



Greenville
NORTH CAROLINA

Find yourself in good company

**Request for Proposals
(RFP) for Multi-Family
Rental Unit Development**

City of Greenville HOME Funds

For more information regarding this RFP, please contact Niki Jones, Housing Administrator @ 252-329-4518 or nsjones@greenvillenc.gov



TABLE OF CONTENTS

	Page
Introduction.....	3
HOME Investment Partnership Funds.....	3
Other Regulatory Requirements	4
Submission Instructions	6
Evaluation of Proposals.....	9
Affordability Period.....	11
Loan Terms.....	12
Underwriting Standards.....	12
Distribution and Redistribution of Funds	13
Disclaimer	13
Appeal Process	13
2015 Multi-Family Application Checklist.....	15
Attachment 1: Environmental Assessment Acknowledgement	16
Attachment 2: Applicant and Development Team Form.....	17
Attachment 3: Development Form	21
Attachment 4: Financing Form	34

I. INTRODUCTION

The City of Greenville is currently considering utilizing a portion of its federal funds to provide assistance to for profit and non-profit housing developer(s) that construct affordable multifamily homeowner/rental housing in the City of Greenville. The City anticipates \$150,000 in HOME Investment Partnership funds will be available on a competitive award basis to provide local government commitments for the 2015 North Carolina Housing Finance Agency Low Income Housing Tax Credit program. Applicants will submit proposals and will subsequently be scored and ranked.

The proposed developments shall provide long-term, affordable housing to a mix of eligible households, including low - and very low-income. By submitting the attached application, the Applicant acknowledges their understanding of and agrees to adhere to all Federal, state, and local requirements associated with these funds, including the HOME Investment Partnership Program.

HOME Investment Partnerships (HOME) Funds

HOME Investment Partnerships Program funds can be utilized for the development of affordable rental housing through acquisition, new construction, reconstruction, or moderate or substantial rehabilitation of non-luxury housing with suitable amenities. This includes real property acquisition, site improvement, conversion, demolition, and other expenses approved by the City. The housing must be permanent or transitional housing (with leases of no less than one year).

The HOME Program requires a minimum \$1,000 HOME investment per unit and a maximum per-unit subsidy based on current Section 221(d)(3) limits, for elevator-type projects. Projects assisted with HOME funds must also comply with rent limits for the applicable award year. Below is the current rent limits published by HUD, April 2014.

	Efficiency	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Low Rent	\$502	\$531	\$646	\$746	\$832	\$918	\$1004
High Rent	\$528	\$531	\$686	\$929	\$1025	\$1112	\$1200

The maximum allowable HOME rents must be reduced if the tenant pays for any utilities, with the exception of telephone service. Utility allowances provide a mechanism for reducing the maximum allowable HOME rents when some or all utilities are paid by the tenant.

Developments subsidized by the HOME Program must comply with the Program Funds Rule and the Project Rule, as established by the U.S. Department of Housing and Urban Development. The Program Funds Rule states that 90% of total households assisted (HOME subsidized units) must have incomes that do not exceed 60% of the Area Median Income (AMI). The Project Rule

specifies the occupancy of units in each homeowner/rental project. In projects of five (5) or more HOME-assisted units, at least 20% of the HOME assisted units must be occupied by families who have annual incomes that are 50% or less of the AMI (Low Home Rent Units). Projects with fewer than five (5) HOME-assisted units do not have to restrict any units to Low HOME Rents or limit occupancy to tenants at 50% percent or below of the AMI. These affordable units may either be floating or fixed, with an affordability period determined by the level of subsidy and project type (i.e. New Construction of Rental Housing, 20 Years.)

II. OTHER REGULATORY REQUIREMENTS

Other federal regulations that are applicable when receiving HOME funds include, but are not limited to, minority and women's business enterprises, Section 3, ADA, labor, lead-based paint, and relocation regulations. A brief overview of each regulation is provided below.

MINORITY AND WOMEN'S BUSINESS ENTERPRISES: The requirements of Executive Orders 11625, 12432, 12138 and 24 CFR § 85.36(e) apply to grants under this part. Consistent with HUD's responsibilities under these Orders, the Applicant must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities.

SECTION 3: The purpose of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) (Section 3) is to ensure that employment and other economic opportunities generated by HUD financial assistance (greater than \$100,000) shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low and very low income persons.

ADA COMPLIANCE: The Applicant shall comply with the applicable provisions of the Americans with Disabilities Act (42 U.S.C. §§ 12101-12213) and assist the City with complying with the implementing regulations at 28 CFR, Part 35. All new construction housing developments receiving HOME subsidies with 5 or more units must design and construct 5% of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. These units must be constructed in accordance with the Uniform Federal Accessibility Standards (UFAS) or a standard that is equivalent or stricter. An additional 2% of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities.

For more information on the accessibility requirements for federally assisted new construction, refer to Section 504: Disability Rights in HUD Programs.

