

**Harris County
Community Services Department
PY2016 Request for Proposals**



**HOME Affordable Housing
Application Review**

Community Services Department

David B. Turkel, Executive Director of Community Services Department

Divisions of Community Services Department

- Housing and Community Development - Daphne Lemelle, Community Development Director
- Economic Development, Transit and Social Services
- Financial and Administrative Services

Development Staff



Funding opportunities are made available to the community through the Harris County Community Services Department. Under the Housing and Community Development division, Development staff are responsible for the application process from the release of Request for Proposals through notification of awards.

Understanding Harris County

- Department of Housing and Urban Development
 - <http://www.ecfr.gov/cgi-bin/text-idx?SID=6494aae908783a8fbc55c8fce953b1d2&node=24:3.1.1.3.8&rgn=div5>
- HCCSD Website
 - www.csd.hctx.net
- Funding Guidelines
 - <http://www.csd.hctx.net/rfq.aspx>
 - Provides program specific information
- Consolidated Plan
 - <http://www.csd.hctx.net/PYConsolidatedPlan.aspx>
 - Outlines Harris County's goals and objectives for serving the community
- Annual Action Plan
 - http://www.csd.hctx.net/pr_annualactionplan.aspx
 - Lists all projects funded for each entitlement year

It is helpful for applicants to understand Harris County and its role and responsibilities as a recipient of entitlement funds from the U.S. Department of Housing and Urban Development (HUD), including HOME funds. By visiting the internet links provided on this slide, applicants can access information on the services provided through the Harris County Community Services Department, the guidelines that are associated with HOME funds, and Harris County's 5-year Consolidated Plan and Annual Action Plan.

Regulations and Standards

Affordable Housing Standards

- <http://www.csd.hctx.net/HousingPolicies.aspx>
- Harris County's standards for development of quality affordable housing and compliance with applicable Federal, State, and local laws

Community Housing Development Organizations (CHDO)

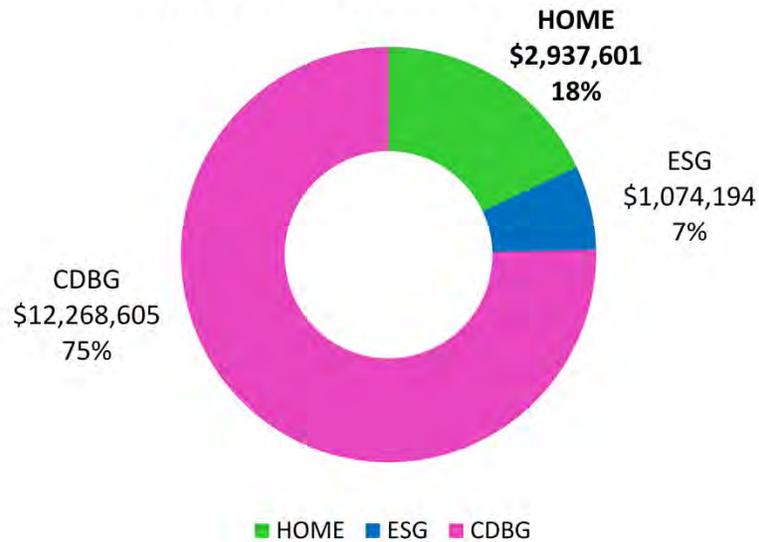
- http://www.csd.hctx.net/ps_chdos.aspx
- Harris County's standards for qualifying Community Housing Development Organizations (CHDO).

HOME Final Rule

- <https://www.hudexchange.info/programs/home/home-final-rule/>
- HUD published a Final Rule in the *Federal Register* on July 24, 2013 to amend the HOME Investment Partnerships (HOME) Program regulations.

By visiting the internet links provided on this slide, applicants can access information on HUD's HOME regulations, and the guidelines that are associated with HOME funds. These include Harris County's Affordable Housing Standards, information on CHDOs, and the HOME Final Rule from 2013.

Understanding Harris County PY2016 Allocation



Current PY2016 awarded funding from HUD to Harris County. This is the total amount of funding awarded in each category and does not have administrative or in-house project costs deducted. Harris County's PY2016 HOME allocation of 2.93 million is a small increase from PY2015.

Understanding Harris County



PY2016 RFP Allocation	Amounts Available
<i>HOME Investment Partnerships Program</i>	
HOME General	\$1,203,201
CHDO (15% Set-Aside)	\$ 440,640
Total	\$1,643,841

Based on actual PY2016 allocation

CSD has approximately 1.6 million of HOME funds available for this Affordable Housing RFP. Only organizations that meet the Community Housing Development Organization (CHDO) requirements can access the 15% set-aside, but are not limited to only the 15%. More information about CHDOs will be presented later in the slides. Applicants are encouraged to submit applications requesting a minimum of \$500,000 of funding.

