

Notice of Funding Availability (NOFA)
Tompkins County, New York

Community Housing Development Fund

2018
Open Funding Round

Applications Accepted on a Rolling Basis until
Monday, October 1, 2018

I. Statement of Intent

Tompkins County faces a growing deficit of housing of all types, with a particular need for new housing units for low- to moderate-income households. This deficit requires the development of a substantial number of new housing units and the rehabilitation and retention of units that might otherwise become unaffordable or uninhabitable.

Tompkins County, Cornell University and the City of Ithaca (the funding entities) established the Community Housing Development Fund (CHDF, formerly known as the Housing Fund) for the term of 2009-2015 to help communities, organizations, and housing developers throughout Tompkins County to work towards this goal and to better respond to the diverse affordable housing needs of residents. In 2015, the program was extended for an additional six years in order to continue supporting projects that encourage sustainable, affordable living – projects that consider and mitigate those costs that affect affordability of living in a housing unit, including the direct cost of the housing unit, as well as transportation and energy costs. The program also seeks to support development of mixed-income projects with a diversity of income levels among residents.

In 2018, the rolling application process will continue. Applicants are strongly encouraged to carefully read this NOFA in order to ensure that their applications meet the requirements. Major points include:

- ***Award cap for applications*** – Applicants responding to this NOFA may request a maximum of \$400,000 per project to construct new or to rehabilitate existing housing that will be owner-occupied, and a maximum of \$300,000 to construct new or to rehabilitate existing rental housing. The maximum available per unit is \$40,000 for owner-occupied housing and \$30,000 for rental housing for those earning 80% or less AMI. The maximum available per unit is \$30,000 for owner-occupied housing for those earning 81% to 120% AMI and \$20,000 for rental housing for those earning 81% to 100% of AMI.
- ***Rolling application deadlines*** – Although applications in response to this NOFA may be submitted at any time until October 1, 2018, the following table indicates the deadlines for the final decision dates regarding funding in 2018.

Application Received By:	Funding Decision By:
Monday, June 25, 2018	Friday, July 27, 2018
Monday, October 1, 2018	Friday, November 2, 2018

II. Overview of Application (*note: please read on in this NOFA for details of each component*)

Cover Page	See p. 9 for items to include in cover page
Narrative	Applicant Track Record (up to 2 pages)
<i>(up to 16 pages in total, addressing each of the 8 evaluation criteria with up to 2 pages each)</i>	Development Budget & Project Leverage (up to 2 pages)
	Project Readiness & Financial Feasibility (up to 2 pages)
	Long Term Affordability (up to 2 pages)
	Smart Growth Characteristics (up to 2 pages)
	Green Building Practices (up to 2 pages)
	Project Design & Impact (up to 2 pages)
	Property Tax Impacts (up to 2 pages)
Attachments	See p. 16 for full list and please use provided forms where requested for:
<i>(please provide table of contents if attachments exceed 15 pages)</i>	Development Budget
	Source of Funds Chart
	<i>Rental projects only:</i> 10-year Cash Flow Analysis and Rental Operating Budget
	<i>For sale projects only:</i> For Sale Unit Pricing and For Sale Net Sales Proceeds and Distribution of Funds
	Unit Type Description
Application Certification and Execution	Please ensure this page is signed and dated

Submit **one original application** and a **CD or USB drive** containing an electronic PDF file of the written application with all related attachments. If an applicant desires to provide separate electronic files of the various sections of an application, please ensure that a single PDF file of the **entire** application is also provided on the CD or USB drive. Also, if an application’s file size exceeds 1.5 MB, an additional abridged version is requested to be included on the CD or USB drive that is **no more than 1.5 MB in size**.

Applications must be delivered by mail or in person by 4:00 PM (either June 25, 2018 or October 1, 2018, depending on applicant’s preferred round) to:

**Tompkins County Department of Planning and Sustainability
121 E. Court Street
Ithaca, New York 14850**

Questions or Concerns – please email planning@tomkins-co.org or call 607-274-5560.

III. Program Background

The 2004 Tompkins County Comprehensive Plan identified the need for more affordable housing options for residents in Tompkins County, and called for the preparation of the first affordable housing needs assessment in order to provide information to guide decision making. The resulting 2006 Tompkins County Affordable Housing Needs Assessment was then used to develop the 2007 Tompkins County Housing Strategy, which led to development of the Community Housing Development Fund. The 2015 Tompkins County Comprehensive Plan called for (1) an updated Tompkins County Housing Needs Assessment, completed in fall of 2016, and (2) for the broader housing community to be engaged in revising the Tompkins County Housing Strategy, which was completed in 2017. The Comprehensive Plan also notes that affordability concerns affect households at a range of incomes throughout the community.

