

REQUEST FOR PROPOSAL
FAIRFAX COUNTY
HOME /CDBG AFFORDABLE HOUSING PROJECTS
FY 2016

The Fairfax County Department of Housing and Community Development (HCD) announce the availability of funds under the federal Home Investment Partnerships (HOME) and Community Development Block Grant (CDBG) Programs. Project proposals are being solicited to acquire, develop or rehabilitate / modify affordable housing.

Preference will be given to projects meeting one or more of the following criteria:

- Include preservation and acquisition of affordable housing; **AND**
- Result in affordable housing that is accessible to disabled persons; and/or
- Serve extremely low income households (at or below 30% Area Median Income (AMI))
- Provides housing for the homeless or those at-risk of homelessness
- Provides housing for Seniors (age 62 and above)
- Incorporate Fairfax County's Consolidated Plan and Housing Blueprint objectives
- Provide beneficiaries with direct access to public transportation and/or community retail centers and/or supportive services

Acquisitions utilizing CDBG funding must be completed by May 15, 2016. *Any unexpended CDBG funds may revert to HCD on that date.*

The funding available under this request for proposal includes a total of up to \$1,905,383, consisting of \$214,775 in HOME Community Housing Development Organization (CHDO) set-aside funds, \$490,608 in HOME funds and \$1,200,000 from CDBG. Organizations using HOME CHDO funding must either: 1) hold a previous CHDO designation; or 2) present the necessary information to achieve a preliminary CHDO designation when requesting funds for a purchase. An application is available online at: www.fairfaxcounty.gov/rha. Any organization awarded CHDO funds through this RFP will be required to apply for and receive CHDO certification with each use of awarded CHDO funds.

ELIGIBLE APPLICANTS: To access the CDBG funds, eligible applicants must possess the following:

- A designation as a 501(c)(3) organization by the Internal Revenue Service.
- A demonstrated successful track record in owning and managing real estate. If a non-profit applicant does not have an established track record, the organization is encouraged to partner with another nonprofit organization with applicable experience.
- A demonstrated successful track record in the provision of services to the disabled or homeless. If a non-profit applicant does not have an established track record, the organization is encouraged to partner with another non-profit with applicable experience.
- A current sound financial condition. Non-profits will be required to provide the last three (3) years annual audited financial statements and auditor's opinion and management letter, if issued. Audits must be conducted by an independent licensed certified public accountant.
- No current debarment from participating in county contracts. This includes both applicants and any partnering organization identified as part of an application.

To access the HOME CHDO funding, **in addition to the above**, eligible applicants must have paid employees with experience relevant to the CHDO's role as owner, developer, or sponsor. The FY2013 HOME Final Rule also requires Participating Jurisdictions to certify that the CHDO meets the CHDO requirements for each specific use of the HOME funds. Preliminary CHDO certification applications will be accepted along with this RFP. See the CHDO Checklist (Appendix 5) for a full description of HOME CHDO criteria and required documentation. Further certification will be required prior to disbursement of HOME CHDO funds.

Applications must be received for consideration of funding by the Fairfax County Department of Housing and Community Development, at the 1st floor reception desk, 3700 Pender Drive, Fairfax, Virginia 22030 by 4:00 p.m., Thursday, October 1, 2015. Funds will be awarded for qualified proposals on a first-come, first-served basis, thereafter until all funds are allocated. An original and four copies are to be submitted.

Fairfax County is committed to a policy of nondiscrimination in all County programs, services and activities and will provide reasonable accommodations upon request. To request special accommodations call 703-246-5101 or TTY 703-385-3578.



INTRODUCTION: APPLICATION GUIDELINES

PURPOSE: AFFORDABLE HOUSING PROJECTS

The Fairfax County Department of Housing and Community Development (HCD) is announcing the availability of funds provided to Fairfax County under the HOME and CDBG programs administered by the U.S. Department of Housing and Urban Development (HUD). The funds are available to eligible non-profit applicants for the purpose of preserving, improving, or developing CDBG and HOME-eligible affordable housing in Fairfax County, consistent with the FY 2016 Housing Blueprint.

FEDERAL FUNDS AVAILABLE

The funding available under this contract includes a total of up to \$1,905,383 consisting of \$214,775 in HOME Community Housing Development Organization (CHDO) set-aside funds, \$490,608 of General HOME funds and \$1,200,000 from CDBG. Organizations wishing to use HOME CHDO funding must be certified as a CHDO on a project specific basis.

AWARD OF FUNDS

All applications will first be subject to preliminary screening by HCD for completeness. A Selection Advisory Committee, to be appointed by the Director of HCD, will review those deemed complete. Preliminary selection(s) will be made based on the extent to which the proposal(s) meets the evaluation criteria. The proposal(s) selected and recommended for final award will be subject to approval by the Loan Underwriting Committee and the Fairfax County Redevelopment and Housing Authority (FCRHA). Applicants will be notified of the recommended award(s) and final award(s) approved by the FCRHA. A contract(s) between the FCRHA and the funded applicant(s) must be executed prior to any disbursement of funds.

The following is a description of options HCD may pursue should it not receive enough proposals that satisfactorily meet the evaluation criteria. HCD may: 1) award additional funds for the proposals approved under this RFP based on project needs and number of affordable units or; 2) HCD may consider, on a first come, first serve basis, unsolicited proposals; or 3) informally solicit proposals as opportunities are identified to fully utilize available funding for preservation of additional units.

If no application meets the selection criteria, the county reserves the right to fund no applications in this round of funding, or to reopen the period for submission of proposals indefinitely.

In any case, CDBG funds awarded under the RFP should be expended by May 15, 2016; any unexpended CDBG funds may revert back to HCD for eligible uses to ensure timely expenditure of federal funds.

MINIMUM REQUIREMENTS

In order for a project/proposal to receive consideration, it must meet the following minimum requirements:

For all projects: In order for a project/proposal to receive consideration, it must meet the following minimum requirements:

1. Applications must propose to meet the metrics set forth in the FY 2016 Housing Blueprint, and serve populations eligible under HOME and CDBG. Specifically, it is expected that these funds will be used to provide affordable housing for families and,

individuals with incomes at or below 30% AMI consistent with the Blueprint (see <http://www.fairfaxcounty.gov/rha/housingblueprint/fy2016housingblueprint.pdf>).

2. The project to be financed is located in Fairfax County (including the Participating Jurisdictions of the Towns of Clifton, Vienna, Herndon and the City of Fairfax).
3. The project will not result in the permanent displacement of any households or other entities. Projects that involve temporary relocation must meet the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. **(Projects requiring permanent relocation will not be considered for funding.)**
4. The proposal does not include an expansion or improvement of a county-owned facility or other publicly owned residential facility.
5. Project plan will comply in accordance with Fairfax County, Virginia and federal conflict of interest requirements (including Title 24 CFR Part 570.611);

“No persons who exercise or have exercised any functions or responsibilities with respect to CDBG Activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities may 1) obtain a financial interest or benefit from a CDBG-assisted activity, or 2) have a financial interest in any contract, subcontract, or agreement with respect to a HOME or CDBG-assisted activity, or with respect to the proceeds of the HOME or CDBG-assisted activity.”

