



HAMILTON COUNTY  
Planning +  
Development

# REQUEST FOR PROPOSAL: 2023 HOME AFFORDABLE HOUSING DEVELOPMENT PROJECTS



## Background

The Hamilton County Community Development Division (County) is soliciting applications to award 2023 (programmatic year) HOME Investment Partnerships Program (HOME) funds to affordable housing development projects.

HOME funds are provided by the U.S. Department of Housing and Urban Development (HUD) to *“fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.”*

Through this Request for Proposals (RFP), the Hamilton County Community Development Division (County) will support development projects that will **construct new affordable housing units and/or rehabilitate existing multifamily affordable housing units** in participating local governments in Hamilton County, outside the City of Cincinnati. Affordable housing development projects within the City of Cincinnati that address a special housing need such as permanent supportive housing (PSH) will be considered.

If a homebuyer project, their units will be for families that make no more than 80% of the area median income. For a family of four that is \$80,900 per year.

If a rental project, their units will be for families that make no more than 60% of the area median income. For a family of four that is \$60,660 per year.

## Project Location

HOME funded projects must be located in jurisdictions that participate in Hamilton County HUD funded programs. Please find a list of all participating jurisdictions here:

[http://www.hamiltoncountyohio.gov/government/departments/community\\_development/for\\_local\\_governments](http://www.hamiltoncountyohio.gov/government/departments/community_development/for_local_governments)

Projects located in the City of Cincinnati are not eligible for County HOME funds with one exception; projects which address a special housing need such as permanent supportive housing may be eligible provided that the City of Cincinnati provides a substantial financial contribution to the project. For additional information, please contact **Maria Collins** at [Maria.Collins@hamilton-co.org](mailto:Maria.Collins@hamilton-co.org) or **513-946-8234**.

## Amount of Funding Available

The County has available approximately \$1.3 million to award in this program year for affordable housing projects.

## Eligible Applicants

- Entities should demonstrate affordable housing experience and have clear capacity for the undertaking and the proposed financing structure

- Partnerships or joint ventures are acceptable to ensure an experienced team with sufficient capacity

## Application and Approval Process

- **Release RFP:** Monday, January 8, 2024
- **Optional Q&A:** All potential applicants are invited to an optional Q&A on **January 16<sup>th</sup>, 2024 at 1pm** via Microsoft Teams.
- Applicants will be able to submit questions following the RFP release to [maria.collins@hamilton-co.org](mailto:maria.collins@hamilton-co.org). All questions and related answers will be posted to Hamilton County Community Development Division's [website](#) on a rolling basis until the application deadline.
- **Application Deadline:** Deadline to submit applications via the Neighborly Portal is Wednesday , February 21st , 2024 at 5:00PM
- All applications will be reviewed for completeness and will be underwritten by County staff (in collaboration with outside consultants), which is anticipated to take approximately thirty (30) days. **CDAC Review:** Complete applications will be forwarded to the Community Development Advisory Committee (CDAC) for project scoring.
- **Award Recommendations and Funding Decisions:** Funding decisions are anticipated by mid May, 2024.
  - Funding decisions will be recommended by the CDAC based on scoring and funding availability.
  - Project award recommendations will be presented to the County Administrator and Board of County Commissioners.

## Timeline

- **RFP released:** Monday January 8<sup>th</sup>, 2024 by 10am
- **Q&A Microsoft Teams meeting: Tuesday January 16<sup>th</sup>, 2024 at 1pm**  
**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 252 428 372 290

Passcode: GAnnUu

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 872-242-8662,252147476#](tel:+18722428662,252147476#) United States, Chicago

Phone Conference ID: 252 147 476#

- **Questions answered online:** Directly following Q&A, then on a rolling basis until the application deadline
- **Application Deadline (Neighborly): Wednesday February 21st, 2024 at 5:00pm**
- **Decisions announced:** Anticipated in Mid May, 2024

## General Requirements

The use of HOME funding will be governed by the HOME Final Rule as amended at:  
<https://www.onecpd.info/home/home-laws-and-regulations>

**Availability of HOME funds will be capped at a maximum of \$75,000 per unit, and \$100,000 per unit for extremely low income participating jurisdictions ( Lincoln Heights, Lockland, Cheviot, Golf Manor, Elmwood Place, Arlington Heights and Addyston ). A maximum of \$750,000 per project.**