The Community Housing Development Fund is a locally funded and administered program that assists with the development costs associated with residential and mixed-use real estate development projects. Eligible uses of the fund include costs associated with purchasing or underwriting the direct cost of land, construction costs, rehabilitation costs, or any other development cost that will reduce overall cost of the housing units developed as long as these housing units remain permanently affordable.

IV. Community Housing Development Fund Overview

The Community Housing Development Fund is designed to ensure that newly constructed or rehabilitated housing units remain affordable to successive buyers or renters. Permanent affordability is retained by such measures as income qualifying prospective buyers or renters and limiting the sales price or rent of units; separating the ownership of the land from the ownership of the housing unit, whereby only the housing unit is purchased by the homebuyer, and by restricting the amount of equity that a homeowner can take from the housing unit upon sale (Community Housing Trust model); or other equivalent mechanisms. Eligible uses of the fund include the cost of land, construction, or any development costs that will reduce the cost of new or newly rehabilitated non-student housing units developed, provided these housing units remain permanently affordable by using a mechanism such as the Community Housing Trust or another acceptable mechanism. Those applying to the CHDF are highly encouraged to partner with an agency that is capable of serving as a housing trust.

The Community Housing Development Fund recognizes the value of producing and retaining mixed-income housing that is available to a diversity of residents with a range of incomes, and that mixed-income housing projects that include affordable units should be encouraged. The Fund also seeks to support projects that comply with local inclusionary zoning ordinances. Therefore, units for households earning up to 120% AMI for owner-occupied housing and 100% AMI for rental housing are eligible for program assistance, provided that:

- Projects with 9 or more units: a majority of the units for which an applicant seeks support are reserved for those earning 80% AMI or less.
- Projects with 8 or fewer units: at least half of the units for which an applicant seeks support are reserved for those earning 80% AMI or less.

Please also note that applications seeking assistance solely for affordable units in a mixed-income project are eligible for funding on a per-unit basis (subject to project caps) of affordable housing provided, regardless of how many market rate units are part of the overall project.

V. Eligible Applicants

Applications may be submitted by any of the following entities:

- 1) 501 (c)(3) not-for-profit organizations incorporated in New York State.
- 2) Tompkins County municipalities, including the City of Ithaca, towns and villages.
- 3) Public Housing Authorities that serve Tompkins County.
- 4) Private, for-profit developers.

VI. Terms and Conditions

Eligible Uses of Funds

Purchase or underwrite the direct cost of land, construction costs, rehabilitation costs, or any other development cost that will reduce overall cost of the housing units developed as long as these housing units remain permanently affordable. This may include expenses involved in the purchase of land such as closing costs, title search, appraisal, and survey of the land, as well as construction costs. An appraised value of the land needs to be completed.

At least half of the units for which assistance is requested must be intended for those earning 80% or less AMI. **Mixed income projects are encouraged, but Community Housing Development Fund awards must only be allocated to the affordable housing units to be developed for those earning 120% or less of AMI for owner-occupied units and 100% or less of AMI for rental units.**

Funding Amount

Overall Project Funding Cap: A maximum of \$400,000 is available per project to construct new or to rehabilitate existing housing that will be owner-occupied, and a maximum of \$300,000 is available per project to construct new or to rehabilitate existing rental housing.

Units¹ for Households earning 80% AMI or below: Within the overall project funding cap, a maximum of \$40,000 is available per affordable unit for newly constructed or rehabilitated owner-occupied housing and \$30,000 per unit for newly constructed or rehabilitated rental units.

Units for Households earning 81-120% AMI: Within the overall project funding cap, a maximum of \$30,000 is available per affordable unit for newly constructed or rehabilitated owner-occupied housing for those earning up to 120% AMI. A maximum of \$20,000 is available per affordable unit for newly constructed or rehabilitated rental housing for those earning up to 100% AMI.

Grant Term

Funds will be provided as a grant. Successful applicants must receive building permits prior to drawing funds, and draw down grant funds as follows:

- For projects applying for low income housing tax credits: within one (1) year of notice of award, contingent upon award of low income housing tax credit award.
- For all other (non-tax credit) projects: within one (1) year of notice of award.

¹ Non-traditional housing proposals (e.g. supportive housing group homes, single room occupancy residences, etc.) may consider two bedrooms to equal one unit, if the unit does not provide a private bathroom and kitchen. For questions about project design, please contact the Tompkins County Planning Department at 607-274-5560 or planning@tompkins-co.org.