LABOR: The Applicant agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. § 327 et seq.) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Applicant agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. § 874 et seq.) and the implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Applicant shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the City for review upon request. The Applicant agrees that, except with respect to the rehabilitation or construction of residential property containing less than 8 units, all contractors engaged under contracts in excess of \$2,000 for construction, renovation or repair work financed in whole or in part with assistance provided under this contract shall comply with Federal requirements adopted by the City pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers, provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Applicant of its obligation, if any, to require payment of the higher wage. The Applicant shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

LEAD-BASED PAINT: The Applicant agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR § 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all HOME-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under six. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

UNIFORM RELOCATION ACT: The Uniform Relocation Assistance and Real Property Acquisition Policies Act (the Uniform Act), passed by Congress in 1970, is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Uniform Act's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects. The Applicant agrees to adhere to 49 CFR Part 24, the government-wide regulation that implements the URA, and HUD

Handbook 1378, which provides HUD policy and guidance on implementing the URA and 49 CFR Part 24 for HUD funded programs and projects.

III. SUBMISSION INSTRUCTIONS:

- A. Mail or hand deliver four (4) original copies of your response with original signatures and requested documents in four (4) separate 3 ring binders to:

City of Greenville
Attn: Niki Jones
201 West Fifth Street, 3rd Floor
P.O. Box 7207
Greenville, NC 27835

Questions regarding this Request for Proposals may be submitted to Mr. Niki Jones, Housing Administrator at nsjones@greenvillenc.gov or 252-329-4518.

- B. Responses to this RFP must be received on or before **5:00 PM (EST), Friday, January 23, 2015**. Electronic copies and late applications will **Not be Accepted**.
- C. All respondents will be contacted with a final decision on their RFP by **Friday, February 13, 2015**.

Request for Proposal Schedule:

RFP Issue Date	Friday, December 12, 2014
RFP Questions Due Date	Monday, December 22, 2014
Response to Questions	Wednesday, December 31, 2014
RFP Submission Date	Friday, January 23, 2015
Staff Recommendation Date	Monday, February 2, 2015
Affordable Housing & Loan Committee Date	Wednesday, February 11, 2015
City Council Date	Thursday, February 12, 2015

- D. General Proposal Information

Applications should be submitted in a three ring binder with tabs to separate Sections I through XIV. Failure to follow these instructions could result in application disqualification.

1. **Cover Letter.** Please submit a cover letter signed by one of the following: Project Owner/Developer, Board chair, executive director, or highest level official indicating authorization of agency or organization approval for participation.
2. **Application Checklist:** Form is provided.
3. **Title page:** Type the name of the Applicant's agency/firm, address, telephone number, name of contact person, date, and the title of the RFP.
4. **Table of Contents:** Include a clear identification of the written material by section and by page number.
5. **Project Summary:** Provide a 1 to 2 page summary of the project that identifies the location, need for project and benefit to the community.
 - I. **Survey.** Provide a copy of land survey of site.
 - II. **Preliminary Site Plan and Preliminary Building Elevation and Floor Plans.** Provide a copy of the site plan for Development, along with photographs of site and buildings, if applicable.
 - III. **Uniform Relocation Plan.** Provide a copy of your Uniform Relocation Plan, in compliance with Federal rules and regulations as it relates to your project OR provide justification that the Development does qualify under the Uniform Act.
 - IV. **Environmental Reports.** Provide copy of completed Phase I Environmental Report and Phase II report if it has been deemed necessary. Applicants must sign the Environmental Acknowledgement Form included in this application as Attachment 1.
 - V. **Partnership Agreements.** Provide copies of Partnership Agreements (including Limited Partnerships). Provide a list of general and limited partner(s) and the officers, directors, members and shareholders of each as of the application deadline. This list must include warrant holders and/or option holders of the proposed Development. A breakdown of all loan disbursements must be provided, specifically what position the City will hold at closing and in partnership agreements.
 - VI. **Compliance with Comprehensive Plan and Zoning.** Provide documentation that the Development is in compliance with the Comprehensive Plan for the City

of Greenville. Provide documentation that the Development is currently zoned for the proposed use, or a detailed plan on what will be required to obtain proper zoning and a proposed timeline for the process.

- VII. **Infrastructure Availability.** Provide documentation that the site has adequate water and sewer capacity and infrastructure and/or your plan as to how water and sewer capacity and infrastructure will be provided. Provide documentation that the site has adequate transportation capacity and/or your plan as to how transportation capacity will be made adequate.
- VIII. **Applicant and Development Team.** Applicants must complete the Applicant and Development Team Form included in this application as Attachment 2. Provide resumes for the Development Team, Management Agent, General Contractor, Engineer, Attorney, and any other relevant team member.
- IX. **Development.** Applicants must complete the Development Form included in this application as Attachment 3.
- X. **Financing.** Applicants must complete the Financing Form included in this application as Attachment 4.
- XI. **Other Development History and Repayment of Loans.** Provide a narrative that addresses the following questions:
 - 1. List all developments the developer has built in Greenville or other locations.
 - 2. Has the developer or general partner paid back all loans from the City of Greenville or other cities on schedule and in accordance with their contract? Please provide documentation of such repayments or why repayments are not due at this time.
 - 3. Have all other developments had positive cash flow to provide adequate funding to keep the developments operational and well-maintained?
 - 4. Are adequate reserves available in other developments for replacement costs and upkeep of properties?
 - 5. Has there been any monitoring concerns or findings at other properties?

6. Does the developer make a personal guarantee of the repayment of the loan back to the City of Greenville?

XII. **Affirmative Marketing.** Provide a overview of the affirmative marketing plan, which must include: (1) methods for informing the public, owners and potential tenants about fair housing laws and the City of Greenville’s policies; (2) a description of what owners and/or the property managers will do to affirmatively market housing assisted with HOME Program funds; (3) a description of what owners and/or the property managers will do to inform persons not likely to apply for housing without special outreach; (4) maintenance of records to document actions taken to affirmatively market HOME-assisted units and to assess marketing effectiveness; and (5) a description of how efforts will be assessed and what corrective actions will be taken when requirements are not met.