- Projects must include at least four (4) housing units
  - HUD defines housing unit as “a house, apartment, group of rooms, or single room occupied or intended for occupancy as separate living quarters.”
  - Organizations seeking certification as a Community Housing Development Organization (CHDO) within the county may apply for less than 4 units during first year of certification.
- Projects can include development of housing for rental, home ownership, and transitional housing for persons experiencing homelessness.
- The County will conduct a supplementary environmental review of the project.
- Construction or demolition must start within twelve (12) months of contract execution.
- Project must be completed within twenty- four(24) months of contract execution. Project completion means that all necessary title transfer requirements and construction work have been performed, and that final draw of HOME funds has been disbursed.
- All projects must comply with all applicable zoning regulations and building codes and procedures in their municipality.
- Per 24 CFR part 92.254, HOME-assisted single-family units and rental units must meet certain affordability requirements, as described in the following table:

HOME Investment per-Unit: Single Family	Affordability Period
Under \$15,000	5 years
\$15,000 to \$40,000	10 years
Over \$40,000	15 years

HOME Investment per-Unit: Multifamily/Rental	Affordability Period
Rehabilitation of Existing Housing	
< \$15,000 HOME funds per unit	5 years
\$15,001 to \$40,000 HOME funds per unit	10 years
> \$40,000 HOME funds per unit	15 years
Construction of New Rental Units	20 years

### Eligible Recipients:

Eligible recipients of funds from the County include the following and may commonly be referred to as recipient:

- Sub-recipient;
- Developer;
- Owner;
- Sponsors; and

- Community Housing Development Organizations (CHDO).

## Eligible Uses of Funds

Funding from the County under this Program is eligible for use to construct four (4) or more units in a project, including mixed-income and mixed-use properties. However, funds may only be used to pay eligible costs for HOME-assisted units. Among those costs eligible are:

- Acquisition costs
- Demolition costs
- New construction of residential buildings
- Soft costs
- Pre-development costs
- Developer fees

## Ineligible Uses of Funds

All development costs should be listed in pro forma, including those listed below that are ineligible for funding from the County. Pro forma must show that the project has available funding from other sources to defray these costs:

- Costs associated with creating market rate housing and/or commercial spaces
- Operating costs
- Reimbursement for past expenses

## COMMITMENT OF HOME FUNDS

HOME funds cannot be committed until:

1. All necessary financing for the project has been secured;
2. A budget and implementation schedule have been established;
3. Underwriting and subsidy layering analysis have been completed;
4. Construction is scheduled to start within twelve (12) months of the agreement date; and
5. Environmental review requirements have been met.

## PROJECT TIMELINE REQUIREMENTS

After the execution of an agreement with the County, the sub-recipient, developer, owner, sponsor; or CHDO will have 24 months to complete the project. Within one month of executing an agreement, Hamilton County will enter the activity into HUD's Integrated Disbursement & Information System (IDIS), starting the 24 month completion period.

Projects not completed within 24 months, without an extension from the County, may be considered "involuntarily terminated" and the recipient may be required to repay all HOME funds.

A project is considered complete when:

1. All construction work has been performed and completed in accordance with the agreement;
2. Property standards and final inspection requirements are met;
3. The recipient has submitted all project invoices and the County has received its final drawdown of HOME funds

4. The County has entered project completion information into HUD’s IDIS system within 120 days of the final drawdown.

### MATCH REQUIREMENT

Every dollar of HOME funds invested in a project (except for administrative costs and CHDO predevelopment loans for projects that do not move forward) must be matched with a minimum of 25 cents for every dollar from a nonfederal source.

The allowable forms of matching contributions can be found at 24 CFR §92.220.

Eligible sources of match include:

1. Cash or cash equivalents from a non-federal source;
2. Value of waived taxes, fees, or charges associated with HOME projects;
3. Value of donated land or real property;
4. Donated infrastructure improvements associated with HOME projects;
5. Value of donated materials, equipment, labor, and professional services;
6. Value of sweat equity provided to a homeownership project up until the time of project completion, valued at the rate for unskilled labor;
7. Direct costs of supportive services to residents of HOME projects; and
8. Direct costs of homebuyer counseling to families purchasing homes with HOME assistance.

Ineligible forms of match include:

1. Contributions made with or derived from federal funds;
2. Interest rate subsidy attributable to federal tax-exempt financing or the value of federal tax credits;
3. Owner equity or investment in an activity;
4. Investor sweat equity;
5. Cash or other forms of contributions from applicants or recipients of HOME funds, or investors who own, are working on, or are proposing to apply for, assistance for a HOME-assisted activity. This includes private bank mortgages

For more information on forms of matching contributions, see 24 CFR 92.220.