Persons covered under the conflict of interest provision are as follows:

- Employees of the non-profit organization
 - Agents representing the non-profit
 - Consultants to the non-profit
 - Officers or Board members of the non-profit
 - Elected official, appointed official or employees of the recipient, or of any designated public agencies, or of subrecipients (i.e., nonprofits)
 - Those who have business or immediate family ties, during their tenure or for one year thereafter.
6. Funds will be disbursed only at the time all conditions of the award have been met by the nonprofit applicant. Disbursement of funds under this RFP is subject to:
 - Execution of a contract between the applicant and the Fairfax County Redevelopment and Housing Authority;
 - Federal and local program requirements;
 - A contract of sale and the transfer of the deed of ownership at closing.
 - A deed of trust, loan, or partnership agreement; and
 - Proof that the respondent has notified the appropriate Board of Supervisor member of the pending project in their district; and
 - Any other additional legal documentation as required, and environmental clearance conducted by HCD.

Where the applicant has failed to meet the conditions of the award within the allotted time, in accordance with the contract, the award may be revoked and the funds allocated may be deobligated and reprogrammed to other projects or to other non-profits. The funds must be expended in full accordance with the contract and deferred trust or loan agreement with the applicant.

Before funds are disbursed, successful applicants will be required to provide audited financial statements and auditor's opinion and management letter, if issued. Audits must be conducted by an independent licensed certified public accountant. Applicants should

note that an A-133 audit is required by Federal regulations if total federal dollars expended in any fiscal year of the organization exceeds \$500,000 from all sources.

7. General administrative or operating costs are not eligible for funding under this RFP.
8. Applicants are expected to comply with all local zoning and regulatory requirements. Related documentation may be required.
9. Projects must be financially feasible. Proposals demonstrating ability to leverage funds are preferred, however proposals requesting 100% financing per unit will be considered.
10. It is not the intent to use funds under this RFP for the purpose of analyzing project feasibility. Third-party inspections and appraisals, subject to HCD satisfaction, will be required prior to release of funds.
11. An environmental review must be completed for any project funded with federal funds *prior* to the commitment and/or disbursement of funds to a specific property. Rehabilitation or new construction projects may be subject to the wage and hour requirements of the Davis-Bacon Act, as well as the accessibility requirements under 24 CFR part 8, which implements Section 504 of the Rehabilitation Act of 1973.
12. Acquisition and/or renovation of existing housing are also subject to lead based paint (LBP) testing (particularly units built prior to 1978). Depending on age of the structure(s), scope of work, and type of work, LBP testing can vary in extent and need as mandated by HUD.

For projects using HOME CHDO funds: *In addition to the above, the following are minimum requirements:*

13. The purpose of the proposal is to use CHDO set-aside funds to finance a CHDO-eligible project which, upon completion, will be occupied by HOME income-eligible households.
14. The proposal is submitted by the deadline.
15. The applicant can be certified as an eligible CHDO, with salaried housing development staff.
16. The project to be financed with CHDO set-aside funds is located in Fairfax County (including the Participating Jurisdictions of the Towns of Clifton, Vienna, Herndon and the City of Fairfax).
17. The project will not result in the permanent displacement of any households or other entities.
18. Worksheet #1 of the Application is completed **and signed**.
19. The proposal cannot be for an expansion or improvement of a county-owned facility or other publicly owned residential facility.

ELIGIBLE ACTIVITIES AND PROJECT REQUIREMENTS OF THE HOME PROGRAM

In order to be considered for funding, all proposed projects must be considered eligible under the requirements of the HOME Final Rule, including provisions pertaining to CHDO-specific affordable housing activities:

“CHDOs, as owners, must hold title to or have a long term lease in a given housing property. Additionally, a CHDO developer may own and develop a property or have a contractual obligation to a property owner to develop a project. Finally, a CHDO sponsor develops a project that it solely or partially owns and agrees to convey ownership to a second nonprofit that retains ownership for the purpose of providing affordable housing to low-income renters. The distinction between being a sponsor and a developer is that CHDO sponsors have an ownership interest in the property prior to the development phase and then transfers title to another legally and financially separate nonprofit at a pre-determined time. The CHDO sponsor must provide

sufficient resources to the second nonprofit organization to ensure the completion of the development and long-term operation of the project.”¹

ELIGIBLE CHDO ACTIVITIES	ELIGIBLE CHDO SET ASIDE ACTIVITIES		
	CHDO Developer	CHDO Sponsor	CHDO Owner
Acquisition/rehabilitation of rental housing.	X	X	X
New construction of rental housing.	X	X	X
Acquisition/rehabilitation of homebuyer properties.	X	X	X
New construction of homebuyer properties.	X	X	X
Direct financial assistance (i.e. downpayment and closing costs) to purchasers of HOME-assisted homebuyer housing owned, sponsored or developed by a CHDO with HOME funds.	X	X	X

HOME Eligible Activities (24 CFR § 92.205)

The housing must be permanent or transitional housing, including permanent housing for disabled persons, homeless persons and single-room occupancy housing.

- 1) Acquisition
- 2) New construction
- 3) Reconstruction
- 4) Rehabilitation of non-luxury housing with suitable amenities
- 5) Site improvement
- 6) Conversion
- 7) Demolition

Conversion of an existing structure to affordable housing is considered rehabilitation, unless the conversion entails adding one or more units beyond the existing walls, in which case, the project is new construction under HOME federal regulations.

Acquisition of vacant land or demolition must be undertaken only with respect to a particular housing project intended to provide affordable housing, and for which funds for construction have been committed.

Housing that has received an initial certificate of occupancy or equivalent document within a one-year period before the county commits HOME funds to the project is new construction under the HOME federal regulations.

- A. **Income targeting:** The project must meet income targeting requirements for housing units assisted under this RFP (See Appendix 4, Income Limits), as follows:
 - **Rental Housing:** not less than 90 percent of the families receiving such assistance are families whose annual income does not exceed 60 percent of the area median income (AMI) at the time of occupancy or at the time that the funds are invested, whichever is later. The remaining families receiving such assistance must be households with incomes at or below 80 percent of AMI. ***Preference in scoring and award of funding is given to projects that serve beneficiaries with incomes at or below 30 percent AMI.***
- B. **Minimum per-unit subsidy:** Federal HOME regulations require that the minimum amount of HOME funds that must be invested in a project involving rental housing or home ownership is \$1,000 times the number of affordable units in the project.

¹ Source: HOMEfires, Vol. 2, #1 (www.hud.gov/offices/cpd/affordablehousing/library/homefires/volumes/vol2no1.cfm).