Fair Housing

- The Fair Housing Act of 1968, federal law governing housing discrimination was passed and signed into law on April 11, 1968. HUD regulation requires equal access to housing in all HUD funded programs. The Fair Housing Act prohibits the discrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person including the following protected classes:
- **Race, Color, Religion, National Origin, Sex, Disability (mental and physical), and Familial Status (presence of children under 18 in the home)**
- As of 2012, the Fair Housing Act does not include sexual orientation and gender identity as protected classes, but equal access to housing in HUD programs for lesbian, gay, bisexual, or transgender persons is covered by 24 CFR Part 5, 200, 203, 236, 400, 570, 574, 882, 891, and 982.

Applicants should understand such topics as:

- Reasonable Accommodation- a change, exception or adjustment to a rule, policy, practice or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy that dwelling.
- Reasonable Modification- a structural change made to existing premises, occupied or to be occupied by a person with a disability, in order to afford such person full enjoyment of the premises.

Equal Access to Housing Final Rule

The Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity rule became effective March 5, 2012 through HUD's Office of Fair Housing and Equal Opportunity (FHEO).

This rule applies to all McKinney-Vento-funded housing programs, as well as to other housing assisted or insured by HUD. The rule prohibits discrimination based on:

- person's marital status,
- sexual orientation, or
- gender identity



Applicants are encouraged to become familiar with the federal acts and rules that affect the HOME program and other HUD funded programs in general. Proposed projects are subject to compliance with all of the above acts and rules.

Affordable Housing RFP Program Overview



What's New?

- HOME Affordable Housing Project Location
- High and Low Opportunity Areas
- Single Family New Construction Projects
- Single Family Rental Housing
- New Construction of Multi-Family Units
- Tenant Based Rental Assistance (TBRA)
- Community Housing Development Organizations (CHDOs)
- Matching Contribution
- Contractor Procurement
- Application Fee



Several things have changed or been updated with this RFP. Applicants need to be mindful of which apply to their planned project as some are single or multi-family specific. The following slides will address these changes in more detail.

HOME Affordable Housing Project Location

All projects, excluding homeless projects, must benefit low-income residents of Harris County's service area, which includes unincorporated Harris County and the 12 cities within the County that have signed cooperative agreements. Presently, the County has cooperative agreements with the following cities: **Deer Park, Galena Park, Humble, Jacinto City, Katy, La Porte, Morgan's Point, Seabrook, Shoreacres, South Houston, Tomball, and Webster.** Houston, Baytown and Pasadena utilize their own community development resources and are not within the Harris County service area.

*Homeless projects may be located throughout Harris County, including Houston, Baytown and Pasadena, but must have funding from Houston, Baytown, or Pasadena, if in their jurisdiction.

Example:

A homeless development is located within the City of Houston is requesting funding from Harris County. It must also be funded by the City of Houston to be eligible for County funds.

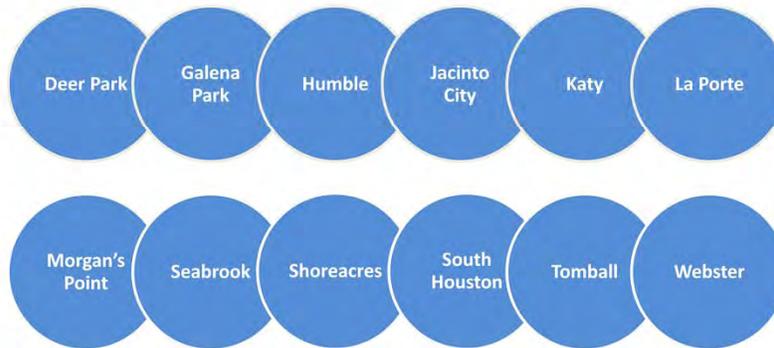
[*24CFR Part 92.201](#)

For homeless projects located within the City of Houston, Baytown or Pasadena which receive their own HUD funding, HUD HOME regulations require a "significant" monetary investment in the proposed project by the other jurisdiction. Without the "significant" monetary investment, Harris County cannot utilize its HOME funds in another jurisdiction.