Match is provided by the recipient on a project by project basis, which is identified in the agreement.

### Tenant Income Limits

Projects utilizing HOME funds must ensure that the beneficiaries meet the [income limits](#) listed below:

- For HOME rental projects with five or more assisted units, at least 20% of the units must be occupied by households with incomes that do not exceed 50% of AMI.
- HOME funded rental units must be initially occupied by households with incomes at or below 60% AMI. Subsequent tenants may have income up to 80% throughout the remainder of the affordability period.
- All benefiting households must have income that does not exceed 80% of AMI.

#### HAMILTON COUNTY 2023 INCOME LIMITS

Persons in Family	1	2	3	4	5	6
50% AMI	\$35,400	\$40,450	\$45,500	\$50,550	\$54,600	\$58,650
60% AMI	\$42,480	\$48,540	\$54,600	\$60,660	\$65,520	\$70,380
80% AMI	\$56,650	\$64,750	\$72,850	\$80,900	\$87,400	\$93,850

## Rent Limits:

Projects utilizing HOME funds must not exceed the [high rent limits](#) listed below:

<b>HAMILTON COUNTY 2023 FAIR MARKET RENTS</b>					
# of Bedrooms	0	1	2	3	4
Low Rent	\$731	\$839	\$1093	\$1314	\$1466
High Rent	\$731	\$839	\$1093	\$1464	\$1645

## Mortgage Limits

Projects utilizing HOME funds must not exceed the [homeownership value limits](#) listed below:

### Existing Homes HOME/HTF Purchase Price Limit

1-Unit	2-unit	3-unit	4-unit
\$214,000	\$274,000	\$331,000	\$410,000

### New Homes HOME/HTF Purchase Price Limit

1-Unit	2-unit	3-unit	4-unit
\$293,000	\$376,000	\$455,000	\$563,000

## Evidence of Site Control

Please provide one of the following to show evidence of site control:

- Deed to property demonstrating fee simple ownership
- Ground lease with a term that is at least as long as the term of the loan
- Purchase Contract with a minimum twelve (12) month term beyond the date of the application; and acquisition must occur within six (6) months of execution of HOME contract

**Projects without demonstrated site control will not be considered for funding.**

### Section 3:

Section 3 projects are those where HUD program assistance is used for housing rehabilitation, housing construction, and other public construction when the amount of federal assistance to the project exceeds \$200,000 or when funding from HUD's Lead Hazard Control and Healthy Homes programs exceeds \$100,000. Hamilton County can provide an initial section 3 plan for all projects subject to section 3 requirements. To learn more about Section 3 visit HUD Exchange:

<https://www.hudexchange.info/programs/section-3/>

### Build America, Buy America(BABA)

The [Build America, Buy America Act](#) (the Act), enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021, established a domestic content procurement preference for all Federal financial assistance obligated for infrastructure HOME projects after August 24, 2024. The domestic content procurement preference requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects are produced in the United States.

To learn more about the BABA act please visit the HUD Exchange website [here](#).

### What is a Choice Limiting Action?

HUD's regulations at [24 CFR 58.22](#) prohibit grant recipients and their partners from committing or spending HUD or non-HUD funds on any activity that could have an adverse environmental impact or limit the choice of reasonable alternatives prior to completion of an environmental review once a project has become "federal." This prohibition on "choice-limiting actions" prohibits physical activity, including acquisition, rehabilitation, and construction, as well as contracting for or committing to any of these actions.

- Hamilton County Planning and Development will complete the environmental and historical review for all projects.
- Hamilton County Community Development staff will attend a pre-construction meeting before any project begins construction.

### Pre- Award Process:

All eligible applications will undergo a pre-award review, which includes:

- Preliminary environmental review
- Historic review
- Site inspection by HCCD staff

### THRESHOLD CRITERIA:

Threshold criteria will be utilized to determine which applications will conform to the requirements of the funding round. Any application determined to be non-complaint with the stated threshold criteria will be eliminated from consideration:

- Applications must be complete, including all attachments.
- The applicant must be an eligible applicant for the funding source being sought (as per above)
- Properties and activities proposed for consideration must be eligible.
- Developer must demonstrate capacity to complete the proposed project.
- Proposals must be financially feasible as presented.
- Projects must be ready to proceed within 6 months of firm financing commitment.