XIII. **Developer Certification.** Provide a signed letter from the Developer that certifies all statements in this application are truthful and accurate and that the developer agrees to follow all local, state and federal reporting, rules and/or regulations that may apply based on funding sources.

XIV. **Required forms.** All attached forms must be completed and submitted.

IV. Evaluation of Proposals

An Application Evaluation Committee will review and evaluate all applications submitted in response to this Request for Proposals (RFP). The Committee will conduct a preliminary evaluation of all applications to ensure they are complete and meet the minimum qualifications and mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify an applicant.

Upon successful completion of the preliminary evaluation, the Application Evaluation Committee will review and rank each proposal based upon the evaluation criteria as set forth below:

1. **Location of project – CDBG Target Area (5 points).** Applicant(s) will receive a score of 5 points if the project is located within one of the City’s CDBG Target Areas or in another area identified in the 2000 Census as more than 50% low/moderate income persons. Zero (0) points will be awarded if not in a qualified area. (Attachment 5)

2. **Demographic Commitment (5 points).** Applicant(s) may be awarded 5 points for projects that exclusively serve senior citizens, severely disabled (as defined by the Bureau of Census Current Population Reports), victims of domestic violence, or homeless persons.
3. **Construction Features and Amenities (10 points).** Applicant(s) will receive scores ranging from 0 to 10 points based upon construction features and amenities. Special areas of focus include energy efficiency (0 to 3 points) and accessible units for persons with disabilities (0 to 3 points).
4. **Resident Programs (10 points).** Applicant(s) may be awarded scores ranging from 0 to 10 points based upon the number of resident programs that will be made available to tenants.
5. **Development Team Capacity and Relevant Experience (20 points).** Applicant(s) will receive scores ranging from 0 to 20 points based upon the relative experience of the Development Team (including the applicant, developer, attorney, general contractor, architect/engineer, management agent, and accountant) with similar projects.
6. **Prior Performance (10 points).** Applicant(s) may be awarded scores ranging from 0 to 10 points for the quality of past performance with regards to multi-family housing development funded with local, state or federal affordable housing dollars. Developers with multiple development projects and a record of good performance will maximize this rating category.
7. **Ability to Proceed (10 points).** Applicants(s) may be awarded scores ranging from 0 to 10 points based upon their demonstration of readiness to proceed. Factors that will be considered include site control, zoning, environmental assessment, staffing, and the commitment of other funding sources.
8. **Non-Profit Partnerships (5 points).** Projects without nonprofit partnerships shall receive 0 points for this rating factor. Projects with nonprofit partnerships shall receive a score ranging from 1 to 5 points, depending upon the significance and meaningfulness of the nonprofit partnership. The most significant partnership would occur with equity ownership. Examples of limited partnerships include, but are not limited to, nonprofits providing property management, social services, and marketing.
9. **Leveraging of Funds (5 points).** Applicants(s) may be awarded points based upon the funds requested (plus any other City funds already committed) divided by total project

cost. Points will be awarded for the proposed percentage of City funds in the project as follows:

- a. 5 points = 50% or more of the project is leveraged
- b. 4 points = 40-49% or more of the project is leveraged
- c. 3 points = 30-39% or more of the project is leveraged
- d. 2 points = 20-29% or more of the project is leveraged
- e. 1 points = 10-19% or more of the project is leveraged
- f. 0 points = Less than 10% of the project is leveraged

10. Project Financial Viability (20 points). Applicant(s) may be awarded scores ranging from 0 to 20 based upon evidence of long-term project viability.

The Community Development Department will make tentative commitments based upon the criteria outlined above. A final funding commitment from the Community Development Department will occur once an independent third-party underwriter performs an analysis of the approved proposals and provides verification to the City that the proposals are acceptable. All projects must receive final approval from the Affordable Housing Loan Committee and City Council.

V. Affordability Period

The City will ensure long term affordability through the use of a Land Use Restriction Agreement for a term of twenty (20) years that will be recorded against the property. If the owner who has been assisted through this program transfers title to the property before the affordability period expires, the assistance provided by the City will be subject to recapture. The City will annually monitor the multi-family rental developments that are assisted with HOME Investment Partnerships funds during the affordability period to ensure that the specified units are affordable, made available to income eligible tenants, and that the property(s) continue to meet minimum housing quality standards.

In addition, all properties receiving HOME funding will be in the form of a deferred loan for a period of twenty (20) years with 0% interest rate secured by a recorded mortgage on the property, in favor of the City.

VI. Loan Terms

Permanent loans shall not exceed forty (40) years and are non-recourse debt secured by a mortgage, note, and land use restrictive agreement, if applicable. In general, construction loans shall not exceed twenty-four (24) months. Tax credit bridge loans are amortized in accordance with the scheduled capital contributions of investor equity.

