



## **LOUISIANA HOUSING CORPORATION**

### **HOME INVESTMENT PARTNERSHIP PROGRAM 2015 CHDO HOMEOWNERSHIP DEVELOPMENT NOTICE OF FUNDING AVAILABILITY**

#### **RELEASE DATE:**

**March 11, 2015**

The Louisiana Housing Corporation (LHC or Corporation) hereby releases this HOME Investment Partnership 2015 Community Housing Development Organizations (CHDO) Homeownership Development Notice of Funding Availability (NOFA) for the Preliminary Commitment of approximately \$2,000,000 of HOME Investment Partnership Program funds (HOME Funds). The LHC is implementing the NOFA in order to address a portion of the unmet housing needs of the state by experienced CHDOs interested in undertaking affordable Homeownership Development. Interested parties will submit applications to carry out all phases of development which includes the planning, program administration, program documentation, applicant intake, financing, acquisition, rehabilitating, and/or construction necessary to receive HOME Funds.

The NOFA and a draft application will be posted to the LHC website no later than 4:30 P.M. C.S.T. on Monday, March 11, 2015. All applications shall be received no later than 4:00 P.M. C.S.T. on May 26, 2015. Successful applicants will be awarded HOME Funds no later than July 2015. All HOME Funds will be made available in the form of a loan.

#### **GOALS AND OBJECTIVES**

Promote development of homeownership units in areas within which the demand for affordable housing for first-time homebuyers is not being met with conventional financed housing developments. Provide funds to CHDOs to expand their capacity to provide housing services and in accordance with the requirements of the HOME Investment Partnership Act.

All developments funded through this NOFA must benefit low income households. HUD defines "low income" residents as those families whose total household income, adjusted for family size, does not exceed 80% of the area median income.

## **FUNDING**

A total of approximately \$2,000,000 in HOME Funds is being made available through this NOFA, pursuant to the Cranston-Gonzales National Housing Act of 1990 HOME Investment Partnership Funds and in accordance with the Louisiana Consolidated Plan.

Terms of the loan will be based upon LHC underwriting. HOME funds must be repaid through the proceeds of the sale of the housing units at the time of closing absent an approved CHDO Proceeds reuse plan.

An applicant receiving HOME Funds under this NOFA will be expected to carry out all phases of planning and/or construction necessary to successfully implement and complete the HOME funded activity. These requirements include ensuring compliance with federal overlay and administrative requirements. These responsibilities may include, but are not limited to:

Implementing the project or program activity as proposed in the applications;

Ensuring compliance with reporting requirements;

Managing fund disbursement and accounting;

Preparing work specifications;

Conducting inspections;

Affirmatively marketing;

Program administration;

Program documentation;

Applicant intake; and

Ensuring that all HOME requirements are met for the entire affordability period applicable to the project.

## **ELIGIBLE USES**

HOME Funds awarded under this NOFA will only reimburse costs incurred to develop a project. No HOME Funds will be advanced to reimburse a project cost unless the electronic HOME Funds Requisition Form with back-up invoices and receipts is submitted and approved. No funds will be disbursed until all agreements are signed and environmental conditions are satisfied.

The purchase of land is an eligible use of funds under this NOFA; however, in no case will the entire award to an activity under this NOFA be allowed for only the acquisition of land. Construction and Rehabilitation costs must be included as a budgeted item and must be drawn on a Pari passu basis.

## **INELIGIBLE USES**

HOME Funds cannot be used to purchase land from a person or entity that has an identity of interest with the applicant.

Properties previously financed with HOME Funds during the affordability periods cannot receive additional HOME assistance unless assistance is provided within the first year after project completion.

HOME Funds may not be used for development, operations, or modernization of public housing financed under the 1973 Act (Public Housing Capital and Operating Funds).

## **HOMEOWNERSHIP DEVELOPMENT**

Housing that is for acquisition by a family must meet the affordability requirements of this section:

1. The housing must be a 1-unit single-family dwelling.
2. The housing must be modest housing as follows:
  - a. In the case of acquisition of newly constructed housing or standard housing, the housing has a purchase price for the type of single family housing that does not exceed HUD HOME Value Limits (as posted on the LHC website).
  - b. In the case of acquisition with rehabilitation, the housing has an estimated value after rehabilitation that does not exceed the HOME Value Limits for the area.
3. The sale price is within the HOME Value Limits of the area.
4. The housing must be acquired by a homebuyer whose family qualifies as a low income family and the housing must be the principal residence of the family throughout the period of affordability.

## **MATCHING/LEVERAGE CONSIDERATION**

All projects must provide a minimum of 15% from match or leveraging of the total development costs from sources other than the HOME program. No project will be funded if the only funding source is HOME Funds.