- C. **Maximum per-unit subsidy:** The amount of HOME funds that the county may invest on a per-unit basis in affordable housing may not exceed the Home Maximum Per Unit Subsidy Limits shown in Appendix 2.
- D. **Maximum Mortgage Limits:** Homeownership projects are not being considered in this RFP.
- E. **Rent limitations:** The HOME-assisted units in a rental housing project must be occupied only by households that are eligible as low-income families, and must have rents that do not exceed those outlined in Appendix 4, Rent Limitations.
- F. **Period of Affordability:** HOME regulations require that assisted units remain affordable at a minimum from 5 years to 20 years, depending on the type of activity as well as the amount of HOME subsidy. The affordability period will be determined as a part of underwriting project assistance and will be included in the terms and conditions of the contract with the applicant and may exceed the minimum required under HOME regulations. FCRHA typically requires a 30 year affordability period separate from any HUD required minimum.
- G. **Eligible Costs (24 CFR §§ 92.206 and 92.301):**
 - 1) **Development hard costs.** The actual cost of constructing or rehabilitating all housing types, including mixed use and mixed income developments, ownership or rental housing and special needs housing.
 - 2) **Acquisition costs.** Costs of acquiring improved and unimproved real property, including acquisition for homeownership.
 - 3) **Related soft costs.** Other reasonable and necessary costs incurred by the owner and associated with the financing or development (or both) of new construction, rehabilitation, or acquisition of housing assisted with HOME funds, i.e., architectural, engineering, permits, financing, developer and legal fees, as well as working capital and closing costs.
 - 4) **Relocation costs.** Costs of relocation payments and other relocation assistance for **temporarily** displaced individuals, families, businesses, and organizations. *Projects involving permanent relocation will not be considered for funding.*
 - 5) Applications requesting HOME funds to cover expenses related to project-specific technical assistance, site control and seed money and project feasibility studies will be considered and evaluated on a case-by-case basis.
 - 6) Tenant-based rental assistance (TBRA) is **not** an eligible cost under this RFP. This RFP includes funds set aside for eligible HOME / CDBG development activity by non-profit corporations who meet or can be reasonably expected to meet all federal requirements of these programs.

GENERAL PROJECT REQUIREMENTS

- A. **Targeted Beneficiaries:** The HOME Program is designed to assist housing projects that serve low-income households ranging from the homeless to first time homebuyers, consistent with the needs and priorities identified in the Annual Action Plan: FY 2016. The Annual Action Plan is available from the County on the website at www.fairfaxcounty.gov/rha.
- B. Awards will take the form of loans or deferred trusts.
- C. In certain cases, prior to award, a preliminary or firm financing commitment from a private lender or other financing source may be required.
- D. Applications must be for specific projects located in Fairfax County. To the extent feasible, applications should be site specific. Evidence that the proposed development is permitted under existing zoning and other development-related documentation may be required.
- E. Preliminary site plans and schematics for new construction, engineering reports for rehabilitation, preliminary market justification, are expected to be underway at the time of application. Complete, detailed reports receive scoring preference.

- F. An independent market analysis may be required, as well as a recent tenant survey detailing the socio-economic characteristics of current tenants, particularly in the case of acquisition and/or rehabilitation projects.
- G. An environmental review must be completed for any project funded with federal funds *prior* to the commitment of funds to the project. Rehabilitation or new construction projects may be subject to the wage and hour requirements of the Davis-Bacon Act, as well as the accessibility requirements under 24 CFR part 8, which implements Section 504 of the Rehabilitation Act of 1973.
- H. Projects that involve temporary relocation must meet the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. (***Projects requiring permanent relocation will not be considered for funding.***)
- I. Acquisition and/or renovation of existing housing are also subject to lead based paint (LBP) testing (particularly units built prior to 1978). Depending on age of the structure(s), scope of work, and type of work, LBP testing can vary in extent and need as mandated by HUD.²

DISBURSEMENT OF FUNDS

Funds will be disbursed only at the time all conditions of the award have been met by the applicant, which include all HOME and CDBG requirements and CHDO certification on a project specific basis. Disbursement of funds under this RFP is subject to: execution of a contract between the applicant and the Fairfax County Redevelopment and Housing Authority; local program requirements; a deed of trust, loan, or partnership agreement; and/or any other appropriate additional legal documentation as required and environmental clearance.

The contract execution may be delayed up to two months for all conditions of the award to be met and that may be extended. Where the applicant has failed to meet the conditions of the award within the allotted time, the award may be revoked and the funds allocated may be deobligated and reprogrammed to other projects. The funds must be expended in full accordance with the contract and deferred trust or loan agreement with the applicant. It is expected that funds will be expended and the project completed within a maximum of 24 months from execution of the contract and deferred trust or loan agreement with the applicant.

CONFLICT OF INTEREST

The Fairfax County Redevelopment and Housing Authority (FCRHA) prohibit the loan of county funds to any nonprofit entity found to be in violation of any of the following conflicts of interest:

1. No member of the Board of Directors, or any other staff person employed by the applicant, may serve as the Realtor brokering any real estate transaction between the applicant and a third-party seller.
2. No owner, developer or sponsor of a project assisted with CDBG or HOME funds (or officer, employee, agent, elected or appointed official or consultant of the owner, developer or sponsor) whether private, for-profit or non-profit including a community housing development organization (CHDO) when acting as an owner, developer or sponsor) may occupy a CDBG/HOME-assisted affordable housing unit in a project. This provision does not apply to an individual who receives HOME funds to acquire or rehabilitate his or her principal residence or to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.³

² See HOME Front for further guidance on HOME and the Lead Safe Housing Rule: <http://www.hud.gov/offices/cpd/affordablehousing/training/web/leadsafe/>.

³ Certain requests for exceptions may be approved, per the criteria of the HOME Final Rule (24 CFR § 92.356(f)(2)).

3. If an applicant board includes any member or members who are also Fairfax County Department of Housing and Community Development (HCD) employees, any such employees must recuse themselves from any aspect of the review and selection process so as to avoid the appearance of conflict of interest and the perception of favoritism on the part of HCD toward any individual applicant.



APPENDICES

APPENDIX 1:	FAIRFAX COUNTY CONSOLIDATED PLAN: SPECIFIC HOUSING OBJECTIVES-----	11
APPENDIX 1A:	HOUSING BLUEPRINT AND CONSOLIDATED PLAN GOALS-----	12
APPENDIX 2:	HOME MAXIMUM SUBSIDY LIMITS-----	13
APPENDIX 3:	HOME RENT LIMITS-----	13
APPENDIX 4:	HOME INCOME LIMITS-----	13
APPENDIX 5:	CHDO CHECKLIST-----	14

APPENDIX 1
Consolidated Plan Housing Objectives

Specific Housing Objectives

Objective Number	Objective Description
1	Provide housing units affordable to homeless individuals and families
2	Provide housing units affordable to persons with physical or mental disabilities, including persons with HIV/AIDS
3	Provide housing units affordable to households with low to extremely-low incomes (<50 percent MFI) and other special needs populations
4	Provide sufficient workforce housing through land use policy
5	Provide sufficient workforce housing through private sector partnerships
6	Preserve existing Public Housing
7	Promote resident self-sufficiency
8	Foster coordination and partnerships

Source: Fairfax County Consolidated Plan for Fiscal Years 2016-2020.