- Proposed assistance amounts must meet all appropriate funding source requirements.
- Proposals must meet all applicable construction and guidelines.

## Documentation and Underwriting Requirements

The County will underwrite eligible applications by evaluating the documentation listed below, which shall be included in the application package.

### Required Documentation

- 15-year project pro forma that includes
  - Development budget (sources and uses)
  - Operating budget (expenses and income)
- Market study
  - If no market study is available, provide an assessment of project’s projected unit rents compared with existing rents in the targeted market, affordability and rent limit guidelines, and appropriateness for the population being served.
  - Wait lists, sources of referral, etc. should be included for review of project’s readiness to serve proposed population.
- Confirmation of committed development sources
  - Commitment letters, grant agreements, tax credit reservation agreement or carryover allocation, etc.
- Confirmation of committed operating subsidies
  - Commitment letters, grant agreements, etc.
- Relocation plan (if applicable)
- Section 3 Plan (if applicable)
- Projected construction schedule
  - Groundbreaking must occur within twelve (12) months of contract execution.
  - Project completion must occur within twenty-four (24) months of contract execution.
  - Final draw of funds cannot occur until a final site inspection is completed, and HOME-assisted units are occupied by eligible persons.

### Required Underwriting

The County will underwrite each proposal according to the following criteria:

- Leverage ratio of external sources to HOME funds requested
- Debt coverage ratio
- Cash flow during the affordability period
- Reasonableness of development costs
- Reasonableness of projected operating expenses including, but not limited to:
  - Management fee
  - Replacement reserves
- Development and operating costs per unit
- Developer fee
- Soft cost percentage

## Loan Structure

For rental housing, the HOME funds will be provided as a deferred, no interest loan for the term of the affordability period. It will be forgiven as long as the property is used for affordable rental housing. If the property is sold, or no longer used for affordable rental housing during the affordability period, 100% of the loan must be repaid to the County.

For homeowner housing, the HOME funds will be provided as a short-term, low-interest construction loan with terms to be determined based on project *Pro forma*.

Compliance with the HOME requirements that the property be used for affordable housing will be included in the terms of the loan documents. A deed of trust, mortgage (if applicable), and restrictive covenant will secure the note for the appropriate affordability period.

The County requires that the legal counsel of the recipient of HOME funds to draft any real property documentation required by HUD, submit to the County for review, and then record the documents after receiving County approval.

## Long Term Affordability

To meet Long-Term Affordability requirements for the HOME Program, Hamilton County established the Resale/Recapture Requirements for homebuyer and rental housing development activities. Resale or recapture requirements shall be included in all written agreements. All written agreements are subject to 24 CFR 92 254(f)3. For long term monitoring standards for Hamilton County please review: [Monitoring HOME Guidebook \(hudexchange.info\)](http://hudexchange.info).

## Scoring Process and Overview

- All projects will be underwritten to evaluate compliance with HOME regulations and financial feasibility; this may include ownership structure, operations, sources and uses of funds, and the financial statements of the owner and guarantor (if applicable).
- Proposals that meet the underwriting guidelines will be evaluated based on the scoring criteria below by the CDAC.
- Representations made by applicants for which points are given will be binding and will be monitored through the annual compliance review process.

## Scoring Criteria

Each complete proposal meeting the project requirements will be reviewed and scored according to the following evaluation criteria.

Criteria	Maximum Points
Community/Local Government Support	5

Location	5
Serves Special Population	10
Leverage of Other Funds	10
Project Feasibility and Readiness	25
Environmental Sustainability	5
Capacity of Development Team	10
MBE/WBE and Section 3	10
Other Criteria	20
<b>Total</b>	<b>100</b>

**Community/Local Government Support – Maximum 5 points**

- Demonstration of local government or neighborhood support that the applicant has sought, received, and implemented (if needed) views and recommendations from members of the community regarding the proposed development: 5 points
- No documentation of community/local government support: 0 points

**Location – Maximum 5 points**

Projects located outside of the city of Cincinnati, located within the participating jurisdictions:

**Participating Jurisdictions**

- |                     |                     |                        |
|---------------------|---------------------|------------------------|
| • Addyston          | • Golf Manor        | • North College Hill   |
| • Anderson Township | • Green Township    | • Norwood              |
| • Amberley          | • Greenhills        | • Reading              |
| • Arlington Heights | • Harrison Township | • St. Bernard          |
| • Cheviot           | • Harrison          | • Sharonville          |
| • Cleves            | • Lincoln Heights   | • Silverton            |
| • Columbia Township | • Loveland          | • Springdale           |
| • Crosby Township   | • Lockland          | • Springfield Township |
| • Colerain Township | • Madeira           | • Sycamore Township    |
| • Delhi Township    | • Mariemont         | • Symmes Township      |
| • Deer Park         | • Miami Township    | • Whitewater Township  |
| • Elmwood Place     | • Montgomery        | • Woodlawn             |
| • Fairfax           | • Mt. Healthy       | • Wyoming              |
| • Forest Park       | • Newtown           |                        |
| • Glendale          | • North Bend        |                        |

**Nonparticipating Jurisdictions**

- Blue Ash
- Evendale
- Indian Hill
- Terrace Park

## Serves Special Population - Maximum 10 points

### *Serves any of the following Special Populations:*

- Persons Experiencing Homelessness
- Persons Recovering from Addiction
- Persons Returning from Incarceration
- Persons Over 55+ years old
- Veterans

At least 50% of the project is reserved for special populations: 10 points

At least 20% of the project is reserved for special populations: 5 points

Less than 20% of project is reserved for special populations: 0 points

### *Serves Large Family Households*

At least 30% of the HOME units have three or more bedrooms: 10 points

At least 15% or more of the project's affordable units have three or more bedrooms –OR–  
at least 50 % of the project's affordable units have two or more bedrooms: 5 points

Less than 15% of the project's affordable units have three or more bedrooms –OR–  
less than 50 % of the project's affordable units have two or more bedrooms: 0 points

### *Serves Households with Disabilities*

At least 20% of all units created will meet the Uniform Federal Accessibility Standards (UFAS) standard of Full Accessibility: 10 points

At least 10% of all units created will meet the Uniform Federal Accessibility Standards (UFAS) standard of Full Accessibility: 5 points

## Leverage of Other Funds – Maximum 10 pts

Direct financial resources from non-Hamilton County funds that will be invested in the project to cover eligible project costs. Example: Total documented eligible small project cost is \$450,000, requested HC funds \$150,000 = 33.33% leverage earning 4 points

**Smaller Project Funding** (defined as rental projects with less than 10 total units; all homeownership projects; projects with a total budget of less than \$1,000,000)

County HOME funding divided by documented total project cost equals:

- 25% or less           10 points
- 26% - 30%           6 points
- 31% - 35%           4 points
- 36% - 50%           2 points
- 51% or greater       0 points

**Larger Project Funding** (defined as rental projects with ten (10) or more units; all Low-Income Housing Tax Credit projects; projects with a total budget of \$1,000,000 or more)

County HOME funding divided by documented total project cost equals:

- 2.5% or less           10 points

- 2.6% - 3.0% 6 points
- 3.1% - 3.5% 4 points
- 3.6% - 5.0% 2 points
- 5% or greater 0 points

## **Project Feasibility and Readiness - Maximum 25 Points**

This category contains six separate areas outlined below:

### *Market Demand and Need Analysis - Maximum 5 Points*

Developer must provide documentation that demonstrates sufficient market demand and need for the project. This may be in the form of a conventional market analysis produced by a third-party market research firm for conventional rental or for sale housing developments. The characteristics of the subject property in the market study must be identical to characteristics of project proposed in the application. Proposed rents, vacancy rates, and other assumptions used in the application must be supported with evidence. If the project proposes to serve a specific population, such as senior citizens or artists, the documentation must demonstrate the need for this type of housing. Hamilton County has sufficient evidence related to the need for affordable housing and the market study does not need to formally address this aspect of the project.