Service Area

Unincorporated Harris County and its 12 cooperative cities

**Projects serving homeless are not restricted by service area.*

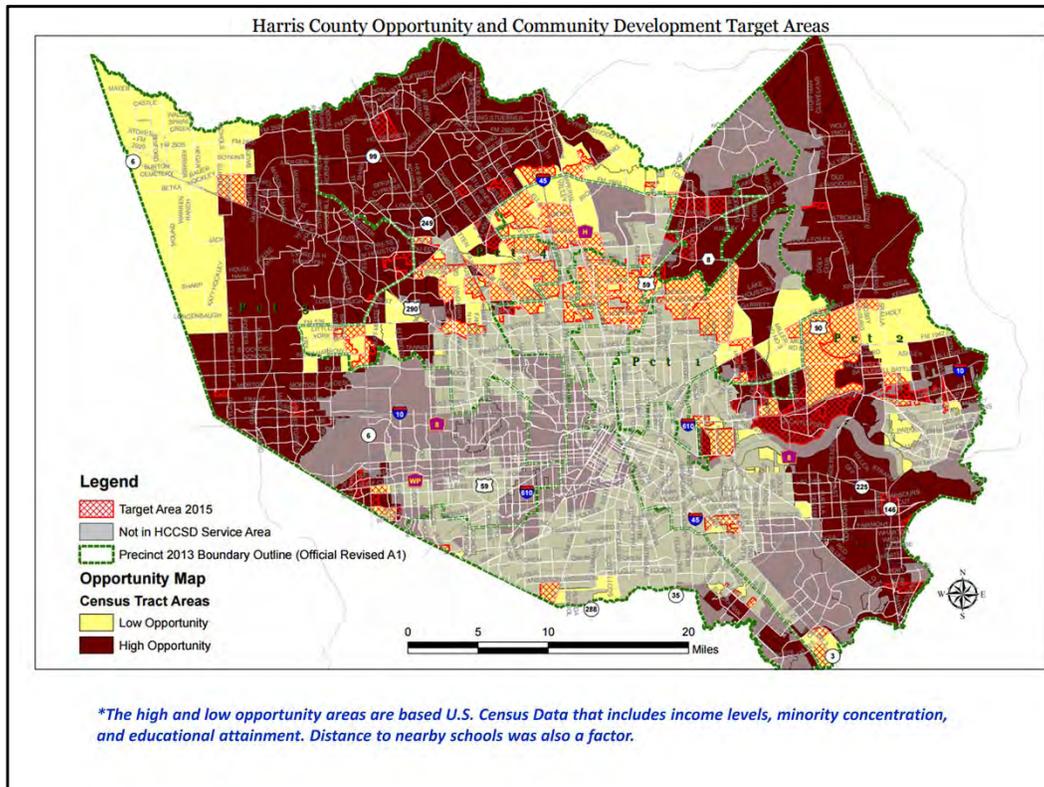


Houston, Baytown and Pasadena receive their own entitlement funds and are not included in the Harris County service area.

All projects, excluding projects serving homeless, must benefit residents of the Harris County service area.

High and Low Opportunity Areas

- In addition to service area, priority is being given to projects located in a HCCSD mapped High Opportunity Area.
- High opportunity areas are based on U.S. Census data and proximity to desirable community amenities.
- A project not in a mapped high opportunity area can also be prioritized by providing evidence of a comprehensive revitalization plan or significant investments in the area by Harris County.
- Scattered site, single-family projects must have at least 30% of the sites within a High Opportunity Area.



This map and additional Opportunity Area information can be found in the guidebook and on HCCSD’s Funding Guidelines Page (<http://www.csd.hctx.net/rfq.aspx>) under the Housing Site Selection section.

HOME Eligible Activities

Housing Type	Eligible Activities
Single Family (Owner Occupied)	-New Construction (No Acquisition Only)
Multi-family Rental	-Acquisition -Rehabilitation -New Construction
TBRA	-Direct Rental Subsidy (for Homeless in partnership with a local housing authority)

*24CFR Part 92.209, 92.252, and 92.254

*HOME-Funded Activities [*24CFR Part 92.209, 92.252, and 92.254]

Beneficiaries of HOME funds, for the above activities must be low to moderate income, defined as an annual income that does not exceed 80 percent of area median income, as adjusted by household size. US HUD releases income data annually.

Eligible Activity: Single Family New Construction Projects

- Single Family New Construction Projects consists of the development of owner occupied single family homes for low to moderate income households.
- Homes must be constructed according to the Harris County Affordable Housing Standards.

Deadline for transfer of homeownership units

- Home must be sold to an eligible buyer within 9 months of completion
- If homes are not sold within 9 months, it must be rented to an eligible tenant

Homebuyer Counseling

- As mandated all homebuyers receiving HOME assistance must receive HUD approved counseling before purchase.
- A list of HUD approved counseling agencies can be viewed at:
[http://www.harriscountytexas.gov/CmpDocuments/103/DAP/HOMEOWNERSHIP EDUCATION.pdf](http://www.harriscountytexas.gov/CmpDocuments/103/DAP/HOMEOWNERSHIP%20EDUCATION.pdf)

*24CFR Part 92.2

HUD local office does get a maximum purchase price by area and these are subject to change on an annual basis.

Eligible Activity: New Construction of Multi-Family Units

- The multi-family housing category includes side-by-side townhomes and villas to high-rise buildings containing an abundance of apartment flats.

Important To Remember:

- Harris County Community Services Department has a new line item for a fixed cost of \$120,000 for a 3rd party construction manager that will be required for all multi-family HOME projects.
- The applicant is required to secure a third-party construction manager that must be approved by HCCSD.
- Cost is already in Multi-Family Application budget and is paid with HCCSD HOME funds.

Fixed vs. Floating Units

- For properties with both assisted and non-assisted units, the applicant must select “fixed” or “floating” units.
- When HOME-assisted units are “fixed”, the specific units that are HOME-assisted are designated and never change.
- When HOME-assisted units are “floating”, the units that are designated as HOME-assisted may change over time as long as the total number of HOME-assisted units in the project remains constant.

Multi-family rental unit must be constructed according to the Harris County Affordable Housing Standards. HCCSD has set a maximum per unit subsidy of \$40,000 per unit. HUD places a minimum per-unit subsidy at \$1,000 per unit for HOME funded projects.