APPENDIX 1A

Housing Blueprint and Consolidated Plan Goals

On January 26, 2010, the Fairfax County Board of Supervisors adopted a “**Housing Blueprint**”, which established the county’s affordable housing policy direction for FY 2011 and beyond. The Housing Blueprint reflects the philosophy of the Board that affordable housing is a continuum ranging from the needs of people experiencing homelessness to first-time homebuyers. The goals and priority needs set forth in the Housing Blueprint are revised and updated each year, and have evolved over time as a product of ongoing input from the community.

The **housing goals** established in the Housing Blueprint drive the Consolidated Plan for FY 2016-2020 and are as follows:

- **Goal 1:** To end homelessness in 10 years (by 2018)
- **Goal 2:** To provide affordable housing options to those with special needs
- **Goal 3:** To meet the affordable housing needs of low-income working families; and
- **Goal 4:** To produce workforce housing sufficient to accommodate projected job growth

This Consolidated Plan reflects the overarching goals of the Housing Blueprint, and is the product of the input gathered through the process of bringing together county officials and staff, representatives from the non-profit community and for-profit development sector, and the citizens of Fairfax County and supplemented by data compiled from local sources, HUD, and the U.S. Census Bureau. To accomplish these goals, Fairfax County will draw upon the community and private sector to leverage resources through partnerships. The county will complete projects already in the pipeline as well as embark on new initiatives.

As reflected in the Housing Blueprint and the Five-Year Plan FY 2016- FY 2020, the **philosophy** driving the priority needs is that affordable housing is a continuum ranging from the needs of people experiencing homelessness to first-time buyers. Included in this range are the diverse housing needs of hard-working, but low paid families; senior citizens; persons with physical or mental disabilities; and the workforce across Fairfax County.

APPENDIX 2

HOME MAXIMUM PER-UNIT SUBSIDY LIMITS Effective June 2013

Efficiency/SRO	One Bedroom	Two Bedroom	Three Bedroom	Four-Bedroom
\$132,813	\$152,251	\$185,136	\$239,505	\$262,903

Source: Pending further guidance from HUD's OAHF, Fairfax County was instructed on May 5, 2015 to continue use of maximum per-unit subsidy limits published in 2013 and included above.

APPENDIX 3

RENT LIMITATIONS Effective June 1, 2015

	EFFC	1 BDRM	2 BDRM	3 BDRM	4 BDRM	5 BDRM	6 BDRM
Low HOME Rent Limit (50% of AMI or below)	\$956	\$1024	\$1,228	\$1,420	\$1,583	\$1,748	\$1,911
High HOME Rent Limit (80% of AMI or below)	\$1,165	\$1,230	\$1,458	\$1,727	\$1,906	\$2,085	\$2,264

Source: U.S. Department of Housing and Urban Development District of Columbia Field Office: Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area 2015 HOME Program Rents

APPENDIX 4

Income Limits Effective June 1, 2015

Persons	30% Limits (Extremely Low- Income)	50% Limits (Very Low- Income)	80% Limits
1	\$22,950	\$38,250	\$47,600
2	\$26,200	\$43,700	\$54,400
3	\$29,500	\$49,150	\$61,200
4	\$32,750	\$54,600	\$68,000
5	\$35,400	\$59,000	\$73,450
6	\$38,000	\$63,650	\$78,900
7	\$40,650	\$67,750	\$84,350
8	\$43,250	\$72,100	\$89,800

Source: U.S. Department of Housing and Urban Development District of Columbia Field Office: Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area 2015 HOME Program Income Limits

APPENDIX 5

CHDO CHECKLIST

The information contained in this checklist refers to the definition of Community Housing Development Organizations (CHDOs) in Subpart A, Section 92.2 of the HOME Final Rule, which is available online:

www.hud.gov/offices/cpd/affordablehousing/lawsandregs/regs/finalrule.pdf.

This checklist is a preliminary phase in the CHDO Certification Process. Project specific CHDO certification will be conducted during the underwriting and award process for each CHDO funded project. All previous CHDO certifications are no longer valid.

I. LEGAL STATUS

- A. The nonprofit organization is organized under State or local laws, as evidenced by:
- ___ a Charter, or
 - ___ Articles of Incorporation.
- B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:
- ___ a Charter, or
 - ___ Articles of Incorporation.
- C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501 (c) of the Internal Revenue Code of 1986, as evidenced by:
- ___ a 501 (c) Certificate from the IRS.
- D. Has among its purposes the provision of decent housing that is affordable to low-income people, as evidenced by a statement in the organization's:
- ___ Charter,
 - ___ Articles of Incorporation,
 - ___ By-laws, or
 - ___ Resolutions.

II. CAPACITY

- A. Conforms to the financial accountability standards of 24 CFR § 84.21 (Standards for financial management systems), as evidenced by:
- ___ a notarized statement by the president, or chief financial officer of the organization;
 - ___ a certification from a Certified Public Accountant, or
 - ___ a HUD approved audit summary.

- B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:
- resumes and/or statements that describe the experience of salaried staff members who have successfully completed projects similar to those to be assisted with HOME funds, or
 - contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization. (New CHDO's only with no previous experience in Fairfax County)
- C. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:
- a statement that documents at least one year of experience in serving the community, or
 - for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

The CHDO, or its parent organization, must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided such as, developing new housing, rehabilitating existing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president of the organization or by a HUD approved representative.

III. ORGANIZATIONAL STRUCTURE

- A. Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations as evidenced by the organization's:
- By-Laws,
 - Charter, or
 - Articles of Incorporation.

Under the HOME program, for urban areas, the term, "community", is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state), provided that the governing board contains low-income residents from each of the multi-county areas.

- B. Provides a formal process for low-income program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of all HOME-assisted affordable housing projects, as evidenced by:
- ___ the organization's By-laws,
 - ___ Resolutions, or
 - ___ a written statement of operating procedures approved by the governing body.
- C. A CHDO may be chartered by a State or local government; however, the State or local government may not appoint: (1) more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials, as evidenced by the organization's:
- ___ By-Laws,
 - ___ Charter, or
 - ___ Articles of Incorporation.
- D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:
- ___ By-Laws,
 - ___ Charter, or
 - ___ Articles of Incorporation.

IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES

- A. Is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by:
- ___ the organization's By-laws, or
 - ___ a Memorandum of Understanding (MOU).
- B. A Community Housing Development Organization may be sponsored or created by a for-profit entity, however:
- (1) the for-profit entity's primary purpose may not include the development or management of housing, as evidenced:
- ___ by the for-profit organization's By-laws

AND:

- (2) the CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced by the CHDO's:
- By-Laws,
 - Charter, or
 - Articles of Incorporation.