## **FINANCIAL SUSTAINABILITY**

Applicants unable or unwilling to provide the required information indicated below will not be funded under this NOFA.

## **PERFORMANCE BOND**

Each funded application that receives an award of HOME Funds will be required to post a performance bond during the period of construction sufficient to cover the HOME award or provide proof of minimum net financial resources as indicated below.

## **MINIMUM NET FINANCIAL RESOURCES**

In lieu of a performance bond, demonstration of minimum net financial resources is an option for a person or entity alone or in combination with other persons or entities having net assets equal to the applied for HOME Loan and who has unrestricted liquid assets at least equal to 10% of the applied for HOME Loan. Applicants must provide proof through submittal of certified audited financials.

## **MANDATORY ACTIVITIES & THRESHOLD REQUIREMENTS**

### **CROSS CUTTING FEDERAL REQUIREMENTS**

All applicants shall comply with the following:

1. Environmental clearance;
2. Feasibility and viability; and
3. Market studies.

### **THRESHOLD REQUIREMENTS**

1. Separate applications shall be submitted for each project (only one application per project).
2. A complete project budget identifying and supporting all sources and uses.
3. No project will be funded if the only funding source is HOME.
4. Applicants must provide the required performance bond or provide proof of minimum net financial resources requirement.
5. Homeownership Development project applicants should certify that they have a waiting list of potential homebuyers for the units proposed.
6. Third-party maps shall be provided to sufficient scale and detail to provide proof of the following:
  - a. Projects are not located within 300 feet of a railroad; and
  - b. Projects are not located in a floodway.
7. Projects with more than 1 environmental issue will result in the award being canceled.
8. Applicants shall prove that water and sewer service will be provided upon completion by submitting the following:
  - a. Letter from the local service provider; or
  - b. Architectural submission (only in cases where well water and septic systems/mo-dad will be utilized).

## **CAPITAL NEEDS ASSESSMENT – REHABILITATION PROJECTS ONLY**

A Capital Needs Assessment must be submitted at the time of application for all rehabilitation projects. An independent-experienced third party must perform the Capital Needs Assessment and this party cannot have a financial interest in ownership of the development (i.e. not a member of the development team). It is required that a licensed professional, such as an engineer/architect, perform the assessment and supply the LHC with their professional opinion of a property's current overall physical condition. This includes the identification of significant deferred maintenance, existing deficiencies, and material building code violations that affect the property's use and its structural or mechanical integrity.

The assessment shall include a site visit and physical inspection of the interior and exterior of units and structures, as well as an interview with available on-site property management and maintenance personnel to inquire about past repairs/improvements, pending repairs and existing or chronic physical deficiencies. The assessment should include an opinion as to the proposed budget for recommended improvements and should identify critical building systems or components that have reached or exceeded their expected useful lives. The assessment should also include recurring probable expenditures for significant systems and components impacting use and tenancy, which are not considered operation or maintenance expenses, in order to determine the appropriate replacement reserve deposits on a per unit per year basis.

The following components should be specifically examined in the Capital Needs Assessment:

1. Site, including topography, drainage, pavement, curbing, sidewalks, parking, landscaping, amenities, water, sewer, storm drainage, gas, and electric utilities and lines;
2. Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system, and drainage;
3. Interiors, including unit and common area finishes (carpeting, vinyl tile, plaster walls, paint condition, etc.), unit kitchen finishes and appliances, unit bathroom finishes and fixtures; and common area lobbies and corridors;
4. Mechanical systems, including plumbing and domestic hot water, HVAC, electrical, and fire protection; and
5. Elevators (if applicable).

## **CHANGES TO PROJECT AFTER AWARD**

Any changes to a project after the notice of award must be approved in advance by the Corporation in writing. Changes made without the prior written approval of the Corporation will result in the cancelation of the project and the recapture of all awarded funds.

## **DISBURSEMENT/ACTIVITY DEADLINES**

Awards under this NOFA will impose deadlines for committing and expending funds based upon the activity proposed and other information provided in the application. Any funds not committed or expended within these timeframes will be recaptured by the Corporation.

1. Projects that have been awarded HOME Funds for which no HOME draws have been disbursed within 12 months from date of award or for which construction has not begun within 18 months from the date of award will be cancelled automatically.
2. All projects must be completed within 4 years from date of award or all HOME Funds shall be repaid to LHC.
3. Homeownership units must be sold within 9 months from construction completion or converted to permanent rental.
4. Repayment of the HOME Funds will be due upon the sale of the individual homes but no later than 9 months from construction completion.
5. HOME awards may be terminated at any time prior to the award expiration date due to the absence of program/project productivity. Funds advanced prior to the termination of a project (whether voluntary or involuntary) must be repaid to the LHC.