If the loan is deferred payment, it will generally be non-amortizing. However, based on the financing requirements of a particular project, the Community Development Department may charge and accrue interest on deferred payment loans. Deferred payment loans are due and payable in full at the expiration of the mortgage – typically thirty (30) years. Repayment on deferred payment loans is made from available surplus cash, if any. In general, repayment will be required on an annual basis as a project is reviewed for regulatory compliance and it is determined through the project financial statements or audits that the project has produced surplus cash. This repayment will be based on a percent of the annual surplus cash (typically 25-50%) and will reduce the loan by the amount of accumulated payments resulting from surplus cash. Repayments will be applied first to accrued interest, if any.

VII. Underwriting Standards

The forecasted initial year DCR shall be at a minimum, no less than 1.15. In the case of a project supported by a long-term rent subsidy contract or other extenuating circumstance, the initial year DCR will be adjusted accordingly. A higher DCR may be used in cases of small or special use projects where there is higher than normal risk. In general, the following minimum DCR range will apply for such projects:

<u>Project Size (# of units)</u>	<u>Minimum DCR</u>
1-5	1.50
6-10	1.40
11-15	1.30
16-20	1.20
> than 20	1.15

As part of the subsidy layering analysis, the Community Development Department will utilize this DCR table to ensure that a project receives no more capital subsidy than is necessary to make the project financially feasible.

The maximum loan to value ratio shall be 90%, except for projects owned or sponsored by a non-profit or limited equity cooperative for which the maximum LTV shall be 95%. Non-amortizing or deferred payment loans may be excluded from the LTV calculation.

VIII. Distribution and Redistribution of Funds

If the City has committed funds to a project that can no longer proceed (i.e. did not receive a funding allocation from the North Carolina Housing Finance Agency), the City reserves the right to redistribute funds to the next highest ranked Applicant that has received an award from the North Carolina Housing Finance Agency.

IX. DISCLAIMER

The City reserves the right to: 1) accept or reject any or all proposals received; 2) waive any non-substantive deficiency or irregularity; 3) negotiate with any qualified Proposer; 4) award a contract in what it believes to be the best interest of the City; 5) cancel this request, in part or its entirety, if it is deemed to be in the best interest of the City; 6) reject the Proposal of any Proposer who has previously failed to perform properly; 7) reject the Proposal of any Proposer who has failed to complete a contract within the specified timeframe; and/or 8) reject the Proposal of any Proposer that is not in a position to fulfill a resulting contractual obligation. This Request for Proposals (RFP) does not commit the City to award any contract, pay any pre-award expenses, or pay any costs incurred in the preparation of a Proposal.

X. APPEAL PROCESS

In the event a Proposer (1) did not submit a complete proposal and will not be considered for funding, (2) is ineligible to receive funding for their proposal, or (3) was not recommended for funding by the Review Committee, the Community Development Department will notify the Proposer in writing. This notice will be sent via certified mail with the return receipt requested.

If the Proposer wishes to object, it must do so not later than five (5) working days from the date the letter was sent by sending a letter to the Director of Community Development Department that includes all pertinent documents and information necessary to support the Proposer's position.

If the Community Development Department receives an objection within the five (5) working day period, the appropriate staff will review the objection and provide a recommendation to the Director of the Community Development Department.

If the Director of Community Development Department concurs with the Proposer, the Proposer will be notified, and the process will be concluded.

If the Director of Community Development Department does not concur with the Proposer, the Proposer will be notified in writing of the decision and that it may appeal to the Assistant City Manager. This notice will be sent via certified mail with the return receipt requested.

If the Proposer wishes to appeal to the Assistant City Manager, it must do so not later than five (5) working days from the date the letter was sent by sending a letter to the Director of Community Development Department, requesting that the appeal be forwarded to the Assistant City Manager.

If the Department receives the appeal within the five (5) working day period, the appropriate staff will review the appeal and the Director of Community Development Department will provide information for review to the Assistant City Manager.

If the Assistant City Manager concurs with the Proposer, the Proposer will be notified, and the appeal process will be concluded.

If the Assistant City Manager does not concur with the Proposer, the Proposer will be notified in writing of the City's intent to proceed. The Assistant City Manager's response will constitute the Proposer's final administrative action with regard to its appeal.

If a Proposer fails to object or respond at any point in the process, that Proposer waives its rights to appeal. Objections or responses received after the five (5) working day time period will not be considered.

The Director of Community Development Department has the authority to determine whether or not a recommendation will be deferred pending the outcome of a protest.

2014 MULTI-FAMILY RENTAL HOUSING APPLICATION CHECKLIST

Applicant: _____

Development Name: _____

A complete Application will include the following items and must be presented in the following sequence:

_____ Application Checklist (signed at the bottom, with initials beside each item)

_____ Cover Letter

_____ Title Page

_____ Table of Contents

_____ Summary

_____ Part I – Survey

_____ Part II – Site Plan

_____ Part III – Uniform Relocation Plan

_____ Part IV – Environmental Reports

_____ Part V – Partnership Agreements

_____ Part VI – Compliance with Comprehensive Plan and Zoning

_____ Part VII – Infrastructure Availability

_____ Part VIII – Applicant and Development Team

_____ Part IX – Development

_____ Part X – Financing

_____ Part XI – Other Development History and Repayment of Loans

_____ Part XII – Affirmative Marketing

_____ Part XIII – Developer Certification

Supporting formats and templates follow

Signed By

Submitting Official Title

**ATTACHMENT 1
ENVIRONMENTAL ASSESSMENT ACKNOWLEDGEMENT**

Applicant: _____

Development Name: _____

Acknowledgement

The Applicant acknowledges that, if the initial environmental assessment reveals conditions requiring the completion of a Format 2 detailed environmental assessment prior to release of funds for this project, the Applicant must complete or retain the services of a qualified environmental consultant to complete all required assessment activities necessary to resolve, mitigate, or otherwise resolve the environmental conditions that required performance of that detailed assessment. The Applicant also agrees to comply with all requirements and conditions resulting from or identified by the environmental assessment to complete the project.