Eligible Activity: Tenant Based Rental Assistance (TBRA)

➤ TBRA is a rental subsidy that can be used to assist individual households afford housing costs.

- Applicants applying for TBRA must serve a homeless population
- Applicants must be in partnership with a local Housing Authority which will be responsible for providing unit inspections and rent reasonableness determinations.
- Acceptable uses of TBRA:
 - Rent
 - Utility Costs
 - Security Deposits
 - Utility Deposits

[*24 Part §92.209](#)

TBRA can help individual households and can be used in a unit selected by the tenant and moves with the tenant. Rental subsidy is based on the income of the household, the particular unit the household selects and Harris County's rent standard.

Community Housing Development Organizations (CHDOs)

CHDOs at a Glance

- A Community Housing Development Organization (CHDO) is a private, non-profit, community-based organization with qualified staff that is receiving HOME funds as the owner, developer, or sponsor of affordable housing for the community it serves.
- Why are CHDOs important? A **minimum of 15 percent** of each annual HOME allocation for homebuyer or rental housing which is owned, developed, or sponsored by certified CHDOs.
- For additional guidance on HCCSD CHDO policy and procedures please visit http://www.csd.hctx.net/ps_chdos.aspx. Only use the CHDO Certification attachment posted on the Funding Opportunities page (http://www.csd.hctx.net/ps_rfp.aspx) for submission with the Affordable Housing RFP. Please review Part 92 HOME Investment Partnerships Program Subpart G CHDO 92.2 (Definition of a CHDO), 92.300-92.303 for specific HUD guidelines.

Key Compliance Changes

- As a result of the 2013 HOME Final Rule, HCCSD CHDO certification is no longer done annually unless the organization has an active project (awarded or in its affordability period) with Harris County.
- As for **all** projects, HCCSD cannot commit CHDO set-aside funds to a project until all necessary financing is secured (including tax credits if applicable), a budget and schedule is established, underwriting, and subsidy layering is completed and construction is scheduled to begin within 12 months.
- Organizations must have a history of serving the community where housing to be assisted with HOME funds as evidenced by: a statement that documents at least one year of experience in serving the community or **for newly created organizations**, a statement that documents that its parent organization has at least one year of experience in serving the community.

A CHDO must have paid staff with the experience and capacity to complete the proposed project. The CHDO's board composition must meet HUD CHDO requirements.

Matching Contribution

Match Basics	Match Requirements	Eligible Sources of Match	Ineligible Sources of Match
<ul style="list-style-type: none"> Match is the value of funds and/or resources an organization commits to provide for a proposed project. Match funds must be applied specifically for the proposed project. The HOME program requires 25% match. For more information on Match, please refer to 24 CFR 92.218. 	<ul style="list-style-type: none"> No match required for: <ul style="list-style-type: none"> -Admin and planning costs Funds for CHDOs for: <ul style="list-style-type: none"> Operating Expenses Capacity building Pre-development loans for projects that don't go forward -Shortfall funds 	<ul style="list-style-type: none"> Cash or "cash equivalents" Value of waived taxes (HOME projects only), fees or charges Cost of infrastructure improvements related to HOME projects Percentage of proceeds of housing bonds Value of donated materials and labor Sweat equity Direct Costs of supportive services to residents of HOME projects Homebuyer Counseling 	<ul style="list-style-type: none"> Contributions from federal sources Interest rate subsidy from tax-exempt financing or tax credits Owner Equity/investment in a project (except sweat equity) Cash/Contributions from applicants or recipients Match for any other federal program

All applicants for HOME funds are required to provide a minimum of 25% matching funds. The 25% is based on the amount of HOME funding requested. Example: If you request \$1,000,000 of HOME, you must provide \$250,000 of eligible match documentation for total budget of \$1,250,000.

Contractor Procurement

- Harris County requires the procurement of all contractors and subcontractors through an open and competitive process.
- Proper procurement, as monitored by CSD, ensures steps are taken to eliminate potential conflict of interest issues when hiring contractors.
- Harris County recommends contacting our office to discuss all procurement activities to ensure proper procedures are followed and documented.
- Grants Management is responsible for project monitoring and review of procurement procedures.



Application Fee

- Harris County requires an application fee for all affordable housing projects.
- The fee is \$1,000 from for-profit applicants and \$500 from non-profit applicants payable with the application. The first installment of your application fee is due at application submission. The second installment of your application fee will be applied towards at closing if awarded funding from Harris County. The second installment of the application fee will be determined by the amount of awarded funding with a fee of \$500 for every \$500,000 awarded.

* Example: Non-profit application is submitted with \$500.00 application fee. Applicant is awarded \$ 1,000,000.00 of HOME funds. At closing, the non-profit will pay a fee of \$1,000.00 for a total of \$1,500.00.

Failure to include your application fee will result in your application not passing threshold review and being removed from further consideration.