## **COMPLETED PROJECTS**

Projects are considered complete only after all units identified in a single project are at 100% construction complete and sold to an HOME eligible buyer.

## **REGULATORY AUTHORITY & REQUIREMENTS**

All applications under this NOFA are governed by the state HOME regulations and the federal Final HOME Rule dated July 24, 2013, as amended. If the federal or state statutes or regulations governing the program or its funding are modified by Congress, the Department of Housing and Urban Development (HUD), the state legislature, or LHC, the changes may become effective immediately and apply to the activities funded under this NOFA.

All HOME Funds must be spent in accordance with HOME Program rules and regulations and on eligible HOME activities.

All dwelling units assisted under the HOME Program shall comply with the applicable federal, state, and local codes and ordinances, the rules and regulations for affordable housing set forth at 24 CFR 92.254, Subpart H--"Other Federal Requirements" (such as Affirmative Marketing, Lead-Based Paint Poisoning Prevention Act), and the rules and regulations set forth in 24 CFR Part 92. All projects must fully comply with the 2006 International Energy Conservation Code (IECC). Projects that involve rehabilitation must also be in conformance with the LHC Written Rehabilitation Standards.

This NOFA does not include the text of all applicable regulations that may be important to particular projects. For proper completion of the application, LHC strongly encourages potential applicants to consult the federal HOME Program regulations, and other federal cross-cutting regulations (referred to in Subpart H of the federal HOME regulations). Applicants should also consult the state Uniform Multifamily Regulations (UMRs).

#### **SITE DEVELOPMENT REQUIREMENTS**

Pursuant to 24 CFR §92.251, single-family new construction housing that is financed by HOME Funds must meet all applicable local building codes and building and zoning ordinances in effect at the time of project's completion. In the absence of a locally adopted building code, it must meet the 2000 International Residential Code.

#### **AFFORDABILITY REQUIREMENTS**

The affordability period for each newly-developed unit is based on the amount of HOME Funds invested pursuant to 24 CFR §92.254. In the event that the housing unit is sold during the affordability period, the Corporation will recapture the shared net proceeds available based on the requirements of 24 CFR §92.254 and the housing unit must be sold for an amount not more than the current appraised value as then appraised by the appropriate governmental authority and in no case more than the 95% value limit determined for the area by HUD.

#### **MINIMUM HOME ASSISTANCE PER UNIT**

The minimum HOME assistance amount per unit may not be less than \$1,000.

#### **HOUSING CHOICE OPPORTUNITIES**

Projects awarded HOME Funds must comply with Title VI of the Civil Rights Acts of 1964, the Fair Housing Act, Section 504, Executive Order 11063 and HUD regulations issued pursuant thereto so as to promote greater choice of housing opportunities.

#### **UNIFORM RELOCATION AND REAL PROPERTY ACQUISITION ACT**

If HOME Funds are proposed to pay for acquisition costs and activities, the Applicant follows the procedures of the Uniform Relocation and Real Property Acquisition Act to acquire the project site. The procedures must be followed prior to the site acquisition. HOME Funds cannot be used to pay or reimburse an applicant for site acquisitions activities that do not comply with the requirements of the Uniform Act.

#### **DAVIS BACON PREVAILING WAGE RATE COMPLIANCE**

If HOME Funds are proposed for rehabilitation and renovation cost activities or new construction of 12 or more housing units, the project budget costs must be based on the prevailing wage residential rates.

## **UNIFORM PHYSICAL PROPERTY CONDITION STANDARD**

Housing that is constructed or rehabilitated with HOME Funds must meet all applicable local codes, rehabilitation standards, ordinances, and zoning ordinances at the time of project completion. If there are no such standards or code requirements, the housing must meet the Uniform Physical Property Condition Standard for the entire affordability period.

## **ACCESSIBILITY REQUIREMENTS**

All funded projects must meet the accessibility requirements at 24 CFR Part 8, which implements Section 504 of Rehabilitation Act of 1973 (29 U.S.C. 794) and covers multifamily dwellings, as defined at 24 CFR 100.201, and must also meet the design and construction requirements at 24 CFR 100.205, which implement the Fair Housing Act (42 U.S.C. 3601-3619). These requirements must be met for the entire affordability period.

## **MANUFACTURED HOME CONSTRUCTION AND SAFETY STANDARDS**

Construction of all manufactured housing must meet the Manufactured Home Construction and Safety Standards established in 24 CFR Part 3280. These standards preempt state and local codes covering the same aspects of performance for such housing. These standards must be met for the entire affordability period.