FY 2016 CDBG/HOME REQUEST FOR PROPOSAL EVALUATION CRITERIA AND APPLICATION

FY 2016 RFP EVALUATION CRITERIA.....	2
Consolidated Plan and Housing Blueprint Priorities and Targeted Populations	2
Project Preparation	3
Management Capacity and Real Estate Experience	4
Capacity for Project Financing and Leveraging	5
APPLICATION INSTRUCTIONS	6
Application Submission	6
Questions	6
APPLICATION COMPONENTS	7
Worksheet 1 – FY 2016 Application Cover Sheet	11
Worksheet 2 – Application Summary Sheet	12
Worksheet 3 – Consolidated Plan and Housing Blueprint Priorities and Targeted Populations.....	12
Worksheet 4 – Targeted Areas	14
Worksheet 5 – Project Preparation	15
Worksheet 6 – Estimated Project Costs and Financing.....	17
Worksheet 7 – Application Checklist.....	19

Applications will be reviewed and scored based on the following four evaluation criteria. Each criterion is assigned a maximum number of points as shown below.

Criterion 1	Consolidated Plan Priorities and Targeted Populations	0 – 25 Points
Criterion 2	Project Preparation	0 – 25 Points
Criterion 3	Management Capacity and Real Estate Experience	0 – 25 Points
Criterion 4	Capacity for Project Financing and Leveraging	0 – 25 Points
TOTAL	Minimum/Maximum Points	0-100 Points

Each criterion is divided into incremental elements. Applicants could obtain points in each box if any portion of the criterion is met for that element as indicated below. The final score for each criterion will be a sum of the points awarded of all of the boxes for each element. The criteria and their respective elements are described on the following pages.

FY 2016 HOME/CDBG EVALUATION CRITERIA

1. CONSOLIDATED PLAN PRIORITIES AND TARGETED POPULATIONS

Maximum Points Possible: 25 Points

Proposal indicates the Consolidated Plan and Housing Blueprint objectives as to which the applicant's project is designed to meet. All households must be low income households (at or below 80% AMI), but proposal indicates very low (at or below 50% AMI) or extremely low income households (at or below 30% AMI) for objective #3. Extremely low-income is defined as 30% or less of AMI. Very low-income means 50% or less of AMI. Special needs are defined as persons with physical, mental, or sensory disabilities, homeless and other special needs populations, such as very low income elderly.

0 – 5	0 – 5	0 – 5	0 – 10
<p>Proposal clearly describes the targeted population to be served and explains how their needs will be served through this project.</p>	<p>Proposal clearly describes the targeted population to be served and explains how their needs will be served through this project.</p> <p>AND</p> <p>At least one of the households to be served by project will be moderate income (80% or below AMI).</p> <p>AND</p> <p>More than 50% of the population to be served by project meets at least one housing objective.</p>	<p>Proposal clearly describes the targeted population to be served and explains how their needs will be served through this project.</p> <p>AND</p> <p>At least one of the households to be served by project will be low-income (50% or below AMI).</p> <p>AND</p> <p>Project will serve special needs population.</p> <p>AND</p> <p>More than 50% of the population to be served by project meets at least two housing objectives.</p>	<p>Proposal clearly describes the targeted population to be served and explains how their needs will be served through this project.</p> <p>AND</p> <p>At least one of the households to be served by project will be extremely low-income (30% or below AMI).</p> <p>AND</p> <p>Project will serve special needs population.</p> <p>AND</p> <p>Project provides for supportive services.</p> <p>AND</p> <p>More than 50% of the population to be served by project meets two or more housing objectives.</p>

2. PROJECT PREPARATION

Maximum Points Possible: 25 Points

Proposal provides evidence that the applicant has identified (or will identify) possible sites and will likely complete the acquisition of the project, by May 15, 2016.

0 – 5	0 – 5	0 – 5	0 – 10
<p>Proposal identifies targeted area(s) within the areas of greatest need. and indicates that acquisition will likely be completed by May 15, 2016.</p>	<p>Proposal identifies targeted area(s) within the areas of greatest need and indicates that project will likely be completed and fully occupied within 9 to 12 months from HCD contract execution.</p> <p>AND</p> <p>Proposal shows that applicant is knowledgeable about housing in proposed project area(s)/ neighborhood including extent of concentration of low-income residents and concentration of affordable housing.</p> <p>AND</p> <p>Applicant has identified a possible project site (address, tax parcel ID).</p>	<p>Proposal identifies targeted zip codes within the areas of greatest need and evidence that project will likely be completed and fully occupied within 6 to 9 months from HCD contract execution.</p> <p>AND</p> <p>Proposal shows that applicant is knowledgeable about housing in proposed project area(s)/ neighborhood including extent of concentration of low-income residents and concentration of affordable housing.</p> <p>AND</p> <p>Applicant has identified a possible project site (address, tax parcel ID).</p> <p>AND</p> <p>Applicant has a preliminary plan for acquisition (and rehab, if applicable).</p> <p>AND</p> <p>Primary project financing commitments have been identified.</p>	<p>Proposal identifies targeted zip codes within the areas of greatest need and evidence that project will likely be completed and fully occupied within 6 months from HCD contract execution.</p> <p>AND</p> <p>Proposal shows that applicant is knowledgeable about housing in proposed project area(s)/ neighborhood including extent of concentration of low-income residents and concentration of affordable housing.</p> <p>AND</p> <p>Applicant has identified a project site (address, tax parcel ID) and may have a purchase agreement.</p> <p>AND</p> <p>Applicant has a preliminary plan for acquisition (and/ rehab, if applicable) .</p> <p>AND</p> <p>Applicant’s first lender has provided a pre-approval letter demonstrating that applicant can likely secure additional project financing. Between the first trust and any additional equity or other financing secured by the applicant, all other non-HOME and CDBG project financing sources have been identified in writing.</p>

3. MANAGEMENT CAPACITY AND REAL ESTATE EXPERIENCE

Maximum Points Possible: 25 Points

Proposal demonstrates organizational capacity to successfully complete project activities and its objective(s) and presents how the project will be accomplished within the specified time period. **ALL CDBG FUNDED PROJECTS SHOULD BE OCCUPIED BY January 15, 2017.**

0 – 5	0 – 5	0 – 5	0 – 10
<p>Proposal presents demonstrative successful track record as evidence of adequate organizational experience in owning and managing real estate. If the nonprofit applicant does not have an established track record, the organization is partnered with another nonprofit organization with applicable experience including experience with rehabilitation (if applicable).</p>	<p>Proposal presents demonstrative successful track record as evidence of adequate organizational experience in owning and managing real estate. If the nonprofit applicant does not have an established track record, the organization is partnered with another nonprofit organization with applicable experience including experience with rehabilitation (if applicable).</p> <p>AND</p> <p>Description of staff involved and their expertise as it pertains to project activities.</p> <p>AND</p> <p>Proposal presents a clear and reasonable acquisition/rehab and rental management plan including a realistic timeline from acquisition through lease-up which is less than 12 months</p>	<p>Proposal presents demonstrative successful track record as evidence of adequate organizational experience in owning and managing real estate. If the nonprofit applicant does not have an established track record, the organization is partnered with another nonprofit organization with applicable experience including experience with rehabilitation (if applicable).</p> <p>AND</p> <p>Description of staff involved and their expertise as it pertains to project activities.</p> <p>AND</p> <p>Proposal presents a clear and reasonable acquisition/rehab and rental management plan including a realistic timeline, plan for lease-up within a twelve (12) month timeframe and includes a prospective source of eligible tenants.</p>	<p>Proposal presents demonstrative successful track record as evidence of adequate organizational experience in owning and managing real estate. If the nonprofit applicant does not have an established track record, the organization is partnered with another nonprofit organization with applicable experience including experience with rehabilitation (if applicable).</p> <p>AND</p> <p>Description of staff involved and their expertise as it pertains to project activities.</p> <p>AND</p> <p>Proposal presents a clear and reasonable acquisition/rehab and rental management plan including a realistic timeline, demonstrating capacity to 1) close on a purchase by May 15, 2016; and lease-up within a nine (9) month timeframe and includes a successful process in place that is adequately described.</p>