This Acknowledgement is submitted under the authority of:

Signature of Chairperson or Executive Director

Typed Name of Certifying Official

Date Signed

ATTACHMENT 2 APPLICANT AND DEVELOPMENT TEAM FORM

A. APPLICANT

APPLICANT NAME AND ADDRESS

Name:		
Address:		
City:	State:	Zip:
Federal Employer Identification Number*:		

CONTACT INFORMATION

Name:	Title:
Phone:	Fax:
E-Mail:	
Relationship to Applicant:	

1. Is applicant a legally formed entity qualified to do business in the State North Carolina as of the application deadline?

Yes No

2. Is the applicant a limited partnership or a limited liability company?

Yes No

3. Is the applicant a public housing authority created by North Carolina?

Yes No

4. Is applicant applying as or in partnership with a non-profit entity?

Yes No

If "YES", the Applicant must respond to (a) and (b) below.

If "NO", skip (a) and (b) below.

(a) Is the Applicant or one of its general partners a 501(c)(3) or 501(c)(4) Non-Profit entity or is the Applicant or one of its general partners a wholly-owned subsidiary of a 501(c)(3) or 501(c)(4) Non-Profit entity?

Yes No

(b) Does the Non-Profit entity have an ownership interest, either directly or indirectly, in the general partner or general partnership interest or in the managing member or the managing member's interest in the Applicant?

Yes No

(i) If "YES", state the percentage owned in the general partnership or managing member interest:

_____ %

(ii) Percentage of Developer's fee that will go to the Non-Profit entity:

_____ %

(iii) Provide the description / explanation of the role of the Non-Profit entity below.

--

(iv) Provide the names and addresses of the members of the governing board of the Non-Profit entity below.

--

(v) Is the Non-Profit entity affiliated with or controlled by a for-profit entity within the meaning of Section 42(b), Internal Revenue Code?

Yes

No

If "YES", state the name of the for-profit entity: _____

B. DEVELOPMENT TEAM

DEVELOPER OR PRINCIPAL OF DEVELOPER

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Provide a summary of experience for the Developer, including a chart of prior developments		

MANAGEMENT AGENT OR PRINCIPAL OF MANAGEMENT AGENT

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Provide a summary of experience for the Management Agent, including a chart of prior developments:		

GENERAL CONTRACTOR

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Provide a summary of experience for the General Contractor, including a chart of prior developments:		

Does the General Contractor have experience with Davis Bacon Requirements and agree to provide information and documentation as required?

Yes

No

ARCHITECT OR ENGINEER

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Provide a summary of experience for the Architect or Engineer, including a chart of prior developments		

RENTAL MANAGEMENT ENTITY (if applicable)

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Years of rental management experience:		
Total number of projects currently under management:	Total Units:	

ATTORNEY AND FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Provide a summary of experience for the Attorney, including a chart of prior developments:		

ACCOUNTANT AND FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Provide a summary of experience for the Accountant, including a chart of prior developments:		

SERVICE PROVIDER (Assisted Living Facility Developments ONLY)

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Provide a summary of experience for the Service Provider, including a chart of prior developments:		

**ATTACHMENT 3
DEVELOPMENT FORM**

A. GENERAL DEVELOPMENT INFORMATION

Development Name:		
Address of Development Site:		
City:	State:	Zip:

1. Scattered sites will not be considered for funding. Will the Development be constructed on a single site

Yes No

2. Is the Development Site located within a CDBG Target Area?

Yes No

3. If property is to be acquired, please answer the following questions, otherwise, skip to Question 5.

(a) Will the Applicant be acquiring the building(s) from a related party?

Yes No

(b) Name of the current owner:

(c) Relationship to Applicant:

(d) Date Development originally placed in service:

(e) Date and cost of last rehabilitation, if applicable:

(f) Describe acquisition facts and circumstances relative to Section 42(d), IRS ("10-year rule"):

(g) Is a waiver of the 10-year rule being sought by the Applicant?

Yes No

Explain why or why not:

5. Will Federal/State Historic Tax Credits be used for this project?

Yes No

(a) Estimated total credit amount:

\$ _____

(b) Estimated equity raised for project: \$ _____

(c) Is this building(s) currently on the historic register?

Yes No

6. Select the appropriate development category below:

- New Construction (where 50% or more of the units are new construction)
- Acquisition and New Construction (Acquisition plus 50% or more of the units new construction)
- Rehabilitation/Substantial Rehabilitation (where less than 50% of the units are new construction)
- Acquisition and Rehabilitation/Substantial Rehabilitation

7. Development Type

- | | |
|---|--|
| <input type="checkbox"/> Garden Apartments | <input type="checkbox"/> Townhouses |
| <input type="checkbox"/> Mid-Rise with Elevator | <input type="checkbox"/> Single Family |
| <input type="checkbox"/> Single Room Occupancy | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Duplexes/Quadraplexes | _____ |
| <input type="checkbox"/> High Rise (7+ stories) | _____ |

8. Total number of buildings with dwelling units? _____

9. Total number of units? _____

10. Provide a brief description of the Development below.

11. Outline the total unit mix by bedroom size and number of baths:

# of Bedrooms per Unit	# of Baths per Unit	# of Units per Bedroom Type

12. Outline the number of proposed units funded by City funds:

Rent Level (Low/High/Market)	# of Bedrooms per Unit	# of Baths per Unit	# of Units / Bedroom Type

13. Development Status

(a) Has Rehabilitation or New Construction work commenced?

