

HOME APPLICATION INSTRUCTIONS

A. GENERAL INFORMATION

1. Purpose and General Applicable Provisions

Under this Request for Proposal, the Clark County Consortium provides grants to successful nonprofit respondents to expand the supply of decent, affordable housing for low and very low-income families. The County will fund those housing programs that meet local needs and priorities. For this application cycle, applications for the following activities will be accepted:

- **Homeownership Development**

- ✓ New Construction

- **Rehabilitation or reconstruction of owner-occupied single-family housing**

- **Acquisition, construction, or rehabilitation of multifamily rental housing projects of 5 units or more**

NOTE: Applications for downpayment assistance only, acquisition / rehabilitation for resale and downpayment assistance with rehabilitation are not being accepted for this funding cycle.

Homeownership Development

1. New Construction of housing for sale

NOTE: for a more detailed description of these program activities, see Exhibit M, Homeownership Development Guidelines

- The project must consist of a minimum of four units.
- The homebuyer's contribution towards the down payment must be **at least \$1,000.**¹
- Total HOME per unit investment limited to **\$40,000** per home (includes acquisition, hard and soft costs).
- When the HOME investment is less than \$15,000, the recapture period is five (5) years.
- When the HOME investment is between \$15,000 and \$40,000, the recapture period is ten (10) years.
- All HOME funds will be secured by a Loan Agreement and a Deed of Trust. The current loan balance will be due upon sale or refinance during the period of affordability.

¹ Sweat Equity contributions may be considered when part of a program.

- Program Sponsors agree to secure a Right of First Refusal or similar mechanism to protect the investment of HOME funds.

Owner-Occupied Housing Rehabilitation Program

NOTE: for a more detailed description of program activities, see Exhibit M, Owner-Occupied Housing Rehabilitation Guidelines

This activity is to assist low, very low, and extremely low-income owners in repairing or rebuilding their existing owner-occupied homes. A minimum of 10 units is expected to be completed each year. All properties must meet Community Resources Management Division's Minimum Construction Standards, local building codes and Building Performance Institute standards when construction is complete. Rehabilitation assistance must be between \$5,000 and \$50,000. The Applicant provides HOME funds as loans to homeowners. **This is not an emergency repair program.**

Rental Housing Development (projects of 5 or more units)

Rental Housing Development includes the acquisition, rehabilitation, or new construction of affordable rental housing units.

- Eligible projects must include 5 or more units to qualify for consideration.
- Rehabilitation only projects must meet a *minimum* threshold of an average of **\$10,000 per unit** in necessary repairs, as determined by a qualified construction cost estimator and the project must be a minimum of **10** years old.
- Acquisition only projects must clearly demonstrate that the purpose of the acquisition is intended to further a public benefit (i.e. lower rents and/or to provide new housing units for a special needs population). Refinancing of existing debt is not an eligible activity.
- Owners are required to make the units available to low, very low, and extremely low-income families and must meet long-term rent restrictions.
- A standard underwriting review will be performed on applications under this activity to determine appropriate levels of developer compensation.
- Owners of rental units assisted with HOME funds must comply with initial and long-term income restrictions and must keep the units affordable for a minimum period required by HUD.
- Housing assisted with HOME funds must meet all applicable local codes and standards.
- Terms of the funds provided under this activity may vary from project to project based on County staff recommendations.

- All multifamily units created through this program must comply with Section 504. Rehabilitation of units should meet Building Performance Institute (BPI) standards, the Fair Housing Act, as well as any State or local codes. All new construction housing must meet the current edition of the Model Energy Code (MEC), the Fair Housing Act, as well as any State or local codes. An energy audit may also be required upon completion of construction.

CHDO Set-Aside

A Community Housing Development Organization (CHDO) is a private, nonprofit, community-based service organization that has the capacity to develop affordable housing for the community it serves. CHDOs qualify for consideration in the set-aside if the CHDO is the owner, developer or sponsor of the housing development activity. Eligible CHDO set-aside activities are Homeownership Development and Rental Housing Development. These organizations can apply for rental housing acquisition, rehabilitation, and new construction and homeownership development if their organization is the owner, developer or sponsor of the housing development.

HOME staff will not recommend an award for CHDO set-aside funding unless the CHDO certification is approved. The CHDO Certification Application must be submitted at the same time that the funding application is submitted. The set-aside for CHDO applicants is 15 percent of the total HUD allocation received by the County for the HOME Program (excluding ADDI funds).

CHDOs that are awarded set-aside funds may be eligible to receive up to an additional 5% of the grant award for CHDO Operating assistance, based on approval of project budget.

CHDO Certification

Certification will be awarded as defined in the rules and procedures set forth in the HOME Investment Partnerships Program rules. If all requirements under this section are met, the County certifies the applicant as a CHDO upon the award of HOME funds. A new application for CHDO certification must be submitted to the County with each new application for HOME funds under the CHDO set aside. If an applicant submits an application for CHDO certification for a project or service area that is located entirely in the cities of Las Vegas, North Las Vegas and/or Henderson, the applicant must submit evidence of that jurisdictions support of the applicant as a CHDO.

An application for CHDO certification will only be accepted if submitted with an application to the County for HOME funds.

2. Application Evaluation Review Process

Each application received by Clark County will be first reviewed by staff to determine whether minimum application submission requirements have been satisfied. Only complete applications will be forwarded to the 36-member Community Development Advisory Committee (CDAC) for their review. The Committee will review each

application, will receive oral presentations from each applicant, may visit each proposed project location and will query County staff to address various technical and programmatic questions. After this review process, the Committee will rank and prioritize the applications.