4. CAPACITY FOR PROJECT FINANCING AND LEVERAGING

Maximum Points Possible: 25 Points

Proposal provides evidence that project financing and operating plans, if applicable, is feasible and financing sources are committed or secured. Proposal presents a clear and reasonable estimated project costs and financing and identifies additional resources other than county funds or county contributions that can help support the proposed project. (Resources may include volunteers, in-kind contributions, cash donations, goods, supplies and services donations, grants and/or contracts.) **An equity contribution from the non-profit is not required, but if contributed, the non-profit would receive a preference in funding. The project must have adequate maintenance reserves and show a positive cash flow. As an alternative, the applicant can set aside funds in a separate reserve account for the long-term sustainability of the project.**

0 – 5	0 – 5	0 – 5	0 – 10
<p>Inadequate documentation provided to assess the financial feasibility of project. Estimated project costs and financing are not clearly described. Description of other project financing vague or non-existent.</p>	<p>Estimated project costs and financing are clearly described. Documentation identifies proposed project financing.</p> <p>Financing plans are feasible.</p> <p>AND</p> <p>Applicant shows evidence of the ability to leverage a significant amount of non-county cash for project costs. This may include soft commitments or demonstrated capacity to leverage funds.</p>	<p>Estimated project costs and financing are clearly described. Documentation identifies proposed project financing.</p> <p>Financing plans are feasible and show a positive cash flow.</p> <p>AND</p> <p>Applicant shows evidence of the <u>ability</u> to leverage a significant amount of non-county cash <u>at least 10%</u> of total for estimated project costs from all sources. This may include past grants or firm commitment of funds for project submitted under this NOFA. <u>The ability to provide an equity contribution and the ability set aside funds to build adequate maintenance reserves has been demonstrated.</u> (LEVERAGE NOT REQUIRED IF THE PROJECT WILL SERVE HOUSEHOLDS EARNING 30 PERCENT OF AMI AND BELOW)</p>	<p>Estimated project costs and financing are clearly described. Documentation identifies proposed project financing.</p> <p>Financing plans are feasible and show a positive cash flow.</p> <p>AND</p> <p>Financing, other than county funds, has been committed or secured. Applicant demonstrates evidence of additional commitments of non-county financial and other material resources that are available to or attainable by the applicant and that will significantly support the project.</p> <p>Applicant shows evidence of the <u>ability</u> to leverage a significant amount of non-county cash <u>at least 20%</u> of total for estimated project costs from all sources. This may include past grants or firm commitment of funds for project submitted under this NOFA. (LEVERAGE NOT REQUIRED IF THE PROJECT WILL SERVE HOUSEHOLDS EARNING 30 PERCENT OF AMI AND BELOW) <u>An equity contribution has been specified. Evidence of adequate maintenance reserves for project has been identified.</u></p>

APPLICATION INSTRUCTIONS

Application Submission

Applications must be received for consideration of funding by the Fairfax County Department of Housing and Community Development, at the 1st floor reception desk, 3700 Pender Drive, Fairfax, Virginia 22030 by **4:00 p.m., Thursday, October 1, 2015**. Funds will be awarded for qualified proposals on a first-come, first-served basis, thereafter until all funds are allocated.

- **Late applications will not be considered.** Allow extra time for hand deliveries due to traffic and building security procedures.
 - **Any application submitted with an unsigned Application Cover Sheet will not be accepted.**
1. Submissions by facsimile machine or e-mail will not be accepted.
 2. Applicants are requested to submit one original and four copies of the application along with requested worksheets and attachments for each proposed project.
 3. To maintain the application's print quality, the applicant should not use colored, textured, heavy weight or tabbed paper. Bindings should be restricted to a clip or staple. Avoid notebooks or folders requiring page perforation.
 4. Application responses should be typewritten according to the following specifications:
 - Where narrative response is requested, the written response should be in a readable font size of 12 point or larger, on single-sided white paper and limited to the number of pages indicated.
 - Where completion of worksheets is indicated, the responses should be made on the worksheets provided.
 - Narrative responses and requested attachments should be placed in the sequence indicated in the Application Components section.
 5. Attachments (other than narratives and worksheets):
 - All attachments should be on 8-½ by 11-inch white paper for submission.
 - Attachments are not subject to the page limits for narrative responses.
 6. Applicants may submit one or more project proposals; however, each proposal must be submitted separately with all requested forms and attachments.

Questions

For questions or additional information, please contact David Jones, Senior Program Manager at 703-246-5259 at the Department of Housing and Community Development (HCD), 3700 Pender Drive, Fairfax 22030 or through the division administrative assistant at 703-246-5170 (TTY: 703-385-3578).

APPLICATION COMPONENTS

The response for each component is to be in a written narrative, on an application worksheet, and/or through an attachment as instructed in the Application Components. The application submission will begin with Worksheet #1 and end with a completed Application Checklist (Worksheet #7) and all attachments. Each of the following Application Components is to be submitted in the following sequence.

<u>COMPONENT</u>	<u>FORMAT</u>
A. Application Cover Sheet	Worksheet # 1
B. Application Summary Sheet	Worksheet # 2
C. Consolidated Plan and Housing Blueprint Priorities and Targeted Populations	Worksheet #3 and Written Narrative
D. Project Preparation	Worksheet # 4 Worksheet # 5 and Written Narrative
E. Management Capacity & Experience in Real Estate	Written Narrative
F. Capacity For Project Financing and Leveraging	Worksheet # 6 Written Narrative
G. Application Checklist	Worksheet # 7

A. Application Cover Sheet

Each application is to include an Application Cover Sheet – Worksheet # 1. Applicant's executive director or designee authorized to legally bind the applicant organization must sign each Application Cover Sheet. **NOTE: Unsigned Application Cover Sheets will result in the rejection of the application.** The total proposed funding request amount should be listed on the Application Cover Sheet. Applicants that submit jointly with other nonprofit organizations are to designate one organization as the application contact. This organization will complete and sign the Application Cover Sheet. Joint organization applications are to be indicated on the Application Cover Sheet and each participating organization is to be listed where requested.

B. Application Summary Sheet

Each application is to include an Application Summary Sheet – Worksheet # 2. The information on the Application Summary Sheet provides a snapshot of the project; the project description should be brief and to the point. Please use the space provided; do not attach additional pages.

C. Consolidated Plan and Housing Blueprint Priorities and Targeted Populations (Maximum 25 Points)

This section of the proposal describes affordable housing needs that the project will address and clearly defines the client population to be served.