## **ADDITIONAL CHDO REQUIREMENTS**

The Final Rule at 24 CFR Part 92 imposed requirements on projects that receive funds from the HOME Investment Partnerships Program. Community Housing Development Organizations must demonstrate staff with capacity to undertake the proposed activity. CHDOs may use contracted staff to meet the capacity requirements. Contracted staff must be so contracted for a period of time and not for a particular project.

NOTE: Any changes in staff subsequent to the CHDO's designation must be fully disclosed within the application. See below for a summary of CHDO requirements in the event of changes within the CHDO organization:

## **STAFF DEVELOPMENT EXPERIENCE**

1. Staff classification and documentation – To be counted as staff, the person must be employed by the CHDO, and documentation is needed.
  - a. Full time or part time employment – This would be evidenced by a payroll report or a W-4 or a W-2.
  - b. Contracted staff – This would be evidenced by a “contract” for employment and a W-9 and 1099 (at the end of a year).
2. Relevant development experience – Document the basis for answers to the applicable project type.



- a. Homeownership Development – Has the staff person been involved in the acquisition, rehabilitation/construction, and sale of homebuyer housing? Previous experience purely in counseling, marketing, or financing activities is not sufficient to be considered development experience.
- b. Rental Development – Has the staff person been involved in the acquisition, rehabilitation/construction, and/or ownership/operation of rental housing?

### **CHDO ORGANIZATION CAPACITY**

The LHC must consider the organizational capacity of the CHDO. The LHC will review information submitted to determine if the CHDO has the organizational capacity to undertake an award under the current NOFA. Factors that the LHC will consider include:

- 1. Organizational structure – Can the current organizational structure support housing development activities or is there a need for a subsidiary or other organizational structure for future development? Are there operations or activities that need to be organizationally separate from housing development activities and portfolios?
- 2. Management structure/practices – Does the current management have the ability to manage additional development activities? Are the organizational lines of authority for development activities clear? Are policies and procedures in place governing development activities?
- 3. Pipeline/portfolio – What does the CHDO have as its current project pipeline and program responsibilities? Will it be able to handle the additional project proposed? If the organization pursues Housing Development, what other activities are likely to suffer or not be able to be pursued due to the effort required for Housing Development activities? Does its portfolio of projects/properties evidence competent management and oversight? Do the properties appear to have adequate funding?

The above requirements are consistent with those used by LHC during the designation process. As such the CHDO Capacity section of the NOFA is the same forms used for that purpose. For this NOFA for any section for which there are no changes check the box “Same as Submitted for Designation”. If any section has had any change, regardless of perceived importance, then the CHDO must submit that section detailing the change.

### **MANDATORY ORIENTATION WORKSHOP**

LHC requires all potential applicants (an employee of the CHDO as defined in the HOME Regulations) to attend the CHDO Homeownership Development NOFA Orientation Workshop, scheduled for March 23, 2015, at 10:00 A.M. C.S.T, at the headquarters of the Louisiana Housing Corporation located at 2415 Quail Drive, Baton Rouge, Louisiana 70808. Failure to attend the mandatory workshop will result in automatic disqualification to apply to this NOFA. The workshop will cover the requirements of the NOFA.

## APPLICATIONS

Separate applications must be submitted for each Homeownership Development project.

This NOFA does not commit the LHC to award any contract nor to pay any costs incurred in the preparation or delivery of applications. Furthermore, the LHC reserves the right to accept or reject, in whole or in part, any and all applications submitted, and/or to cancel this NOFA. The LHC also reserves the right to ask for additional information or conduct interviews from/with any applicant and/or all applicants as may be necessary or appropriate for purposes of clarification. LHC reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA. Any such revisions will be formalized by the issuance of an amendment to this NOFA.

### NOTE: ALL FEES ARE NON-REFUNDABLE

APPLICATION FEE	
1 to 4 units	\$100.00
5 to 32 units	\$1,000.00
33 to 60 units	\$1,500.00
61 to 100 units	\$2,500.00
Over 100 units	\$5,000.00

Market Analysis Fee will be due 7 days from receipt of preliminary award letter from the Corporation.

## INELIGIBLE APPLICATIONS

Applications will be deemed ineligible if any of the following conditions exist as of May 26, 2015:

1. Any person and or entity on the federal debarred list or an organization representing such person or entity is on the list.
2. Any person and or entity that received notice that they are currently out of compliance with LHC regarding annual audits or who are in arrears with other LHC financed projects.
3. Homeownership Developments proposed by entities that currently have unsold properties funded by LHC HOME Funds.

## ORDER OF SUBMISSION:

Submit 1 original and 3 copies of the application along with 1 electronic copy (USB flash drive) including all required attachments and documentation. The USB flash drive shall contain the application in Microsoft Excel format (2007 Version or above) and all required attachments and documentation for the application in Adobe .pdf format.