Yes No

(1) If "YES", and Application is for New Construction, when were the building permits issued? _____

(2) If "YES", and Application is for Rehabilitation, were building permits required?

Yes Date permits issued: _____

No Date work commenced: _____

(b) Is the Development complete?

Yes No

(1) If "YES", when were Certificates of Occupancy issued? _____

(2) If "NO", what is the anticipated placed-in-service date? _____

(c) Are any of the Units occupied?

Yes No

14. Proximity to Services. Identify the name and distance to each of the following services (please attach maps):		
	Name	Distance
Grocery Store		
Hospital		
Pharmacy		
Post Office		

Bank
Day Care Center
Bus Stop
Elementary School
Middle School
High School

15. Proximity to closest Development Address or location coordinates identified on the North Carolina Housing Finance Agency Proximity List:

- (a) A Development identified on the List, serving the same demographic group, is located within 5 miles of the proposed Development
- (b) A Development identified on the List, consisting of 31 or more units, serving the same demographic group, is located within 2.5 miles of the proposed Development
- (c) A Development identified on the List, consisting of 30 or fewer units, serving the same demographic group, is located within 1.25 miles of the proposed Development
- (d) Both (b) and (c) apply.
- (e) Neither (a), (b), (c) or (d) applies.

B. CONSTRUCTION FEATURES AND AMENITIES

1. Does the Applicant commit to provide the following items, as applicable, for the proposed Development?

Yes No

a. All Units for All Developments:

- Air conditioning in all units (window units are not allowed however, through-wall units are permissible for rehabilitation)
- Window treatments for each window inside each unit
- Termite prevention and pest control throughout the entire affordability period
- Exterior lighting in open and common areas

b. All Units in All Developments Except SRO:

- Cable or satellite TV hook-up in all units
- Range, oven and refrigerator in all units
- At least two full bathrooms in all 3 bedroom or larger new construction units
- Bathtub with shower in at least one bathroom in at least 90% of the new construction non Elderly units

c. All SRO Developments:

- Minimum unit size of 110 square feet
- Each unit must contain at least one full size single bed, a lockable storage compartment or chest of drawers and a vertical clothes closet measuring at least three feet wide
- Each unit must contain a sink

- At least one set of bathroom facilities for every 16 units (each bathroom facility must contain a ratio of at least one sink, one shower with curtain or door and one toilet with door for every 4 units)
- Community center or meeting room featuring a television with cable or satellite TV hook-up
- Public transportation within ½ mile.

2. Optional Features and Amenities:

a. For New Construction Developments

- 30 Year expected life roofing on all buildings
- Ceramic tile bathroom floors in all units
- Microwave oven in each unit
- Marble window sills in all units
- Steel exterior entry door frames for all units
- At least 1½ bathrooms (one full bath and one with at least a toilet and sink) in all 2-bedroom new construction units
- Note: In order to be eligible to select this feature, the Development must have at least one 2-bedroom unit
- Double compartment kitchen sink in all units
- Pantry in kitchen area in all units- must be no less than 20 cubic feet of storage space. Pantry cannot be just an under- or over-the-counter cabinet
- Dishwasher in all new construction units
- Garbage disposal in all new construction units

b. For Rehabilitation/Substantial Rehabilitation Developments

- New kitchen cabinets and counter top(s) in all units
- 30 Year expected life roofing on all buildings
- Ceramic tile bathroom floors in all units
- Microwave oven inside each unit
- Marble window sills in all units
- Dishwasher inside each unit
- Garbage disposals inside each unit
- Steel exterior entry door frames for all units
- Double compartment kitchen sink in all units
- New bathroom cabinet(s), excluding medicine cabinet in all units
- New range and oven in all units
- New refrigerator in all units
- New plumbing fixtures in kitchen and bathroom(s) in all units

c. For All Developments Except SRO

- Emergency call service in all units
- Exercise room with appropriate equipment
- Community center or clubhouse
- Swimming pool
- Playground/tot lot, accessible to children with disabilities (must be sized in proportion to Development's size and expected resident population with age-appropriate equipment, including equipment accessible to children with disabilities)
- Car care area (for car cleaning/washing)
- Two or more parking spaces per total number of units

- Picnic area with hard cover permanent roof of a design compatible with the Development, open on all sides, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill
- Outside recreation facility, (such as shuffleboard court, putting green, tennis court, full basketball court, volleyball court, etc.)
Facility must be identified here: _____
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions
- Laundry hook-ups and space for full-size washer and dryer inside each unit
- Computer lab on-site with minimum one computer per 50 units, with basic word processing, spreadsheets and assorted educational and entertainment software programs and at least one printer

Applicant may select only one of the following two items:

- Laundry hook-ups and space for full-size washer and dryer inside each unit
- Washer and dryer in a dedicated space with hook-ups within each unit, provided at no charge to the resident during the term of any lease
- Applicant may select only one of the following two items:
 - Laundry facilities with full-size washers and dryers available in at least one common area on site
 - Laundry facilities with full-size washers and dryers available in at least one common area on every floor if Development consists of more than one story