Application Review



Application Evaluation

HOME	
Section	Points Available
Exhibit A - Application Information	5 points
Exhibit B - Organizational Information	20 points
Exhibit C - Project Information	30 points
Exhibit D - Project Compliance and Scope of Services	25 points
Exhibit E - Permanent Supportive Housing Services	20 points (if applicable)
Maximum Total Score	100 points

Application Review

From the: Instructions Tab

HOME Affordable Housing

Only HOME funded affordable housing developments providing housing for **homeless** can be located outside of Harris County's service area in the cities of Houston, Baytown, and Pasadena and must be jointly funded by the other jurisdiction. Example: A proposed development that is located within the city of Houston is eligible for Harris county funds, only if providing homeless housing outside service area.

New Homeownership Regulations

Deadline for transfer of Homeownership Units-must have a ratified sales contract with buyer within 9 months of construction completion. Otherwise, must convert to rental unit or repay HOME investment. HUD regulation and additional information may be found at 24 CFR Part §92.254

Homebuyer Counseling. As mandated, all homebuyers receiving HOME assistance must receive HUD approved counseling before purchase. A list of HUD approved counseling agencies can be viewed at http://www.csd.hctx.net/ps_downpaymentassistanceprogram.aspx

Rental Housing Regulation

Rental Occupancy Deadline- Units must be occupied by income eligible tenants within 18 months of project completion (reporting requirements if not occupied within 6 months). For additional clarification, please review HUD regulation 24 CFR Part §92.242

Capital Needs Assessment

For all projects that propose more than 26 units, a capital needs assessment should be submitted to HCCSD.

High Opportunity Areas

Priority will be given to projects that are located in High Opportunity areas or an area that has a comprehensive revitalization plan that sets forth a goal of increasing affordable housing and where Harris County has made significant investments in infrastructure/public facilities.

Contractor Procurement

Harris County requires the procurement of all contractors and subcontractors through an open and competitive process. Proper procurement, as monitored by HCCSD, ensures steps are taken to eliminate potential conflict of interest issues when hiring contractors.

Underwriting

HUD requires underwriting and subsidy layering analysis to be performed on the initial application, initial closing or construction start, and again at construction completion or final draw.

The HOME program imposes regulatory deadlines that may affect the underwriting process. It's important to note that construction must start within 12 months of the agreement date, and projects are to be completed within 4 years of the date funds are committed to the execution of the contract.



**For this purpose of this presentation, we will focus on the Multi-family application.*

The difference between this application and the single family application is new line item for a fixed cost of \$120,000 for a construction manager that will be required for all multi-family HOME projects.

Please read the entire Instructions Tab and the Guidebook before proceeding with the application. The type of project determines which application you should complete and which questions are applicable.

From: Tab 2-Exhibit A

Harris County PY2016 Request for Proposals
Affordable Housing Activities - Multi-family



**HOME/ Affordable Housing
Application**

Original PRIORITY 1 PRIORITY 2 PRIORITY 3
 Copy (If submitting more than one proposal, indicate the priority of this proposal.)

Exhibit A – Applicant Information (5 Points)

Part 1 - General Information

- 1. Type of Organization: Select entity type:
- 2. Organization Legal Name:
- 3. Other/Former Names of Organization:
- 4. Project Name:
- 5. Mailing Address:
- City, State, and Zip Code:
- 6. Physical Address of Project:
- City, State, and Zip Code:
- 7. HCAD Parcel #:
- 8. Telephone:
- 9. Fax:
- 10. Tax ID:
- 11. DUNS Number:



It's very important to ensure that this box is filled out with accurate and complete information.

Project information is required so HCCSD staff can review the application. Failure to complete all applicable fields and provide correct information may cause an application to fail threshold review and no longer be considered for possible funding.

From Tab 2: Exhibit A Part 3

Part 3 - Program Funding

1) Request Amount	120,000
2) Other Funding Source	-
3) Total Project Cost	120,000
4) Percentage of Harris County funds *	100.00%
5) Application Fee**	

NOTE: For Multi-family projects, Harris County has included a minimum of \$120,000 for construction management services to be procured by the applicant.

*HCCSD will not consider applications for projects requesting greater than 75% of total project funding.

** All applicants are required to pay an application fee at the time of application submittal. Non-profit/government applicants must submit \$500 while for-profit applicants submit \$1,000. Please provide proof payment as Attachment A-1.

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Pay special attention to the note above in reference to the fixed cost, project funding, and the application fee, only for multi-family projects.

From Tab 3: Exhibit B

Harris County PY2016 Request for Proposals
Affordable Housing Activities - Multi-family



Part 5 – Match and Working Capital

- A. HOME requires applicants to meet a 25% match requirement. For each funding source listed in the budget forms, attach a letter of funding commitment (dated no later than 6 months prior to the application) as **Attachment B-8**.