1. Complete Worksheet # 3: Targeted Populations; identifying the priority household populations the applicant's project is designed to serve.
2. Provide a narrative on no more than one (1) typewritten page that lists and responds to each request for information in the order presented below. Document your source(s) of information. *Please clearly label your narrative as "C. Consolidated Plan and Housing Blueprint Priorities and Targeted Populations" and place your narrative directly after Worksheet #3.*
 - a. Describe the population, community and number to be served by the proposed project, including the type of affordable housing that will result from this project.
 - b. Does this project serve special needs populations? If yes, describe special needs population to be served.
 - c. Describe the need to be addressed and how it relates to the affordable housing goal and objective described in part 2 (a) of this question.

D. Project Preparation (Maximum 25 Points)

This section addresses status of the proposed project and whether the proposed project preserves and/or rehabilitates existing affordable units within the areas of greatest need or targeted areas as designated by Fairfax County. Proposal provides evidence that applicant is prepared to proceed with acquisition and/or rehabilitation.

1. Complete Worksheet #4: Targeted Areas.
2. Complete Worksheet #5: Project Preparation. *Clearly label requested attachments as directed and place behind the Worksheet # 5.*
 - a. Provide a narrative on no more than two (2) typewritten pages. The narrative should list and respond to each request for information in the order presented below. Please clearly label your narrative as "D. Project Preparation Narrative" and place your narrative after Worksheet #5.
 - For what purposes would you be requesting this funding?
 - Outcome to be achieved (include description of all units, both CDBG/HOME and non-CDBG/HOME).
 - Project activities or services that address proposed outcomes
 - If a rental project, briefly describe the management plan for the project.
 - Present a clear and reasonable work plan, including **closing and expending the funds by May 15, 2016**, an estimated project timeline, preferably lease-up within a twelve (12) month timeframe, that identifies estimated start date, milestones to be accomplished within the funding period, and how long the project will take to complete including estimated completion date.
 - Describe any unique or innovative elements of the proposed project.
 - Meet Energy Star standards?

- Meet Section 504 accessibility standards?
 - Is made affordable to very low-income (< 50% AMI) households?
 - Is made affordable to extremely low-income (< 30% AMI) households?
 - Are designated for low- and very low-income elderly residents?
 - Are designated for persons with HIV/AIDS?
 - Of these, how many are chronically homeless (1)?
 - Are designated for the homeless? Of these, how many are chronically homeless?
 - Will provide permanent housing to formerly-homeless households? Of these, how many are chronically homeless?
 - Are subsidized with project-based assistance through a Federal, state or local rent assistance program.
 - Are made affordable to households who previously resided in subsidized housing (homebuyer activities only)?
- b. If the proposal is a collaborative submission with other organizations, explain how the project will be jointly conducted, identify roles and responsibilities of each participating party, and a description of the proposed project and beneficiaries who will benefit from the collaboration. Include a letter of agreement between the collaborating organizations.

E. Management Capacity & Experience in Real Estate (Maximum 25 Points)

Applicant describes the project activities and how these will be accomplished within a specified time period – preferably within twelve (12) months.

1. Provide a narrative on no more than two (2) typewritten pages. The narrative should list and respond to each request for information in the order presented below. *Please clearly label your narrative as “E. Management Capacity and Experience in Real Estate” and place your narrative after Worksheet #5 and Worksheet #5 Attachments.*
 - a. Provide evidence of a successful track record of adequate organizational experience in owning and managing real estate. If the nonprofit applicant does not have an established track record, describe how the organization has partnered with another nonprofit organization with applicable experience.
 - b. Provide a detail of how your organization’s experience relates to the proposed affordable housing project.
 - c. Describe a recent successful project.

F. Capacity for Project Financing and Leveraging (Maximum 25 Points)

This section of the proposal should show evidence of the ability to leverage non-county cash for project costs. **An equity contribution from the non-profit is not required, but if contributed, the non-profit would receive a preference in funding. The project should have adequate maintenance reserves and show a positive cash flow. As an alternative, the nonprofit can set aside funds in a separate reserve account for the**

1 HUD definition of “chronically homeless”: “To be defined as a chronically homeless, a person must be living on the street or in emergency shelter the time of the count or eligibility determination. The definition does not include those currently in transitional housing. “ Source: 2005 Continuum of Care Web Cast, <http://www.hud.gov/offices/cpd/homeless/apply/2005QandA2.pdf>.

long-term sustainability of the project.

This may include past grant history, firm commitments or demonstrated capacity to leverage funds. Financing and operating plans are feasible. Financing, other than county funds, has been committed or secured. Applicant demonstrates evidence of additional commitments of non-county financial and other material resources that are available to or attainable by the applicant and that will significantly support the project. Resources may include volunteers, in-kind contributions, cash donations, goods, supplies and services donations, grants and/or contracts. Evidence of adequate reserves for project would be identified in this section (i.e. bank accounts).

1. Complete worksheet # 6.
2. List and respond to each request for information in the order presented below. Provide no more than one (1) typewritten page of narrative. *Narrative responses should be explained and consistent with information provided on Worksheet #6.*

Briefly indicate whether any other county contributions, including a request for rehabilitation funds, or awards will support or are anticipated to support this project. Explain their commitment status. County awards may include loans, cash grants or contracts. Other county contributions may include space, utilities, equipment, staff, or service.

3. Provide a current organization-wide budget. Please clearly label this attachment as F. Budget-Organization Budget". Place behind Workshee#6 and Narrative.
4. Provide three (3) most recent annual audited financial statements and auditor's opinion and management letter, if issued. Audits must be conducted by an independent licensed certified public accountant. If an audit(s) is not available, please explain why.

WORKSHEET 1 – FY 2016 APPLICATION COVER SHEET

PLEASE READ AND SIGN BELOW.

Total Funding Requested \$ _____ (\$ _____ HOME; \$ _____ CDBG)

Nonprofit Organization Name:

Address:

Contact Person:

Telephone:

Fax:

Federal Tax ID:

Identify if the application(s) is being submitted jointly with other organizations:

Yes (List other organization(s) by name):

No

[SIGN BELOW, UNSIGNED COVERSHEETS/APPLICATIONS WILL NOT BE ACCEPTED]

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information contained in this proposal is accurate. By signing this application, the undersigned offers and agrees, if the proposal is accepted, to furnish the items or services, subject to final negotiation and acceptance by Fairfax County, and subsequent contract award.

Executive Director (or name of representative) – Signature/Date

Print Name

Title/Date

**DEADLINE FOR SUBMISSION FOR CONSIDERATION OF FUNDING IS 4:00 P.M., Thursday,
October 1, 2015**

Projects will be scored, underwritten and awarded on a first come, first serve basis.

SUBMIT ORIGINAL AND FOUR (4) COPIES TO:
Fairfax County Department of Housing and Community Development
First Floor Reception Desk
3700 Pender Drive, Fairfax, VA 22030

WORKSHEET 2 – APPLICATION SUMMARY SHEET

Project Title:

Funding Requested: Acquisition: \$ _____ Rehabilitation: \$ _____

Total Funding Requested \$ _____

Are you currently a Fairfax County approved Community Housing Development Organization (CHDO)*?