Applicants that selected Single Family Rental or Duplexes/Quadraplexes in this application may select any of the following:

- Garage for each unit which consists of a permanent, fully enclosable structure designed to accommodate one or more automobiles, either attached to the unit or detached but located on the same property, provided at no charge to the resident
- Carport for each unit which consists of a permanent covered and paved area, attached to the unit and designed to accommodate one or more automobiles, provided at no charge to the resident
- Fenced back yard for each unit which consists of a portion of the property behind each unit, enclosed by a wood, privacy or chain link fence of a minimum height of 48". Direct access to the fenced back yard for each unit must be afforded solely by a door from that unit and no other unit.

d. For SRO Developments

- Emergency call service in all units
- Exercise room with appropriate equipment
- Secure, enclosed bicycle storage
- Cable or satellite TV hook-up in each unit
- Picnic area with hard cover permanent roof of a design compatible with the Development, open on all sides, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill
- Outside recreation facility, (such as shuffleboard court, putting green, tennis court, full basketball court, volleyball court, etc.)
Facility must be identified here: _____
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions

- Computer lab on-site with minimum one computer per 50 units, with basic word processing, spreadsheets and assorted educational and entertainment software programs and at least one printer

Applicant may select only one of the following two items:

- Laundry facilities with full-size washers and dryers available in at least one common area on site
- Laundry facilities with full-size washers and dryers available in at least one common area on every floor if Development consists of more than one story

3. Units for the disabled – Applicant may select only one of the following four items:

- Applicant will meet the HOME requirements relating to the Americans with Disabilities Act and the implementing regulations of 28 CFR part 35.
- Applicant will exceed the HOME requirements relating to the Americans with Disabilities Act and the implementing regulations of 28 CFR part 35 by one unit.
- Applicant will exceed the HOME requirements relating to the Americans with Disabilities Act and the implementing regulations of 28 CFR part 35 by at least two units.
- Applicant will exceed the HOME requirements relating to the Americans with Disabilities Act and the implementing regulations of 28 CFR part 35 by at least three units.

4. Hurricane resistant features for new construction and rehabilitation projects – Applicant may select all that apply:

- Applicant will install hurricane straps
- Applicant will install removable hurricane shutters
- Applicant will use paperless drywall to resist mold

C. ENERGY CONSERVATION / GREEN BUILDING

1. Heating – Applicant may select only one of the following three items:

- Heat pump with a minimum HSPF of 7.4 instead of electric resistance
- Heat pump with a minimum HSPF of 7.5 instead of electric resistance
- Gas hydronic (combo unit) HVAC

2. Cooling – Applicant may select only one of the following two items:

- Air conditioning with SEER rating of 13 or better
- Air conditioning with SEER rating of 14 or better

3. Water Heating – Applicant may select only one of the following two items:

- Gas water heater with energy factor of 0.58 or better
- Electric water heater with energy factor of 0.91 or better

4. Insulation – Wall insulation ratings are determined by the insulation material only, not the wall assembly materials.

(a) Applicant may select only one of the following two items:

- Wall insulation of R-13 or better for frame built construction
- Wall insulation of R-7 or better for masonry/concrete block construction

(b) Applicant may select only one of the following two items:

- Attic insulation of R-30 or better
- Insulation of R-19 with radiant barrier on top floor only

5. Windows – Applicant may select only one of the following five items:

- Solar screens on all west and east facing windows
- Double-pane glass on all windows
- All windows double-pane with minimum solar heat gain coefficient of $< .50$ and minimum of $.75$ U Value
- All windows single-pane with minimum solar heat gain coefficient of $.58$ or better
- All windows single-pane with shading coefficient of $.67$ or better

6. ENERGY STAR – Applicant may select only one of the following three items:

- Homes will not meet performance requirements of ENERGY STAR
- Homes will meet performance requirements of ENERGY STAR
- Homes will exceed performance requirements of ENERGY STAR

7. Lighting – Applicant may select only one of the following three items:

- Will not install ENERGY STAR labeled light fixtures
- Will install at least 3 ENERGY STAR labeled light fixtures
- Will install all ENERGY STAR labeled light fixtures and controls

8. Miscellaneous Items – Applicant may select all that apply:

- Ceiling fans will be installed in all bedrooms and living area in each unit
- Drought tolerant plants will be utilized throughout landscaping
- Rainwater Harvesting System or Grey Water Re-Use System will be utilized for water reuse
- High Efficiency toilets, showers, and faucets will be installed in all units

D. ABILITY TO PROCEED

1. Is site currently under control for the Development?

Yes No

If “YES”, control is in the form of:

- Deed
- Option
- Purchase Contract
- Other: _____

Expiration date of contract or option: (mo, day, yr) : _____

Applicant must demonstrate site control by providing the following documentation: a fully executed qualified contract for purchase and sale for the subject property, a recorded deed or recorded certificate of title, or a copy of the fully executed long-term lease. This must be included behind Attachment 4, within Part X of the Application.