The application must be submitted in the following order and style:

1. Application Checklist;

2. Complete hardcopy application with each section and attachment individually labeled and tabbed; and
3. Application and attachments on USB flash drive. The USB flash drive shall contain the application in Microsoft Excel format (2007 Version or above) and all required attachments in Adobe .pdf format

**DEADLINE TO SUBMIT**

Applications must be received by the LHC, in their entirety, by no later than 4:00 P.M. C.S.T. on May 26, 2015.

**WHERE TO SUBMIT**

Each application and accompanying documentation shall be submitted in a sealed envelope. The outside of the envelope must be address as follows:

Louisiana Housing Corporation

Attn: HOME Investment Partnership 2015 CHDO Homeownership Development NOFA

2415 Quail Drive

Baton Rouge, Louisiana 70808

Must include: Applicant/Company Name and Return Address

**METHODS OF SUBMISSION**

Applicants assume the risk of the delivery method chosen, including delivery via private courier or the U.S. mail. Be advised that applications arriving after the 4:00 P.M. C.S.T. application deadline, whether via personal delivery, U.S. mail, Federal Express, UPS, or other comparable method of delivery, will not be accepted for any reason.

**IMPORTANT DATES AND DEADLINES**

NOFA and application published and posted to LHC website	March 11, 2015
Mandatory HOME Investment Partnership 2015 CHDO Homeownership Development NOFA Orientation Workshop	March 23, 2015
Deadline to submit written inquiries to LHC	March 30, 2015
Deadline for LHC to post FAQ in response to written inquires	April 7, 2015
Application Deadline	May 26, 2015
Award of Applications	No later than July
Written Agreement signed by	

Applicant and returned to LHC	Within 7 days from award
-------------------------------	--------------------------

NOTE: The LHC reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an amendment to the NOFA.

Written agreements, signed by the applicants, not received by the LHC within 7 days from award will result in cancellation of the award.

**QUESTIONS AND COMMUNICATION**

The Corporation will only consider written inquiries from applicants regarding the NOFA. Inquiries should be submitted in writing to HOME@lhc.la.gov March 30, 2015 at 4:30 P.M. C.S.T. and shall clearly reference the section of the NOFA for which the applicant is inquiring or seeking clarification. An official response to each type of inquiry will be posted by April 7, 2015 at 3:30 P.M. C.S.T., in the form of a Frequently Asked Questions (FAQ) at <http://www.lhc.la.gov>.

It is the sole responsibility of the applicant to inquire into and clarify any item of this NOFA that is not understood. The Corporation also reserves the right to decline to respond to any inquiry that will cause an undue burden or expense for LHC.

It is the strict policy of the LHC that prospective applicants to this NOFA refrain from initiating any contact or communication, direct or indirect, with LHC staff or members of the Louisiana Housing Corporation Board of Directors with regard to the competitive selection of applicants. Any violation of this policy will be considered a basis for disqualification from consideration.

The LHC will produce public records in accordance with LA R.S. Title 44.

## DEFINITIONS

The following definitions apply for purposes of this NOFA:

**Applicant:** An employee of the CHDO as defined in the HOME Regulations.

**CHDO Developer** - CHDO as a "developer" when it (1) either owns a property and develops a project, or has a contractual obligation to a property owner to develop a project; and (2) performs all the functions typically expected of for-profit developers, and assumes all the risks and rewards associated with being the project developer.

**Completed Projects** - Projects are considered complete only after all units identified in a single project are a 100% construction complete and sold to an HOME eligible buyer.

**Construction Completion** - All necessary title transfer requirements and construction work have been performed; the project complies with the requirements of this part (including the property standards under § 92.251); the final drawdown of HOME Funds has been disbursed for the project.

**Corporation** – The Louisiana Housing Corporation

**LHC** – Louisiana Housing Corporation

**Entity/ Organization** – A legal body (non-profit; for-profit, or local units of government) that will have legal ownership of the project and property before and after project completion. A developer may contract with an entity or be a part of a development team.

**Income Targeting** – Not less than 90% of the families receiving tenant based rental assistance (TBRA) are families whose annual incomes do not exceed 60% of the median family income for the area, as determined and made available by the Department of Urban Housing and Development (HUD) with adjustments for smaller and larger families at the time of occupancy or at the time funds are invested, whichever is later or the dwelling units assisted with HOME Funds are occupied by families having such incomes.

**Project** – A site or sites together with any building (including a manufactured housing unit) or buildings located on the site(s) that are under common ownership, management, and financing and are to be assisted with HOME Funds as a single undertaking located within a 5 mile radius of each other within in a single governmental entity (if located within a city, town, or other similar political subdivision then all sites must be within the same political subdivision for rental projects and within the same parish for homeownership projects). If located outside of a local jurisdiction then all sites must be within the same parish for both rental and ownership projects. The project includes all the activities associated with the site and building.