- Information presented makes a compelling case for the market demand and need for the project. Assumptions used throughout the application are supported by the market study. If the project proposes to serve a specific population, the market study evaluates and demonstrates a need for that type of housing: 5 points
- Information presented makes a reasonable case for the market demand and need for the project. There are some inconsistencies between the application and market study and/or some of the assumptions used in the application are not reflected in or supported by the market study. If the project proposes to serve a specific population, there is some doubt regarding the need for that type of housing: 2 points
- There are significant questions regarding the demand and need for the project, and/or the assumptions used throughout the application are not reflected in or supported by the market study. If the project proposes to serve a specific population, the market study does not evaluate or does not adequately demonstrate a need for that type of housing: 0 points

### *Zoning - Maximum 5 points*

- The applicant has demonstrated that the zoning is appropriate or that the applicable zoning approvals have been secured: 5 points
- The applicant has not demonstrated that the zoning is appropriate and/or has not secured zoning approvals: 0 points

### *Architectural and Site Plans - Maximum 5 points*

- Construction plans and documents (architectural, engineering, specifications) are permit-ready, and the construction budget is aligned with the plans: 5 points
- Construction plans and documents (architectural, engineering, specifications) are not permit ready, but have been developed beyond the Schematic Design phase to at least the 50 percent design development phase: 2 points

- Construction plans and documents (architectural, engineering, specifications) are in the Schematic Design phase and reflect all design characteristics committed to in this application, such as unit mix, green building, and accessibility features: 1 point

#### **Funding Commitments -Maximum 5 points**

- Applicant has submitted letters of commitment from 100% participating financial sources: 5 points
- Applicant has submitted letters of commitment supporting at least 50% of the funding: 2 points

#### **Timeline - Maximum 5 points**

Based on the timeline, narrative and supporting documentation of the project, after being selected by Hamilton County, this project is:

- Very likely to be completed by December 2025: 5 points
- Somewhat likely to be completed by December 2025: 2 points
- Unlikely to be completed by December 2025: 0 points

#### **Environmental Sustainability – Maximum 5 points**

- Includes design elements that contribute towards environmental sustainability (ex. LEED certified projects, solar panels, green spaces, etc).

#### **Capacity of Development Team - Maximum 10 points**

The knowledge and experience of those who will develop, own, and operate the long-term affordable housing is very important to the success of the project. The applicant must demonstrate that the members of their development team have the expertise, ability, and financial capacity, in their respective roles, to undertake, comply with, and maintain and manage the project/property. County may require the applicant to provide financial statements as deemed necessary. Applicants with limited experience in the development, ownership, and management of affordable housing are encouraged to partner with an experienced developer or sponsor. Misrepresentation of experience or financial capacity in any proposal will be grounds for disqualification of proposal.

#### **Developer Experienced in Affordable Housing**

- Experience with 5 or more similar projects and 10+ years of experience: 6 points
- Experience with 1 to 4 similar development projects and 5-10 years of experience: 3 points
- No experience: 0 points

#### **Management Experience in Affordable Housing**

*\*NOTE: If Property Management does not apply to an applicant’s project, we will look at the applicant’s experience in income certifications*

- Designated Property Management Entity has documented track record of success managing income-restricted properties of similar size: 4 points
- Designated Property Management Entity has a documented track record of success managing income-restricted properties of smaller size: 3 points
- Designated Property Management Entity has a documented track record of successful property management experience but has not managed an income-restricted property: 2 points

- No experience managing income-restricted housing: 0 points

### **Minority/Women Business Enterprise and Section 3 - Maximum 10 Points**

The applicant should demonstrate a history of prior success in achieving MBE/WBE participation and Section 3 contracting in past projects if possible.

- Applicant's prime contractor is (submit documentation):
  - an MBE/WBE: 5 points
  - Section 3 certified: 5 points
- Applicant demonstrates a clear plan to subcontract:
  - 25% or more to Section 3 businesses: 5 points
  - 20% or more of the HOME contract amount to M/WBEs: 5 points
- Applicant meets minimum MBE requirement of 10%: 3 points

### **Other Criteria - Maximum 20 Points**

The CDAC will review the proposals for non-quantitative qualities such as:

- Includes mixed income housing
- Compliments recent and/or anticipated development in area
- Will improve public safety in area
- Invests in opportunity area (not low to moderate income area)
- Includes mixed use development
- Has access to public transportation, grocery stores, hospitals, internet, and other amenities
- Includes healthy housing features that improve air quality, encourage physical activity, incorporates common spaces, community gardens and playgrounds
- Creates new partnerships or builds on existing partnerships
- Creates jobs and encourages economic development

**2023 Hamilton County Affordable Housing Development Project Application**

Project Name:

Company or Organization:

Project Street Address:

Jurisdiction of Project Location:

HOME Funds Requested: \$

Total Project Budget: \$

**Primary Contact Information**

Name:

Title:

Address:

City, State, Zip Code:

Phone Number:

E-Mail Address:

**Application deadline is Wednesday February 21st, 2024 at 5:00pm  
NO late applications will be accepted.**

If you have questions, please contact **Maria Collins** via email at **[Maria.collins@hamilton-co.org](mailto:Maria.collins@hamilton-co.org)**.

