



HAMILTON COUNTY

Planning +
Development

Request for Proposals Affordable Housing Development Projects

February 25, 2016

**Hamilton County Planning + Development Department, Community Development Division
Request for Proposal for Affordable Housing Development Projects**

Amount of Funding Available: Approximately \$1.6 million from the US Department of Housing and Urban Development (HUD) will be awarded from the grants listed below.

- HOME Investment Partnership Program - \$1.1 million
- Neighborhood Stabilization Program 2 (NSP2) - \$500,000
- 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>
- The use of NSP funding will be governed by the many regulations at: <https://www.hudexchange.info/nsp/nsp-laws-regulations-and-federal-register-notice/>

Application and Approval Process

- Deadline to submit applications is May 13, 2016
- All applications will be reviewed for completeness and will be underwritten by Community Department staff.
- Complete applications will be forwarded to the Community Development Advisory Committee (CDAC), Housing Subcommittee for project scoring.
- Funding decisions will be recommended by the CDAC Housing Subcommittee based on scoring and funding availability.
- Contracts must be approved the Board of County Commissioners.
- Funding decisions are anticipated by July 29, 2016.

Eligible Activities

- Funds may be used for capital purposes only (no pre-development or operating funds)
- Acquisition, rehabilitation and/or new construction are eligible
- Projects can include rental housing and/or home ownership housing
- Transitional housing for persons experiencing homelessness is also eligible
- Projects must include at least 4 housing units

Project Location

- HOME funded projects must be located in Hamilton County, but outside the City of Cincinnati limits
- NSP2 funded projects must be located in Mt. Healthy, Lincoln Heights or Golf Manor, or in an area which will be eligible for a NSP substantial amendment. To determine project location eligibility, please contact Bethany Hahn-Ambrosius at 946-8236.

Special Populations

The 2015-2019 Hamilton County Consolidated Plan identifies disproportionate affordable housing needs for several groups of people. Projects that benefit these special populations will be given priority in the scoring process:

- Senior Citizens – aged 55 or older
- Persons with Disabilities
- Persons Experiencing Homeless
- Veterans
- Persons Returning from Prison or Jail
- Persons with Addictions

Beneficiary Income Limits

- Projects utilizing NSP2 funds must benefit households with moderate incomes – i.e., households making 120 % or less of the AMI
- For HOME rental projects, at least 90% of benefiting households must have incomes that are no more than 60% of the HUD-adjusted median family income for the area
- For HOME rental projects with five or more assisted units, at least 20% of the units must be occupied by families with incomes that do not exceed 50% of AMI
- For all HOME funded projects, all benefiting households must have income that does not exceed 80% of AMI

2015 Hamilton County Income Limits (2016 TBD)
-----Number of People in Household -----

	1	2	3	4	5	6
50% AMI	24,950	28,500	32,050	35,600	38,450	41,300
60% AMI	32,400	37,050	41,650	46,300	50,000	53,700
80% AMI	39,900	45,600	51,300	56,950	61,550	66,100
120% AMI	59,800	68,350	76,900	85,450	92,300	99,100

Rent Limits

- Projects utilizing HOME funds must not exceed the high rent limits listed below
- Projects utilizing NSP2 funds must not exceed the rent limits listed in the second table below (120% of Fair Market Rent)

High HOME Rent Limit

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
\$463	\$579	\$769	\$1,065	\$1,173	\$1,349	\$1,525

NSP Rent Limits

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
\$556	\$695	\$923	\$1,278	\$1,408	\$1,619	\$1,830

Maximum Funding

Funds will be capped at a maximum \$50,000 per unit and \$500,000 per project. Applicants are expected to leverage other resources to the greatest extent possible.

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 as a way to ensure an experienced team with sufficient capacity

Evidence of Site Control

Preference will be given to projects in which the applicant has site control in one of the following manners:

- 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 12 month term beyond the date of the application

Financial Feasibility

Community Development staff will determine the financial feasibility of each project and will underwrite using the methods listed below: including

- Review of income and expense assumptions
- Assessment of rents and whether they are reasonably targeted to the market, within affordability guidelines
- Review of a 15-year pro forma, which shows the ability to support debt
- Review of resources and leveraging of funds

Loan Structure

For rental housing, the HOME and NSP2 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 and NSP2 funds will be provided as a short-term, low-interest construction loan with terms to be determined based on project *Proforma*.

Compliance with the HOME and/or NSP2 requirements that the property be used for affordable housing will be included in the terms of the loan documents. A deed of trust will secure the note for the appropriate affordability period.

Project Scoring

The following criteria will be used to evaluate and score each proposed project:

Criteria	Explanation	Max Points
Support from Local Government	Communication should occur between developer and government officials; we will share jurisdiction contact information	15
Serves special population(s)	Meets housing needs for persons on page 1	20
Leverage of resources	Higher leverage will receive more points	25
Project readiness	Determined by answers on page 8	30
Transformative nature of project	Determined by related projects & investment in the area; elimination of blight; improvements for public safety; mixed use development; job creation; creation of partnerships; etc.	10
Total		100

2016 Hamilton County Affordable Housing Development Project Application

Project Name: _____

Company or Organization: _____

Project Street Address: _____ Municipality: _____

HOME Funds Requested: \$ _____ NSP Funds Requested: \$ _____

I attest that all information provided in this application (and related exhibits and attachments) is true and accurate to the best of my knowledge and that I am duly authorized to sign this application. Further, by my signature, I acknowledge that any materially false, fraudulent or misleading statement in this application or the concealment of any material fact related to this application may subject me to criminal penalties under federal or state law.