- B. All organizations must have 90-days working capital to ensure operational liquidity while awaiting reimbursement. Select one of the eligible sources of working capital listed below and attach supporting documentation as **Attachment B-9**. If necessary, provide detailed explanation below.
 - Cash in Bank (provide 3 most recent bank statements or audited financial statements)
 - Line of Credit (provide a letter on financial institution letterhead stating line of credit amount)
 - Acct. Recv. Collection (provide recent audit, current balance sheet and evidence of validity)
 - Liquidation of Securities, CD or Investments (provide copy of recent brokerage or CD statement)
 - Thrift shop proceeds as documented in IRS 990 or 990-T forms.
 - Other - Please explain below and provide appropriate supporting documentation

Comments:

Please refer back to the Matching Contribution slide/HUD regulation 24 CFR 92.218 for additional guidance.

As Harris County operates on a reimbursement basis, ensuring your organization has 90-days of working capital for the proposed project is critical. This must be verifiable with attached documentation.

From Tab 4: Exhibit C

Part 2 – Activity Type

- A. Please select the activity type that best relates to your project.
- | | |
|---|---|
| <input type="checkbox"/> Acquisition only | <input type="checkbox"/> Acquisition and rehabilitation |
| <input type="checkbox"/> Construction only | <input type="checkbox"/> Other |
| <input type="checkbox"/> Rehabilitation (rental housing) | |
| <input type="checkbox"/> Acquisition and new construction | |
| <input type="checkbox"/> Tenant Based Rental Assistance | |
- B. Do you have site control?
- Yes (Please attach a copy of supporting documentation as **Attachment C-1**)
- No. HCCSD will not consider applications for projects without site control.
- C. Do you have a completed property appraisal? Cannot be older than 6 months.
- Yes (Please attach a copy as **Attachment C-2**)
- No, but will be available within 30 days. Please note that HCCSD will not send reminders.
(*Please provide two original copies and an electronic copy on CD or USB drive)

Harris County FY2016 Request for Proposals
 Affordable Housing Activities - Multi-family



- D. Do you have a completed property survey?
- Yes (Please attach a copy of supporting documentation as **Attachment C-3**)
- No, but will be available within 30 days. Please note that HCCSD will not send reminders.
- E. Is the proposed project for the development of permanent or permanent supportive housing?
- Permanent Housing
- Permanent Supportive Housing for the Homeless (Must complete Exhibit E)
- Not Applicable
- F. Does your project involve:
- Major rehabilitation? Yes No
- Minor rehabilitation? Yes No

- All applicants must be able to document site control. HCCSD will accommodate tax credit projects by allowing submission if project site control documentation is provided within 90 days. Applicant must also submit copy of pre-application to TDHCA if applicable.
- Property appraisals and surveys are required with supporting documentation.
- If not provided with the application, they must be provided within 30 days. HCCSD will not send reminders.
- TBRA projects do not have to document site control.

From Tab 4: Exhibit C

Part 3- Environmental Requirements

Have you had a Phase 1: Environmental Site Assessment (ESA) completed within the past year?

- Yes, submit Phase 1 as **Attachment C-5**
- No. For any acquisition, rehabilitation or construction project, please attach the following information as **Attachment C-5**:
 - 1) Site soils, vegetation and drainage characteristics.
 - 2) Chain of title review.
 - 3) Site and surrounding land use details and history.
 - 4) Historical aerial photograph and/or other newspaper review.
 - 5) Wetlands, floodplains and other natural features.
 - 6) Proximity to landfills, leaking storage tanks, etc.
 - 7) Environmental records searches with sources and citations.
 - 8) Recognized environmental conditions (RECs) posing any liability.
 - 9) Pictures of site.

Note: if a Phase 1 ESA was not obtained for the subject site within one year of the project proposal, Harris County will require the submission of additional information including a Phase I and (if needed) Phase II ESA. If proposing a multi-family or new construction project, Harris County requires completion of a Phase 1 ESA prior to the award of funds.

For more information about the Phase 1 ESA, please see: ASTM E1527-05 Standard Practice for Environmental Site Assessments: Phase 1 Environmental Site Assessment Process, <http://www.astm.org/Standards/E1527.htm>

The Phase 1 (ESA) is required. For additional information please review the website provided above. If Phase I ESA will not be completed by date of submission, state when it will be finished and sent to HCCSD while providing the information required in attachment C-5.

From Tab 4 Exhibit C-Part 4 Development Team

Other _____

- B. Does the organization have a contractor selected to complete the project?
- Yes (Attach contractor agreement and detailed procurement summary as **Attachment C-6**)
 - No (Please plan on reviewing all procurement policies with HCCSD prior to selecting a contractor)
 - N/A , explain: _____
- C. Is Schematic Design complete? This must include front, rear, and side elevations of buildings as well the detailed unit floor plan for each bedroom size.
- Yes (Attach supporting documentation as **Attachment C-7**)
 - No, but will be available within 30 days. Please note that HCCSD will not send reminders
 - N/A , explain: _____

*Tarrant County PY2016 Request for Proposals
Affordable Housing Activities - Multi-family*



- D. Is a site plan available? Must show how project is to be built, indicating placement of buildings, parking areas, sidewalks, planned landscaping, amenities, easements, etc.
- Yes (Attach supporting documentation as **Attachment C-8**)
 - No, but will be available within 30 days. Please note that HCCSD will not send reminders
 - N/A , explain: _____
- E. Are project cost estimates available?
- Yes (Attach supporting documentation from engineer or architect as **Attachment C-9**)
 - No (HCCSD may terminate application for consideration if unavailable)
 - N/A , explain: _____

- The contractor agreement and detailed procurement summary must be provided. All procurement policies must reviewed with HCCSD prior to selecting a contractor.
- Schematic Design is required. Please review all minimum design requirements located on page 11 of the Affordable Housing RFP Application Guidebook.
- The Site plan is required and must reveal how project will be built.
- Project cost estimates must be provided. HCCSD may terminate the application for consideration if unavailable.