**Responsible Entity** – Any body of general government that has jurisdiction over the area in which a project is located, and exercises authority over land use issues in that jurisdiction (24 CFR § 58.2). Which

may include participating jurisdictions, state recipients, or insular areas responsible for conducting environmental reviews.

**Sponsor** – Person(s) with respect to the project concerned, having site control (evidenced by a deed, a sales contract, or an option contract to acquire the property), a preliminary financial commitment, and a capable development team.

**Substandard Housing** - Any housing unit which does not satisfy the Habitability Standards and requires Substantial Rehabilitation.

**Written Agreement** – The document entered into between the LHC and the applicant for the HOME assisted units that includes, but is not limited to, the terms of funding.

## EVALUATION AND SCORING CRITERIA

Applications will be reviewed and scored on a competitive basis relative to the evaluation criteria below. Proposed projects must receive a minimum score of 50 points to be eligible for funding under this application. A score above the minimum average score does not guarantee funding.

1. **EXPERIENCE AND QUALIFICATIONS (maximum 15 points)**
  - Developer has successfully completed project similar in size and scope.....15
  - Completed similar project but smaller in size and scope.....10
  - Consultant directly involved who has completed project similar in size and scope.....8
  
2. **LEVERAGING (maximum 15 points)**

CHDO HOME Funding Request Relative to Total Project Costs Equals:

  - 16%-25%
  - 25%.....15
  - 26% - 50%.....12
  - 51% - 75%.....9
  
3. **MATCH (maximum 20 points)**

CHDO has contributions from eligible sources that qualify as match under the HOME program. Points are awarded for the percentage of match relative to HOME funds requested.

  - 75% or Greater.....20
  - Less than 75% but Greater/Equal to 50%.....15
  - Less than 50% but Greater/Equal to 25%.....10
  - Less than 25% but Greater/Equal to 12%.....5
  
4. **AVERAGE CHDO SUBSIDY PER UNIT (maximum 20 points)**
  - Less than \$10,000.....20

\$10,001 - \$20,000.....	15
\$20,001 - \$30,000.....	10
\$30,001 - \$40,000.....	5

**5. PROJECT READINESS & DEVELOPMENT SCHEDULE (maximum 10 points)**

All homes developed under this Project can realistically be sold, following LHC approval of application, as supported by certified pre-qualified waiting list.

Acquisition/Rehabilitation and New Construction

Within 2 months.....	10
Within 4 months.....	8
Within 6 months.....	6
Within 8 months.....	4

**6. AFFORDABILITY (maximum 10 points)**

CHDO staff will review the affordability data supplied by the applicant and will use it to calculate the income level to which the homes will be affordable. All homes assisted with CHDO funds must be affordable to families with incomes of eighty percent (80%) of the area median family income or below.

- a. 50% HOME assisted units at 50% medium income.....10  
Affordability data realistically estimates principal, interest, taxes, and insurance for subject properties. At least 50% housing assisted with HOME funds will be affordable to families with incomes as low as 50% of the area median family income without additional homebuyer assistance.
- b. 50% HOME assisted units at 60% area medium income.....8  
Affordability data realistically estimates principal, interest, taxes, and insurance for subject properties. At least 50% of the homes will be affordable to families with incomes as low as 60% of the area median family income with modest (down payment and closing cost)of additional assistance to the buyer
- c. 50% HOME assisted units at 70% area medium income.....6  
Affordability data realistically estimates principal, interest, taxes, and insurance for subject properties. At least 70% of the homes will be affordable to families with incomes as low as 70% of the area median family income with substantial assistance (down payment, closing cost and soft second mortgage) to the buyer.



7. **PROJECT COMPLETION RECORD (maximum 20 points)**

The applicant’s prior performance in the completion of projects on a timely basis. Applicant has completed all projects on a timely basis (i.e.) with no requests for extensions or additional funding for LHC.....20

8. **SAMPLE PLANS & ELEVATIONS (maximum 10 points)**

Sample floor plans and elevations include design features that are consistent with existing neighborhood housing stock..... 10

Sample floor plans and elevations reflect a significant effort to add interest and curb appeal to elevation.....7

Sample floor plans and elevations reflect some effort to add interest and curb appeal to elevations .....4

*To receive credit photo of the neighboring properties must be submitted. Neighboring properties include all properties one the same block including across the street. Photos need to be labeled and indicated on a block map.*

9. **LOCATION—New Construction (maximum 24 points – each item worth 4 points each)**

a. Points will be awarded to projects which include location that are NOT located on wetlands.

b. Points will be awarded to projects which include location that are NOT located within 3000 feet of a railroad.

c. Points will be awarded to projects which include location that are NOT located in airport noise zone contour above 65db.

d. Points will be awarded for projects that prove water service will be provided upon completion.

e. Points will be awarded for projects located within 1 mile of Educational Facilities, Commercial Facilities, Health Care Facilities and Social Services.

f. Points will be awarded when the project will have no effect on a historic property or district.