As indicated in the HOME Program description, the CDAC does not use a specific rating formula, nor does it rely on specific rating criteria. The CDAC follows a more holistic approach to project evaluation, which encompasses a range of data and project information. In general, the CDAC considers such factors as:

- financial feasibility (from both a developmental and operational viewpoint)
- leverage of resources
- applicant capability and track record
- community need
- extent of lower-income targeting
- length of affordability period
- consistency with the Consortium's HUD Consolidated Plan 2005-2009

The CDAC may recommend a different amount of HOME funds to award than that requested by the applicant. Be prepared to justify the amount of funds that you are requesting and also to explain how reduced funding will impact your project. The CDAC recommendations are only advisory and the Clark County Board of Commissioners will make the final award.

3. Eligible Applicants

For the purpose of responding to this application, eligible applicants include 501(c)(3) or 501(c)(4) Non-Profit Corporations, Joint Venture Partnerships between one or more for-profit entities and one or more non-profit corporations and governmental entities.

Any entity that is eligible to apply for tax exempt bond financing, **including for-profit firms**, may apply for HOME funds through this solicitation process when the HOME funds will be part of a proposal to develop affordable rental housing in unincorporated Clark County using Private Activity Bond Cap issued by the State of Nevada Housing Division and/or Clark County.

All proposed projects must be located within the geographic boundaries of Clark County. Projects that will be located in areas outside of unincorporated Clark County must demonstrate support from that local jurisdiction. Additionally, projects proposed for the Cities of Las Vegas, Henderson and North Las Vegas must demonstrate that a significant portion of the project's HOME funding will be provided by the local jurisdiction, to the degree that the jurisdiction has such funds available.

4. Deadline for Submittal

Applications must be received by Clark County Community Resources Management (CRM), no later than **3:00 P.M. (Pacific Standard Time) on Friday, December 4, 2009**. Applications received after the deadline will not be considered. Acceptable methods of delivery are hand delivery, certified mail, or other delivery-service requiring

signature by a Clark County CRM designee. All hand delivered copies will be date stamped and receipt given to applicant. Applications may not be submitted via fax or e-mail.

Applicants will be required to make an oral presentation before CDAC about their project. The oral presentation will be held on the evening of **Tuesday, January 19, 2010**. The applicant will be contacted by CRM staff with the specific time and location of the oral presentation.

5. Number of Copies and Mailing Address

Applicants must send or drop off two (2) copies of the proposal, one (1) of which must be a signed original, to Clark County, Community Resources Management, 500 S. Grand Central Parkway, P.O. Box 551212, Las Vegas, NV. 89155-1212.

6. Proposal Costs

All costs of responding to this Request for Proposal are the responsibility of the applicant.

7. Misstatements

If the County determines that a recipient of the HOME monies has made a material misstatement relating to the recipient's application for, or administration of a grant, the County will, at its discretion, require the recipient to repay the received funds to the County.

B. APPLICATION SUBMISSION FORMAT

All applications **MUST** be submitted as follows:

1. One original and one complete copy need to be provided.
2. The application should be assembled so that it follows a logical and consistent format. **DO NOT USE TABS, DO NOT USE STAPLES, DO NOT USE BINDERS.** Cover pages are the preferred method of separating materials or indicating the addition of supporting materials. Community Resources Management staff will be photocopying these applications for the CDAC; therefore all of your materials should be of a consistent size (8.5x11). Also, to facilitate copying, please submit the application as either entirely a two-sided document (back-to-back pages) or entirely as a single-sided document. Foldouts, brochures, photographs, etc., should all be formatted to these guidelines.
3. The original and one copy of the application with back-up materials must be submitted with the: a) type of grant, (i.e. HOME), b) the name of the organization submitting the grant, and; c) the priority number if more than one application is submitted. Additional applications submitted must each be submitted in the same manner as described above, with the proper priority number reflected on the outside of the envelope.

4. Please also email the Excel spreadsheets to shcb@co.clark.nv.us. However, the email of the spreadsheets will not be considered a complete application. Follow the instructions above to ensure that your application is submitted properly.

C. APPLICATION AND WORKSHEETS

The Application and attached worksheets are available via the Clark County Community Resources Management website at:

<http://www.accessclarkcounty.com/depts/Finance/crm/Pages/CommunityResourcesManagementDivision.aspx>

The Application can be downloaded from the website in Word and Excel. The Application is written in Microsoft Word, and the worksheets are written in Excel. Clark County is not able to convert these to other versions of the programs or to other software. Upon request, the County can make available to applicants, on a limited basis, a computer terminal in our office with the appropriate software.

The Application's name is "Application10.doc." All of the worksheets are contained in the Microsoft Excel workbooks named "Rental10.xls", "Homeowner10.xls", and "OwnerRehab10.xls" respectively. **The appropriate worksheet(s) must be completed in Excel and returned with the Application as specified in "B" above.**

- Generally, cells requiring input are formatted as clear rather than shaded and will appear on your screen with blue font. Use this convention as a guide throughout the input process. Never input information into a shaded cell. Take note of comments and instructions included on the worksheets.
- Before beginning the input process, save the workbook under a new name. Keep the original version on the diskette in a safe place in case you need to refer to it later.
- All worksheets required for your project must be completed and returned with the Application (two for rental, two for homeowner development and two for owner-occupied rehabilitation); if one is missing or incomplete, your Application could be disqualified.
- Dropdown menus have been provided for your convenience in creating cover pages for Exhibits and for Attachments.

Please call HOME Program staff with your questions at 455-5025, or, e-mail questions to shcb@co.clark.nv.us.

GOOD LUCK WITH YOUR APPLICATION.