From Tab 4 Exhibit C

Already populated with 3 units based on \$120,000 for const. manager in budget

Part 5- Rental Construction/Development Projects (ONLY)

A. Based on your requested amount, you will be required to provide: units if HOME project (1 unit per \$40,000 of funding), or

In the chart below, indicate the breakdown between HOME-assisted, LIHTC, or other affordable units and market units. The chart will automatically calculate the designation between High and Low HOME rents.

Bedroom Number	# of units	Market	LIHTC	Other Affordable Units	HOME/CDBG-assisted	High HOME Rents	Low HOME Rents
0	0					0	0
1	0					0	0
2	0					0	0
3	0					0	0
4	0					0	0
Other	0					0	0
Total Project Units	0						

HOME/CDBG-assisted units must be comparable and distributed through out every unit type.

B. Will HOME-assisted units be "Fixed" or "Floating" units?*

- Fixed Floating

*For properties with both assisted and non-assisted units, the applicant must select "fixed" or "floating" units. When HOME-assisted units are "fixed", the specific units that are HOME-assisted are designated and never change. When HOME-assisted units are "floating", the units that are designated as HOME-assisted may change over time as long as the total number of HOME-assisted units in the project remains constant.

Please indicate in this section whether HOME-assisted units will be fixed or floating. If a proposed project has funding from another local jurisdiction, Harris County's units must be fixed units.

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From Tab 4: Exhibit C

For Single Family - Please indicate the total amount of units, HOME-assisted, sales price and square footage of homebuyer units.

*Harris County PY2016 Request for Proposals
Affordable Housing Activities - Multi-family*



Part 6 – Homebuyer or Single Family Construction/Developments (ONLY)

A. Indicate the total number of units, HOME/CDBG- assisted, sales price and square footage of homebuyer units.

Bedroom Number	Market Units	Sales Price	HOME/CDBG-assisted	Sales Price	Square footage
2					
3					
4					
Other					
Total	0		0		

The maximum sales price for a HOME-assisted residential structure must comply with HUD HOME existing or new purchase price limits for Harris County.
HOME-assisted units must be comparable and distributed throughout every unit type.

HUD local office does get a maximum purchase price by area and these are subject to change on an annual basis. Current purchase prices are available at <https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>

From Tab 4: Exhibit C

**Part 7 – Tenant Based Rental Assistance - Homeless Population ONLY
(Public Housing Authorities/ Public Housing Authority Partners in Conjunction with Rapid Re-Housing Activities)**

- A. Do you have TBRA Policy & Procedures? Does it include a tenant selection policy and grievance procedures?
 - Yes (Please attach a copy as **Attachment C-10**)
 - No, but will be available on _____

- B. What will be the maximum length of assistance? _____

- C. Type of Activities
 - Rental assistance
 - Security deposits assistance (2 month maximum)
 - Utility deposits assistance (only in conjunction with rental or security deposit assistance)

- D. Target Population (s). Select the type of homeless population the TBRA program will serve.
 - Families Youth Substance Abuse Chronic Homeless HIV/AIDS
 - Singles Veterans Mentally Ill Domestic Violence
 - Other targeted groups, if any: _____

- E. Estimated number of homeless households to be served from 3/1/2016 through 2/28/2017:
Homeless households: _____

- For the purpose of this RFP, Tenant Based Rental Assistance is available those serving homeless and that have a partnership with a local housing authority.
- Assistance must be at least one year and may not exceed two years
- If applying for TBRA, make sure to complete the TBRA tab in the budget section, next to last Tab 7.



From Tab 5-Exhibit D

Harris County FY2016 Request for Proposals
Affordable Housing Activities - Multi-family



C. Supportive Services and On-Site Activities (*Rental housing projects only*)
If development will have a supportive services component (example: site counseling, budgeting, self-sufficiency programs) please describe services and activities. Permanent supportive housing or transitional housing projects serving homeless population require the provision of supportive services and must be described below.

[Empty yellow box for C]

D. Transportation (*Rental or Qualified Elderly Developments*)
Provide a brief explanation of transportation services provided for project if applicable. Qualified Elderly Developments require specialized transportation services. Please describe transportation services for project.

[Empty yellow box for D]

¹³Qualified Elderly Development-A Development which meets the requirements of the federal Fair Housing Act and: (A) is intended for, and solely occupied by, individuals 62 years of age or older; or (B) is intended and operated for occupancy by at least one individual 55 years of age or older per unit, where at least 30% of the total housing units are occupied by at least one individual who is 55 years of age or older, and where the Development Owner publishes and adheres to policies and procedures which demonstrate an intent by the owner and manager to provide housing for individuals 55 years of age or older. (See 42 U.S.C. Section 3607(b)).