Yes No

Do you intend to apply for CHDO designation under this RFP?

Yes No

Project Type (please mark all that apply):

Estimated Total Number of Units to be acquired: _____

Estimated Total Number of Units to be rehabilitated: _____

Unit Type (please check all that apply):

Condominium Single family detached Townhouse Other: Specify _____

Anticipated Service Area Neighborhood or Street Boundaries:

Magisterial/Supervisor District(s):

Tax Map(s) #:

Brief Project Description:

***All CHDO Certification documents submitted as part of this FY 2016 RFP or provided in calendar year 2015 are strictly preliminary. Revisions to HOME Final Rule require CHDO Certification at each use of HOME CHDO funds. Additional certification will be required if awarded HOME CHDO funding via the FY 2016 RFP**

WORKSHEET 3 – CONSOLIDATED PLAN AND HOUSING BLUEPRINT PRIORITIES AND TARGETED POPULATIONS

Indicate the objectives as to which the applicant’s project is designed to meet. All households must be low income households (at or below 80% AMI), but indicate very low (at or below 50% AMI) or extremely low income households (at or below 30% AMI) for objective #3.

Specific Housing Objectives

The table below shows the specific objectives to meet the four goals outlined in Appendix 2.

Objective Number	Objective Description	Yes/No
1	Provide housing units affordable to homeless individuals and families	
2	Provide housing units affordable to persons with physical or mental disabilities, including persons with HIV/AIDS	
3	Provide housing units affordable to households with low to extremely-low incomes (<50 percent MFI) and other special needs populations	If yes, 30% AMI = _____% of Project Units 50% AMI = _____% of Project Units
4	Provide sufficient workforce housing through land use policy	
5	Provide sufficient workforce housing through private sector partnerships	
6	Preserve existing Public Housing	
7	Promote resident self-sufficiency	
8	Foster coordination and partnerships	

WORKSHEET 4 – TARGETED AREAS

Please attach a map or project narrative with the following information about the proposed project area of focus (**Please label the map or narrative as Attachment 4a, and place behind Worksheet #4**).

1. :
 - a. Concentration of low-income residents
 - b. Concentration of affordable housing
 - c. Minority concentration

2. Project will preserve and/or rehabilitates affordable units (Check One):
 Yes No

3. Estimated Total # of new affordable housing units in area project will produce:

WORKSHEET 5 – PROJECT PREPARATION

Number of years organization in operation: _____ Date Incorporated: _____

Number of years organization in housing development: _____

Total number of units produced: _____
Rehabilitated _____
Owned _____
Managed _____
Constructed _____

Estimate percentage of above total housing units produced that served very low and low-income persons:

30% of median and below _____
50% of median and below _____
80% of median and below _____

Number of employees/volunteers in organization: _____
full-time employees _____
part-time employees _____
volunteers _____

Number of employees/volunteers to work on project: _____
full time _____
part time _____
volunteers _____

Type of Proposed Project (Check One):

Rental Development

Project preserves and/or rehabilitates existing affordable units (Check One):

Yes No

Please check **Yes** or **No**, as appropriate, for the proposed project and provide attachments as indicated in the sequence below. *Clearly label requested attachments as directed below and place these attachments behind this worksheet.*

1. Do you have a site(s) identified? If yes, provide location site map(s) for the project(s). Label as Attachment 5a. Yes No
2. If the site is identified, do you anticipate the property requiring a rezoning/special use permit for your proposed project? Yes No

3. Has total project financing been identified for this project? Yes No
4. Is project ready for implementation? Yes No

Identify the condition of the housing units to be preserved and/or rehabilitated (Check One):

- No rehabilitation needed, units have been inspected and meet county codes and standards;
Minor rehabilitation required (total rehabilitation costs below \$25,000 per unit); or
Substantial rehabilitation required (total rehabilitation costs \$25,000 or more per unit).

Do you have schematics and a preliminary site plan for the project? Yes No

Do you have detailed cost estimates for rehab work? If yes, submit one copy and identify source of estimates. Clearly label. Yes No

Do you have an engineering report detailing property condition? Yes No

Has an appraisal been completed for the property? Yes No

If yes, what is the appraised value of the property? \$ _____

What is the assessed value of the property? \$ _____

WORKSHEET 6 – ESTIMATED PROJECT COSTS AND FINANCING

1. **Estimated Project Costs:**

Acquisition:

Rehabilitation:

Other (financing, insurance, legal fees):

Total Estimated Project Cost:

	<u>Per Unit</u>	<u>Total</u>
Acquisition:	\$	\$
Rehabilitation:	\$	\$
Other (financing, insurance, legal fees):	\$	\$
Total Estimated Project Cost:	\$	\$

2. **Project Financing:** *(If additional space is needed, insert additional page(s) following this one, and clearly label as Worksheet #6, Continued.)*

**Proposed
HOME/CDBG
Funds:**

\$

Equity

Source:	Amount:\$	Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Source:	Amount:\$	Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Source:	Amount:\$	Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Equity:	\$	

Loans

1 st Trust:	\$	at %IRR* for months	Source: Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
2 nd Trust:	\$	at %IRR* for months	Source: Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
3 rd Trust:	\$	at %IRR* for months	Source: Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Loans:	\$		

**TOTAL PROJECT
FINANCING:**

\$

**TOTAL
HOME/CDBG as %
of Total Project Financing:**

%

* IRR-Internal rate of return also known as the effective interest rate.

Complete For Rental Projects Only:

Occupancy Income Limits:

Total # Units in Proposed Project:

Affordable Units

- # units at or below 30% AMI:
- # units at or below 60% AMI:
- # units at or below 50% AMI:
- # units at or below 80% AMI:

Market Rate Units

- # units at market rate:

PROPOSED RENT SCHEDULE:

UNIT TYPE	TOTAL NO. OF UNITS BY TYPE	RENT	UTILITIES	INCOME SERVED AS PERCENT OF AMI

Does the project involve any temporary relocation? (Check One):

- Yes No

Projects requiring permanent relocation will not be considered for funding.

WORKSHEET 7 – APPLICATION CHECKLIST

A. APPLICATION COVER SHEET

- Worksheet #1

B. APPLICATION SUMMARY SHEET

- Worksheet #2

C. CONSOLIDATED PLAN PRIORITIES AND TARGETED POPULATIONS

- Worksheet #3
- 1 page Narrative

D. PROJECT PREPARATION

- Worksheet #4
- Worksheet #5
- 2 page Narrative

E. MANAGEMENT CAPACITY AND EXPERIENCE IN REAL ESTATE

- 2 page Narrative

F. CAPACITY FOR PROJECT FINANCING AND LEVERAGING Estimated Project Costs and Financing

- Worksheet #6
- 1 page Narrative
- Organization Budget
- Three most recent annual audited financial statements
- CHDO Certification Documents (see Appendix 5)

APPLICATION CHECKLIST

- Worksheet #7