST FOR PROPOSAL PROPOSAL FORM

Affordable & Workforce Housing
For
Persons/Households Experiencing, Exiting and/or At Risk of Becoming Homeless
916 Martin Luther King Jr. Boulevard
Savannah, Georgia

Proposals must include all information requested below and must be submitted by
5:00pm on Friday, August 14, 2026

Proposals shall be submitted to:
CHSA Development, Inc.
Attn: Anita Smith-Dixon, Executive Director
Landmark Building
6600 Abercorn Street
Savannah, Georgia

All Lease and Purchase Proposals are required to comply with **Affordability Period, Income Restrictions, and Rent Restrictions** described in the Request for Proposal (RFP). Additionally, all Proposals are required to provide responses to the following items. Those seeking to Lease the Property are required to comply with Non-Profit Organization Requirements outlined in the **LEASE PROPOSAL OPTION** of the RFP. Those seeking to Purchase are required to comply with Non-Profit Organization Requirements outlined in the **PURCHASE PROPOSAL OPTION** of the RFP.

Proposals shall be delivered to CHSA Development, Inc. without staples in a three-ring binder. CHSA Development, Inc. will utilize a review team to evaluate Proposals. Proposers may be called upon to provide additional information, for clarifications, and/or to make presentations to the review team. CHSA Development, Inc. reserves the right to reject any or all Proposals. It also reserves the right to negotiate final terms with the non-profit organization selected.

After tentatively selecting a non-profit organization to either Lease or Purchase the Property, CHSA Development, Inc. will provide its recommendations to its Board of Directors, CHSA, Inc., and the City of Savannah for consideration. If CHSA Development, Inc. recommendations are approved, it anticipates making the Property available no later than November 1, 2026.

1. **Proposer:**

Name of Non-Profit Organization Submitting Proposal

Address and Phone Number of Non-Profit Organization

Name and Title of Contact

Signature of Contact Acknowledging that he/she Understands the Terms of this RFP

2. **Proposal Type:** Check either [] **LEASE** or [] **PURCHASE**
 - a. If Lease is selected, list the preferred start date of the Lease.
 - b. If Purchase is selected, list the preferred purchase date of the Property.
3. **Board Resolution:** Proposals shall include a Resolution from its Board of Directors authorizing submission of its Proposal and its willingness to work with a 916 MLK Jr. Boulevard Advisory Committee appointed by CHSA, Inc. and the City of Savannah if selected.
4. **Statement of Interest:** Proposal shall include a description of why the non-profit organization is interested in this Property.
5. **Non-Profit Experience:** The Proposal shall provide detailed information about the non-profit organization including its length of existence, experience leasing and/or owning housing, providing supportive services to, people and households experiencing, exiting, and/or at risk of homelessness.
6. **Non-Profit Legal and Financial Strength:** The Proposal shall include a detailed description of the non-profit organization's legal status and financial capacity including:
 - a. IRS Non-Profit Designation Status.
 - b. Proof of registration with the Secretary of State.
 - c. Most recent 990.
 - d. Most recent fiscal year's audit.
 - e. Organization's "board approved" annual operating budget for 2026.
 - f. Most recent balance sheet.
7. **Apartment Resident Selection:** Eligible apartment residents are to be selected through the **Coordinated Entry System** and available to clients served by multiple homeless service providers—not just clients of the non-profit selected to lease or purchase the Property. The Proposal shall identify experience the non-profit has utilizing the Coordinated Entry System.

Should eligible residents not be available for selection through the Coordinated Entry System (CES) at the time an apartment becomes available, eligible housing insecure residents may be selected outside of the CES so apartments do not sit empty. Explain how this selection process might occur.

8. **Resident Service Center:** The ground floor Resident Service Center, which includes leasing office, meeting space, coin operated laundry, computer lab space, handicap bathroom, and small retail space, is to be staffed by the non-profit organization that leases or purchases the property. It is to be available to serve apartment and neighborhood residents. The Proposal shall identify how it will use this space, staff the space, pay for the staff, and hours of operation.
9. **Supportive Services Plan:** Proposals shall include a detailed description of what types of supportive services the non-profit organization plans to provide and/or arrange for apartment and neighborhood residents, the frequency of services, and how the cost of these services will be paid. Identify the types of services and, when

the non-profit is not directly providing services, the types of entities that the non-profit might call upon to deliver services to apartment and neighborhood residents.

10. **Property Management & Maintenance**: Proposals shall include a detailed description of the non-profit organization's plans for managing the property including how it will cover all associated building operating, building maintenance, insurance, and staffing costs.
11. **Retail Space**: The party leasing or purchasing the Property has the opportunity to work with one or more vendors to use part of the Resident Service Center as a small retail space serving apartment and neighborhood residents. The Proposal shall identify ideas and plans for the use of this space and possible vendors.
12. **Purchase Funds**: If the Proposal is to Purchase the Property, provide responses to questions below.
 - a. When will funds be available to purchase property for \$6,000,000?
 - b. Do you have access to these funds now or will you be seeking funds?
 - c. What is the source and terms of these funds?
 - d. Do you need \$1,500,00 of the \$6,000,000 to be financed by CHSA and/or the City?