

**Surry County Housing Consortium
and
Piedmont Triad Regional Council
2017/18 HOME PROGRAM ELIGIBLE HOUSING DEVELOPMENT
Request For Proposals
RFP Web location: <http://www.ptrc.org>**

The Piedmont Triad Regional Council (PTRC) requests proposals from for-profit and nonprofit entities for HOME program eligible development activities. Proposals will be accepted for HOME eligible activities including the development of new units, rehabilitation of existing housing units, conversion of non-residential buildings to housing use or any combination thereof. Available funding includes approximately **\$900,000** from the Federal HOME Program.

There are two funding opportunities contained in this request for proposals.

1. Approximately **\$100,000** has been set aside for Single Family Development including local nonprofit affordable housing providers.
2. Approximately **\$800,000** in HOME funding is available for rental rehabilitation (preferred counties: Yadkin and Stokes) and/or new construction in Surry, Yadkin, Davie or Stokes Counties. This funding can be used in conjunction with a tax credit award, combined with a USDA or Federal Home Loan bank funding. **Note: 2016 NCHFA LIHTC funded projects (2 awards - Davie and Surry) are eligible for SCHC HOME funding.**

These figures are estimates only. The total available by type of project may be adjusted depending on eligible applications.

Note: Use of HOME funds triggers a 25% match obligation. Projects must incorporate another source of eligible non-federal match funds in an amount greater than the PTRC's match obligation for the project and keep record of those funds.

All projects receiving federal HOME program funds must meet all applicable federal regulations. For further information on federal HOME program regulations and eligibility requirements consult the U.S. Department of Housing and Urban Development's HOME Program website at:

www.hud.gov/offices/cpd/affordablehousing/programs/home

Project developers should familiarize themselves with the HOME program requirements prior to proposal submission.

Eligibility: All proposed projects must be located within Davie, Stokes, Surry or Yadkin counties. Applicants can be a for-profit or nonprofit organization or developer. For rental development projects, the applicant must also be the owner of the project.

Submittal Instructions: All proposals shall be delivered unbound in an 8 1/2" x 11" format. Please use a labeled paper exhibit separator, as the submittals must be scanned and copied for the review team. Deliver to Rebecca Ashby at Piedmont Triad Regional Council, 1398 Carrollton Crossing Drive, Kernersville NC 27284 either in person or by mail. Proposals should be placed in a manila envelope with the words "**2017/18 SCHC HOME Eligible Housing Development Proposal Application**" written on the outside of the envelope.

The PTRC will not consider proposals that are mailed and do not arrive prior to the proposal deadline. **Proposals must be received in the PTRC Housing Department office by 4:00 PM on Tuesday, October 31, 2017. (No exceptions)**

Evaluation Process: Contained in the Application package is a description of the Project Selection Criteria and Point Allocation System to be used in evaluating proposals. Each proposal will be evaluated against these criteria and assigned a point value. The project scoring is a tool for evaluation, but is not the sole criterion for a decision. The Surry County Housing Consortium Board will make a final funding recommendation to the PTRC.

Decision Process: The Surry County Housing Consortium's consideration of funding proposals will occur at the next board meeting on November 8, 2017. Final decisions are expected on or before November 30, 2017.

Further Information: For further information about this application process, please contact Rebecca Ashby or Michael Blair at 336.904.0300.

Surry County Housing Consortium
Scoring System
HOME Application
Single Family New Construction

Name of Project: _____

Date Evaluated: _____

Evaluator: _____

Positive Points:

1. Site within 1 mile of a full service grocery. (2pts.) _____
2. Sidewalk from site to the grocery. (1pt) _____
3. Site within 1 mile of a convenience store. (2pts) _____
4. Sidewalk from site to the store. (1pt) _____
5. Site within 1 mile of public school. (2pts) _____
6. Sidewalk from site to the school. (1pt) _____
7. Proper Zoning in place at submission. (1pt) _____
8. All sites owned or under option at submission. (1pt) _____
9. No person being displaced. (1pt) _____
10. Phase I complete with no requirements for Phase II (2 pts.) _____
11. Construction loan approved (2pts.) _____
12. Certified Homeownership Counselor on Staff or MOU with such person or agency. (1pt) _____
13. Requested funding is under:
 - A. \$15,000 per house (4pts.) _____
 - B. \$15,001 to \$20,000 per house (2 pts.) _____
 - C. \$20,001 to \$25,000 per house (1 pt.) _____
 - D. Above \$25,000 per house (0 pts.) _____
14. If all requested funding will be used as a loan with payments 4 points will be awarded. _____
15. Certified CHDO's receive 1 point. _____