Signature: _____ Date: _____
(Authorized Representative)

Printed Name: _____ Title: _____

Primary Contact Information

Name: _____ Title: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

E-Mail Address: _____

Email, mail or deliver by 4:00 PM on May 13, 2016, to:

Joy Pierson, joy.pierson@hamilton-co.org

Community Development Administrator

Hamilton County Planning + Development Department

Community Development Division

138 East Court Street, Room 1002

Cincinnati, Ohio 45202

If you have questions, please contact Community Development at 513-946-8230

All questions and related answers will be posted to this website link by 4:00 PM on the following dates:
March 3, March 17, March 31, April 14, April 28 and May 12.

A. Project Description

1. Project Summary - Briefly describe the following:

- Describe the form of ownership
- Provide a brief description of development of the site; if it is a rehabilitation project, include a brief description of the scope of work to be performed
- Describe amenities and/or supportive services
- Include a project location map

2. Existing Units: Rental _____ Owner _____

3. Proposed Units: Rental _____ Owner _____

4. Number of Buildings: Existing _____ Proposed _____

5. Type of Project:

- ____ New Construction
- ____ Acquisition
- ____ Rehabilitation
- ____ Acquisition and Rehabilitation

6. Construction Type(s):

- ____ Multifamily
- ____ Townhouse
- ____ Single Family Detached
- ____ Group Home/Institutional
- ____ Other (Please describe) _____

7. Population to be served

- ____ Senior Citizens – aged 55 or older
- ____ Persons with Disabilities
- ____ Persons Experiencing Homeless
- ____ Veterans
- ____ Persons Returning from Prison or Jail
- ____ Persons with Addictions
- ____ Families
- ____ Singles

B. 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 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.

C. Project Details

1. Do you have site control?
Yes ____ (attach evidence of site control) No ____
2. Is there any litigation pending against your organization or project?
Yes ____ 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. Are adequate utilities available at the site?
Yes ____ No ____
5. Does right-of-way need to be vacated?
Yes ____ No ____
6. Do you have architectural plans and a site plan for the project?
Yes ____ No ____
If yes, please submit one copy
7. Do you have engineering reports detailing property conditions?
Yes ____ No ____
If yes, please submit one copy
8. Has an environmental study of the site been undertaken?

Yes ____ No ____
If yes, please submit one copy

9. Has an appraisal been completed on the project?

Yes ____ No ____
If yes, please submit one copy

10. Has a market study been completed for the project?

Yes ____ No ____
If yes, please submit one copy

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

Yes ____ No ____
If yes, please submit one copy

12. Is the property occupied?

Yes ____ No ____
If yes, please submit a Relocation Plan for the project.

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

Yes ____ No ____
If yes, please submit one copy

D. 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*

Hamilton County Affordable Housing Project Budget

List ALL other anticipated uses of funds for the project

Line Item	Total Costs	% Total
Building Acquisition		
Land Acquisition		
Rehabilitation Costs		
New Construction Costs		
Construction Contingency		
Permits		
Clearing & Demolition		
Water		
Sewer		
Stormwater & Drainage		
Site Planning		
Architect & Engineer		
Real Estate Attorney		
Consultant		
Survey		
Construction Loan Interest		
Construction Origination		
Construction Insurance		
Property Taxes		
Appraisal		
Environmental		
Developer Fee		
Market Study/ Marketing		
Relocation		
Other (define)		
Other (define)		
Other (define)		
Total Development Costs		

Hamilton County Affordable Housing Project Sources of Funds

List ALL other anticipated sources of funds for the project

SOURCE (Lender)	Amount	Type L= Loan or G=Grant	Term (Years)	Rate	% of Total Project Costs	Annual Debt Service Amount	Commitment Date or Anticipated Date
HOME Funds							
NSP Funds							
Owner Equity							
TOTAL					%		

Hamilton County Affordable Housing Project Rental Expenses

Complete the following table showing annual expenses:

Administrative Expenses	\$
Advertising	
Management	
Acct./Audit	
Legal	
Office Supplies	
Operating Expenses	\$
Elevator	
Fuel (heat)	
Water/Sewer	
Gas	
Trash Removal	
Security	
Insurance	
Property Taxes	
Maintenance Expensees	\$
Decorating	
Repairs	
Extermination	
Ground Expenses	
Replacement Reserves	\$
TOTAL	

Complete the following calculations:

Total Administrative + Operating + Maintenance Costs _____
 Annual Expenses / Number of Units _____
 Annual Expense Per Unit / 12 months _____

Please state the following assumptions for your project:

Annual Rent Increase _____
 Annual Operating Cost Increase _____
 Vacancy Rate – Year 1 _____
 Vacancy Rate – Year 2 and Beyond _____

Hamilton County Affordable Housing Project Rental Proforma

For the cash flow Proforma use the total annual expense amount in calculating the first year's annual expense amount. Please include narrative of all assumptions used to complete this Proforma below table.

YEAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Annual Rental Income															
(Vacancy Allowance)															
Gross Rental Income															
Other Annual Income															
(Annual Expenses)															
Net Operating Income (NOI)															
D/S*															
D/S*															
D/S*															
Annual Cash Flow															

*D/S = Annual Debt service, list each lender separately