10. **LOCATION/SITE-- Conversion/Rehab (maximum 24 points – each item worth 4 points each)**

- a. Points will be awarded for projects when the buildings in the project do not contain lead based paint (proven either through an inspection report from a Certified Lead Paint Inspector or Risk Assessor or the buildings were built after 1978)
  - b. Points will be awarded for projects where the building does not contain asbestos.
  - c. Points will be awarded for projects where the site is not located in a floodplain
  - d. Points will be awarded for projects where the cost of the conversion/rehab will be less than 50% of the current value of the building. (Must provide appraisal to establish before and after value)
  - e. Points will be awarded for projects located within 1 mile of Educational Facilities, Commercial Facilities, Health Care Facilities and Social Services.
  - f. Points will be awarded when the project will have no effect on a historic property or district.
11. **MARKETING/HOMEBUYER PIPELINE (maximum 20 points)**
- Have current-valid commitments from prequalified eligible homebuyers to effectively pre-sell all within 30 days of completion homes.....20
- Have current, valid commitments from prequalified eligible homebuyers to effectively pre-sell 80% of homes within 30 days of completion.....10
- Have established relationships with Realtors and/or others who have successfully secured eligible buyers in the past or have a demonstrated organizational track record for of same (must submit proof).....5
12. **HOMEBUYER EDUCATION (maximum 20 points)**
- Commitment from experienced homeownership counseling entity to provide appropriate education to prospective buyers, curriculum includes a post purchase module.....20
- Commitment from experienced homeownership counseling entity to provide appropriate education to prospective buyers. Appropriate curriculum is outlined.....10
- Homebuyer education will be provided, but curriculum is limited and provider is less experienced.....5
- Must provide copy of curriculum outline to receive credit.*
13. **NEIGHBORHOOD SUPPORT (maximum 10 points)**

Application includes 3 letters of support from local neighborhood organizations and at least one letter from local government in the area of the Proposed project.....10

Application includes at least 1 letter of support from local neighborhood organization in the area of the proposed project.....5

14. **MBE/WBE PARTICIPATION (maximum 5 points)**

Entities anticipated to be involved in implementing the project include registered Louisiana minority- or women-owned business enterprises (MBE/WBE).....5

## HOMEOWNERSHIP PROPOSAL

### HOME CHDO PROGRAM

Project Name \_\_\_\_\_

Project Address(es): \_\_\_\_\_ Zip Code: \_\_\_\_\_

Project Type (check all that apply):  Acquisition  Rehabilitation

New Construction  Homebuyer Assistance

# of Units: \_\_\_\_\_ Amount of CHDO Funds Requested: \$ \_\_\_\_\_ Terms: \_\_\_\_\_

Role of CHDO in Project (check all that apply):  Owner  Developer  Sponsor

### COMPLETE A FORM FOR EACH PROJECT PER APPLICANT SUBMISSION

All applicants must complete this form. If you are applying for more than one project, a separate form must be completed for each project application submission. Should your application be successful, information will be needed to prepare the agreement. Please provide the following information as you would want it to appear in the agreement:

1. **Applicant Name:** \_\_\_\_\_
2. **Applicant Address:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Street City State Zip
3. **Applicant Email Address:** \_\_\_\_\_
4. **Applicant DUNS Number:** \_\_\_\_\_
5. **Applicant Authorized Representative Name:** \_\_\_\_\_;  
**and Title:** \_\_\_\_\_
6. **Project Name:** \_\_\_\_\_
7. **Project Address:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Street City Parish Zip

Units Total: \_\_\_\_\_ HOME Assisted: \_\_\_\_\_

Project Type: (Please check one)

**CHDO Homeownership Development**

**2015 CHDO Homeownership Development Proposal Form**

Project Name \_\_\_\_\_

Project Address (s): \_\_\_\_\_ Zip Code: \_\_\_\_\_

Project Type (check all that apply):       CHDO Homeownership Development

Type:                                       New Construction       Rehabilitation\*

# of Units: \_\_\_\_\_ #of HOME Assisted Unit \_\_\_\_\_ Amount of HOME Funds Requested: \$ \_\_\_\_\_

**Organizational Information**

Check type of Organization:

    \_\_\_ State Certified CHDO

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                                      State,      Zip                                      Telephone

\_\_\_\_\_  
Contact Person                                      Contact's Telephone

\_\_\_\_\_  
Federal Tax ID Number                                      Dunn's Number

**The applicant/developer certifies that the information and exhibits comprising this Proposal are true and correct. *Unsigned/undated submissions will not be considered.***

\_\_\_\_\_  
Legal Name of Organization

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Title                                      Date

**1. Board Authorization (ATTACHMENT A)**

Include a copy of the Board of Directors' resolution approving the proposed project and authorizing the request for funding.