Negative Points:

1. Site within 1 mile of junk yard, landfill, sanitation system, jail, airport, swamp, adult entertainment center, or other noisy or air polluting facility. (loss of 1 to 3 pts.). _____
2. Construction of the house or attached building in an area Identified as being within 100 year flood plain. (loss of 1pt.) _____
3. Site not serviced by a paved public road (loss of 3 pts.) _____

Final Score;

Positive Score	_____
Less Deductions	_____
Final Score	_____

- Projects scoring less than 11 points will not be eligible for funding.
- All mileage distances measured by using public roads.
- Maximum total award to one agency for one single family project \$150,000.
- Maximum award for per house \$30,000.
- In case of tie scores, projects providing greatest number of homes per dollar requested shall be considered the winner.

**2017/2018 Surry County Housing Consortium
HOME Application**

Agency Name: _____

Agency Address: _____

Contact Person: _____

Phone Number: _____

E-Mail: _____

Project Name: _____

Project Address: _____

Project Narrative:

Brief Housing History of the Agency:

Number of Units to Be Built: _____

Total Cost of Project: _____

Number of One BR Units: _____ Two BR Units _____ Three BR Units _____

Family or Senior Apartment Unit: _____

<u>Sources of Funding</u>	<u>Amount Requested</u>	<u>Status</u>	<u>Terms</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments on Funding (If Clarification is Needed)

Use of Funding for this Application (purchase land, landscaping, etc.):

Amenities in Area

- 1. Distance from site to nearest full service grocery. _____ Miles
Name of grocery: _____
Is there a sidewalk from the site to the grocery? _____
- 2. Distance from site to nearest convenience store: _____ Miles
Name of convenience store: _____
Distance from site to nearest public school if family _____ Miles
project.
Name of school: _____
Is there a sidewalk from the site to the grocery? _____
- 3. Distance from site to drug store, hospital, or doctor if _____ Miles
a senior project.
Name of Facility: _____

Ability to Proceed

- 1. Proper zoning in place at submission of this application. _____
- 2. Site(s) owned or under option at submission of application. _____
- 3. Will any persons be displaced as a result of this project? _____
- 4. Phase One completed with no requirements for Phase Two. _____
- 5. Construction loan approved (may be subject to other funding). _____

CHDO Status

- 1. Is the applicant applying as a certified CHDO? _____

Site Issues

- 1. Is the site within 1 mile of a junk yard, landfill, sanitation system, jail, airport, swamp, adult entertainment center or other noisy or air polluting facility? _____
- 2. Is any of the building(s) in a 100 year flood plain? _____
- 3. Is the site on a paved public road? _____

Funding

- 1. Amount of funding requested per apartment unit. _____
- 2. Is all funding requested in this application to be a loan with payments? _____

Pro-forma

- 1. What is the debt service ratio at end of year one? _____
- 2. What is the debt service ratio at the end of year ten? _____

Documentation

Please Provide:

- A. Map showing site(s) location of site with full service grocery, convenience store public school labeled (in family) and medical facility (if senior). Note: Walk Score can be used. If site is beyond 2 miles no labeling is needed.
- B. If zoning is in place provide letter from zoning agency.
- C. If site(s) are under control of the agency provide documentation.
- D. If any funding is approved, provide document from funding provider stating it is approved. This to include construction loan.**
- E. Provide documentation Phase One is complete (if it is stated it is complete).
- F. Those seeking funds as a CHDO must complete updated certification request.
- G. Map showing site is or is not in 100 year flood plain.
- H. Copy of resolution by Board of Directors authorizing this application.
- I. Proforma for the project showing a minimum of ten years.
- J. Site plan.
- K. Elevations.
- L. Floor plans.
- M. Agency most recent financial audit.
- N. Agency current yearly budget.

Any additional comments for clarification:

Signed: _____

Title: _____

Date: _____