2. Complete the chart below with the anticipated month and year of completion for each activity.

A.	Site Control:	
	Option	
	Site acquisition/Purchase	
B.	Financing:	
	1. Construction Loan	
	Conditional commitment	
	Loan closing	
	2. Permanent loan	
	Conditional commitment	
	Conditional commitment	
	Loan closing	
C.	Plans and Specifications	
	Preliminary drawings	
	Initial working drawings	
	Working drawings & specifications	
D.	Closing and Transfer of Property	
E.	Construction Starts	
F.	Completion of Construction	
G.	Lease-up Period	From:
		To:
H.	First Building to be Placed in Service	
I.	Last Building to be Placed in Service	

E. DEMOGRAPHIC COMMITMENT

1. Indicate if the housing will exclusively serve any of the following populations:

- Senior Citizens
- Victims of Domestic Violence
- Disabled
- Homeless
- None of the Above

F. SET-ASIDE COMMITMENTS

1. Minimum Set-Aside: Applicants may select one of the following:

At least 20% of the rental residential units in this Development will be rent-restricted and occupied by individuals whose income is 50% or less of area median income as adjusted by family size and published annually by HUD.

At least 40% of the rental residential units in this Development will be rent-restricted and occupied by individuals whose income is 60% or less of area median income as adjusted by family size and published annually by HUD.

2. Commitment to Serve Lower AMI

(a) Indicate the lowest AMI level and the percentage of total units that will be set-aside at that level.

- _____ % of total units at 30% AMI or less
- _____ % of total units at 35% AMI or less
- _____ % of total units at 40% AMI or less
- _____ % of total units at 50% AMI or less

(b) Does the Applicant commit to set-aside 100% of the units at or below 60% AMI?

Yes No

(c) Does the Applicant commit additional HOME-assisted units beyond the minimum required by HUD?

Yes No

(d) Summary of HOME-Assisted Units:

_____ Total High HOME Rent Units
 _____ Total Low HOME Rent Units
 _____ Total HOME Rent Units

3. Affordability Period

Number of years Applicant irrevocably commits to set-aside units in the proposed Development:

G. RESIDENT PROGRAMS

1. For all **Non-Elderly and Non-Homeless Developments**, select all applicable resident programs that will be provided. For Homeless Developments, skip to Question 2. For Elderly Developments, skip to Question 3.

Welfare to Work or Self Sufficiency Programs

_____ Program Name

_____ Contact Person / Phone Number

_____Address

- Homeownership Opportunity Program (select one)
 - Financial Assistance with Purchase of Home
 - Financial Assistance with Purchase of Unit in Development
- After School Program for Children
- First Time Homebuyer Seminars
- Literacy Training
- Job Training

2. For all **Homeless Developments**, both SRO and Non-SRO, select all applicable resident programs that will be provided.

(a) For SRO Developments, select all programs that will be available to residents:

- Staffed Kitchen / Cafeteria
- Daily Activities

(b) For Non-SRO Developments, select all programs that will be available to residents:

- Homeownership Opportunity Program (select one)
 - Financial Assistance with Purchase of Home
 - Financial Assistance with Purchase of Unit in Development

After School Program for Children

First Time Homebuyer Seminars

(c) For all Homeless Developments, select all programs that will be available to residents:

Welfare to Work or Self-Sufficiency Programs

_____Program Name

_____Contact Person / Phone Number

_____Address

Literacy Training

Job Training

3. For all **Elderly Developments**, select all applicable resident programs that will be provided.

- Private Transportation
- Daily Activities
- Assistance with Light Housekeeping, Grocery Shopping and/or Laundry
- Resident Assurance Check-In Program
- Manager On-Call 24 Hours Per Day

4. For **All Developments**, select all applicable resident programs that will be provided.

- Resident Activities
- Financial Counseling
- Health and Nutrition Classes
- English as a Second Language
- Computer Lab
- Other:

H. HOME UNIFORM RELOCATION ACT

1. Does any portion of the Development involve rehabilitation work?

- Yes
- No (skip Question 2)

2. Tenant Relocation Information for Existing Properties:

(a) Are there any units occupied

- Yes
- No (skip Question 2-b)

(b) How many total units now exist in the Development? _____

(c) How many units are occupied? _____

(d) Based on the income information of each tenant, is permanent relocation (displacement) anticipated during or after the rehabilitation period?

Yes No

If "YES", identify the number of units that will be affected: _____

(e) During rehabilitation, will temporary relocation of any tenants be required?

Yes No

If "YES", how many tenants will require temporary relocation? _____

3. Uniform Relocation Act (URA) Acquisition Information (New Construction and Rehabilitation)

(a) Does the Applicant own the Development site as documented in the Site Control section of this Application?

Yes No

(b) Is the Applicant a Public or Private Company? Public Private

(c) Does the Applicant have the power of Eminent Domain? Yes No

(d) Provide a copy of the notice provided to the seller, if applicable, in Part X of the Application.

ATTACHMENT 4 FINANCING FORM

Funding:

1. Identify the specific funding being requested from the city:

	HOME	\$ _____
	LOCAL	\$ _____
	TOTAL	\$ _____

2. What is the cost per square foot for construction? \$ _____

3. What is the cost per unit for construction? \$ _____

4. What is the total cost for the Development? \$ _____

5. What is the total developer fee that is being requested? Please also provide it as a percentage of overall development costs.
\$ _____ %

6. Are the development fees going to be deferred?
 Yes No

If "Yes" – how much: \$ _____

Outline the layers of other financial commitments which exist currently are proposed in order to complete the financial package for this project.

Funding Source	Amount	Term	Status