All questions and related answers will be posted to Hamilton County Community Development Division's [website](#).





## Project Details

1. Do you have site control?  
 Yes (attach evidence of site control)  
 No
2. Has a market study or needs analysis been completed for the project?  
 Yes (If yes, please submit one copy)  
 No
3. Does the property require rezoning/special use permit to accommodate proposed use?  
 Yes  
 No

If yes, has approval been received?

- Yes
  - No; anticipated date of approval
4. Is there any litigation pending against your organization or the property?  
 Yes  
 No
  5. Has an appraisal been completed on the project?  
 Yes (If yes, please submit one copy)  
 No
  6. Do you have architectural plans and a site plan for the project?  
 Yes (If yes, please submit one copy)  
 No
  7. Do you have engineering reports detailing property conditions?  
 Yes (If yes, please submit one copy)  
 No
  8. Would you be able to abide by BABA?  
 Yes  
 No – Please explain:
  9. If not do you believe this project should qualify for a waiver?  
 Yes- Please explain:  
 No -Please explain:
  10. Are adequate utilities available at the site?  
 Yes  
 No
  11. Does right-of-way need to be vacated?

- Yes
- No

12. Has an environmental study of the site been undertaken?

- Yes (If yes, please submit one copy)
- No

13. Has a development schedule been proposed for the project?

- Yes (If yes, please submit one copy)
- No

14. Is the property occupied?

- Yes (If yes, please submit a Relocation Plan for the Project)
- No

15. Has a management plan been completed for the project (rental only)?

- Yes (If yes, please submit one copy)
- No

16. Do you have letters of commitment from other funding sources?

- Yes (If yes, please submit one copy)
- No

17. Do you have documentation of your commitment or certification of MBE/WBE or Section 3 status?

- Yes (If yes, please submit one copy)
- No

18. Does the project Include mixed income housing?

- Yes
- No

19. Does the project compliment recent and/or anticipated development in area?

- Yes (please explain)
- No

20. Does the project improve public safety in the area?

- Yes (please explain)
- No

21. Does the project invest in opportunity area (not low to moderate income area)?

- Yes (please provide documentation)
- No

22. Does the project Include mixed used development?

- Yes (please describe)
- No

23. Does the project have access to access to public transportation, grocery stores, hospitals, and other amenities?

- Yes (please describe and provide documentation)
- No

24. Does the project Include healthy housing features that improve air quality, encourage physical activity, incorporate common spaces, community gardens and playgrounds?

- Yes (provide plans)
- No

25. Does the project Follows LEED guidelines for design, construction, operations and maintenance?

- Yes (provide plans)
- No

26. Does the project create new partnerships or build on existing partnerships?

- Yes (explain)
- No

27. Does the project create jobs and encourage economic development

- Yes (explain)
- No

### **Applicant Experience and Qualifications**

1. Type of Organization:

2. Number of years in operation:

3. Number of Employees:

Full time:

Part time:

4. Is the applicant a Community Housing Development (CHDO) organization?

- Yes
- No

5. Is the applicant actively involved in the development of housing for low-income households?

- Yes
- No

**If YES, include:**

- A narrative and supporting documentation of the organizations' housing development efforts, (i.e., attach a copy of its state incorporation letter or certificate, bylaws, articles of

incorporation, or charter that states among its purposes the provision of decent affordable housing).

- A description of housing and project-related experience including size and type of project(s) number of units produced, rehabilitated, owned and/or managed.

**If NO, include:**

- A narrative and documentation on how it intends to undertake development activities and comply with HUD regulations, and with what resources.
- A copy of the most recent audit report or financial statement for the organization and any other information the applicant wishes to submit to demonstrate its capacity to undertake the proposed project.
- Provide names and experience of senior management, board members, and project partners.

**Financial Details**

Please complete the applicable Excel spreadsheets for your proposed project.

1. For All Projects, complete:
  - a. Project Budget
  - b. Sources of Funds
2. For Rental Projects, complete:
  - a. Rental Project Income
  - b. Rental Project Expenses
  - c. Rental Project *Proforma*
3. For Homeownership Projects, complete:
  - a. Homeownership Financial Sheet
  - b. Homeownership Project *Proforma*