- This section is applicable to rental housing projects only.
- Supportive Services are required for Permanent Supportive Housing Development. Make sure to complete Tab 7- Supportive Services in the budget.

*Qualified Elderly Developments require specialized transportation services to serve residents and ensure mobility.

From Exhibit D: Tab 5

F. Per Exhibit C, Part 5 and 7, does your project involve the construction of 12 or more HOME-assisted units?

- Yes
- No

If **yes**, your organization will be required to comply with Federal prevailing wage requirements covered under the Davis Bacon and Related Acts.

If there's 12 or more HOME-assisted units, Davis Bacon and Related Acts are applicable regarding labor regulations

G. Lead-Based Paint Compliance (Homeownership, rehabilitation, and rental housing projects only) Please describe how your organization will address lead-based paint hazards associated with this project.

Lead-Based Compliance are applicable to Homeownership, rehabilitation, and rental housing projects only.

*Tarris County PY2016 Request for Proposals
Affordable Housing Activities - Multi-family*



H. Energy Star Certification (All projects)

Will this project meet Energy Star Certification?

- Yes, project will meet requirement
- Yes, project will exceed requirement

Please describe how your project will meet and/or exceed Energy Star Certification.

All applicants must ensure to be clear and specific in how the proposed project will meet at minimum Energy Star Certification.

From Tab 5: Exhibit D

Part 2 – Project Implementation

- A. What is the anticipated start date of your project? _____
- B. **Production/Expenditure Schedule:** Outline project activities as well as the proposed amount of HOME funds to be expended monthly during the contract period. This information will be used to structure the scope of services portion of the agreement.

The production/expenditure schedule is another component to this process. Please fill out with estimated completion and as accurate as possible. Make sure it matches budget amounts. *Note that per HUD HOME regulations, a project must begin construction within 12 months of contract execution.

Contract Period	Project Activities	HOME Program Expenditure
Month: _____	Page 3	
Month: _____		
Total Expenditures		\$ _____

Application Review

From Tab 7: Sources and Uses Summary

Enter all of the Sources necessary to complete the project in the Yellow highlighted area below.

Source #	Funding Description	Harris County Share	25% Match (HOME only)	Other Developer	Total	Agency Source of Financing	Status
1	Conventional Loan				\$		
2	Conventional Loan FHA				\$		
3	Conventional Loan Letter of Credit				\$		
4	HOME CDBG Funds	\$ 120,000			\$ 120,000		
5	Housing Trust Fund				\$		
6	Mortgage Revenue Bonds				\$		
7	HTC Syndication Proceeds				\$		
8	Historic Tax Credit Syndication Proceeds				\$		
9	USDA/ TXRD Loan(s)				\$		
10	Other Federal Loan or Grant				\$		
11	Other State Loan or Grant				\$		
12	Local Government Loan or Grant				\$		
13	Private Loan or Grant				\$		
14	Cash Equity				\$		
15	In-Kind Equity/Deferred Developer Fee				\$		
17	Other (specify):				\$		
18	Other (specify):				\$		
19	Other (specify):				\$		
20	Other (specify):				\$		
21	Other (specify):				\$		
22	Other (specify):				\$		
TOTAL SOURCES OF FUNDS		\$ 120,000	\$ -	\$ -	\$ 120,000		
Use #							
1	Acquisition				\$		
2	Development Costs				\$		
3	Harris County Required Services				\$ 120,000		
4	CHDO Operating				\$		
5	Lead Hazard Controls Program				\$		
6	Homebuyer Assistance Counseling				\$		
7	Tenant Based Rental Assistance				\$		
8	Supportive Services Costs				\$		
TOTAL USES OF FUNDS					\$ 120,000		

Do not leave blank, match is required and must be an eligible source. Make sure to state how the match will be used in the match column on Tab 7 - Affd HSG Dev Costs as well.

Page 1

Total Sources of Funds
Must Equal (=)
Total Uses of Funds



Tips



- Network with those who are successful.
- Read the application several times, including the guidebook.
- Double check numbers for accuracy (ex: contact numbers, DUNS, budget)
- Budget is consistent with proposed activity, funding source and timeline.
- Answer all applicable questions and attach all requested documentation.
- Before you apply, clear any: tax issues, audit findings, and negative publicity.
- Be prepared for a site visit during the review process.
- **DEADLINES** for submitting applications are ***NOT*** negotiable.
- Don't wait until the last minute to begin completing/compiling information.
- HCCSD staff can offer guidance but cannot complete the application for you.

Technical Assistance Days:

April 21st-22nd

*By Appointment Only at rfp@csd.hctx.net
(Conference calls with applicants are preferred)*

Last day for assistance from HCCSD staff:

April 22, 2016 before 4:30 pm

RFP Deadline:

April 27, 2015 at 2 p.m.

8410 Lantern Point Drive Houston, Texas 77054

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