**2. Governing Board List (ATTACHMENT B)**

Please list all board members of the applying entity's governing board.

### **3. Narrative Description of Project (ATTACHMENT C)**

In two pages or less, describe the project including the information listed below.

- a. Location by street addresses and includes an area map with the properties indicated.
- b. Type of structure (square footage, number and size of units, bedroom/bathroom composition).
- c. If there are existing structures, provide documentation from the taxing authority or other third-party source indicating the year the structure was built.
- d. Proposed tenants including number and type of individuals to be served, and yearly income relative to 30%, 50%, 60%, or 80% MFI (see HOME Program Income Limits). If the Project will serve families with special needs, describe the population to be served and the outreach or referral plan that will be used to publicize the availability of housing and/or supportive services and homeownership counseling services.
- e. Units accessible and adaptable for persons with mobility, sight, or hearing disabilities.
- f. Whether the Project is occupied at the time of Proposal submission.
- g. Compatibility with current Neighborhood Local or State Consolidated Plans (if applicable).
- h. In addition to providing an Itemized Development Budget through your response to Item 10, summarize the key financials of the project, clearly indicating total project cost, the amount and intended use of LHC funds requested, amount and provider of other funding, and the stage of those commitments.

### **4. Site Control and Demonstration of Value (ATTACHMENT D)**

Include evidence of site control such as warranty deed or purchase option, and provide a real estate appraisal or current tax documentation that substantiates the value of the subject. Tax documentation for a comparable property recently constructed by the developer may be sufficient to estimate after-construction value, depending upon the location and similarity of the recently-developed property.

### **5. Zoning (ATTACHMENT E)**

Include a letter from the local jurisdiction verifying that the current zoning of the site for the proposed project is compatible with the anticipated use, or include documentation verifying that a request to change current zoning has been submitted to the local jurisdiction. Should the project receive funding approval, appropriate zoning must be in place prior to executing agreement documents.

### **6. Affirmative Marketing and Outreach Plan (ATTACHMENT F)**

Describe the process and timing for marketing rental property and in the marketing and selling the homeownership properties. If homes are being presold / leased, indicate how many prequalified buyers have signed a purchase contract. If the organization maintains a waiting list of individuals interested in purchasing a home from the organization, indicate how many families are on the waiting list and how many of those families are prequalified with a mortgage lender. Indicate who will be responsible for marketing and selling the homes and/or managing rental property. If the organization contracts with realtor for marketing and sales, provide a history of the relationship, indicating how many homes the realtor has sold on behalf of the organization during what period of time.

### **7. Neighborhood and Local Government Support (ATTACHMENT G)**

Include letters of support from local organizations and governmental entities within the area of the proposed Project.

**8. Preliminary Floor Plans (ATTACHMENT H)**

Submit a copy of preliminary floor plans and elevations of homes to be constructed or rehabbed as part of the Project. Must include photos of neighboring properties to receive credit.

**9. Proposed CHDO Proceeds Reuse Plan (ATTACHMENT, if Applicable)**

CHDO should submit a detailed plan on how proceeds generated from the sale of the developed units will be utilized to produce additional units of affordable housing if they wish to keep such proceeds. Submission of a proposed plan does not guaranty acceptance by LHC. The LHC may at its discretion decide not to allow the **retention by any and all CHDO of the proceeds.**

**10. Certified pre-qualified waiting list**

**11. Maps Illustrating Required Environmental and Locational Data**

Maps must be submitted that indicate the project site is more than 300 ft from a railroad and may be submitted that indicates location greater than 3,000, not in an airport noise contour that is greater than 65db and are within 1 mile of Educational Facilities, Commercial Facilities, Health Care Facilities and Social Services.

**12. Letter from Local Water Company Indicating Access to Water Service**

**13. Letter from Local Government Indicating Sewer Service**

Include a letter from the local jurisdiction verifying that the project will have access to municipal sewer lines upon completion (or architectural draws indicating use of an alternative septic system if there is no local service).

**14. Proof of Leverage Commitments**

Application must contain proof that ALL funding sources are committed to the project (Firm letters of commitment. Letters of interest are not sufficient). Letters from other lenders must include all customary terms and requirements.

**15. Completed HOME Match Report**

**16. Complete project budget identifying all supporting sources and uses**