If the units are not completed within 18 months of grant draw down, the awardee must repay the grant. Applicants may request an extension by letter or email, explaining the reason why an extension is needed, which may be granted at the discretion of the Program Oversight Committee.

VII. Minimum Eligibility Requirements

1. Location. Project must be located in Tompkins County.
2. Affordability. Project must include units of affordable housing for low and moderate-income households, and may request support for affordable units for middle-income households, provided that a majority of supported units are reserved for low and moderate-income households. Low and moderate-income households are defined as households earning 80% or less of AMI for Tompkins County. Middle-income households are defined as those earning 81-120% of AMI for homeowners and 81-100% of AMI for renters in Tompkins County. Rent and utilities in an apartment or the monthly mortgage payment and housing expenses for a homeowner should not exceed 35% of a household's monthly income to be considered affordable housing.

Special Provision for Sustainable, Affordable Living Project

Consideration may be given to funding projects proposing housing expenses up to 40% of a household's monthly income, if and only if, the project is deemed a SUSTAINABLE, AFFORDABLE LIVING PROJECT- projects that consider and significantly mitigate the major costs that affect affordability in addition to direct housing cost: transportation and energy. To acquire funding at these higher percent of income rates, a proposal must exceed the standards set in the selection criteria, for these areas and provide a comprehensive vision for developing sustainable, affordable living.

Examples of project characteristics that might qualify for this designation would be projects located in a Development Focus Area (as defined in *Building Vibrant Communities in Tompkins County ... a Development Focus Areas Strategy*²) or within ¼ mile of a major employment or community service center or a public transit stop, with a complete pedestrian walkway connection between the housing units and the center or transit stop, and/or projects that achieve extremely high levels of energy efficiency beyond the requirements of the New York State Energy Code. It will be necessary to demonstrate how overall household expenses can be reduced to support the higher housing cost.

Projects must benefit low and moderate income households. The income guidelines are as follows:³

Household Size	Income Limit (80% AMI)	Income Limit (100% AMI)	Income Limit (120% AMI)
1	\$ 47,150	\$ 59,000	\$ 70,800
2	\$ 53,900	\$ 67,400	\$ 80,880
3	\$ 60,650	\$ 75,800	\$ 90,960
4	\$ 67,350	\$ 84,200	\$ 101,040
5	\$ 72,750	\$ 91,000	\$ 109,200
6	\$ 78,150	\$ 97,700	\$ 117,240

² http://www.tompkinscountyny.gov/files/planning/documents/DevelopmentFocusAreasStrategy_adopted_10-2-12.pdf

³ The table above provides 2018 income limits data, based on the HUD data at <https://www.huduser.gov/portal/datasets/il.html>.

3. Long-Term Affordability. Applicant must be able to demonstrate how it will ensure affordable units are delivered to low- to moderate-income households, as well as middle-income households, if included in the project. For-profit applicants, and non-profit applicants without in-house capability, must demonstrate they have an agreement with a not-for-profit affordable housing agency for the agency to (a) verify incomes of potential tenants or homebuyers using HUD standards, and (b) monitor the rental or sales price of the affordable unit(s) to ensure that rent and utilities in an apartment, or the monthly mortgage payment and housing expenses for a homeowner, would not exceed 35% (40% for qualifying sustainable, affordable living projects) of a household's monthly income for the target households. Successful applicants will also provide a legal instrument, such as a deed restriction or contract with an affordable housing agency, to ensure that affordability is maintained for a minimum of 49 years.
4. Site Control. Applicant must have site control in the form of title, an option to purchase, a long-term lease, or other forms acceptable to the Program Oversight Committee.
5. Experience. Applicant must have a demonstrated track record in one or more of the following areas: residential real estate development/construction (multi-unit experience where applicable), affordable housing development and/or management. Proposals including supportive housing units (ex. units for individuals who are homeless, have mental health diagnoses, have developmental disabilities, are recovering from substance abuse, are re-entering the community from jail or prison, etc.) should demonstrate that the applicant or applicant's project partner has experience providing supportive services for the residents.
6. Community Plans. Project must demonstrate alignment with the goals of the Tompkins County Comprehensive Plan⁴ including smart growth/nodal development goals, and the adopted Comprehensive Plan of the host community (if applicable).
7. Tompkins County Energy Recommendations for New Construction (2018). Project must demonstrate consideration of higher energy efficiency standards and incorporation of renewable energy systems as detailed in the Tompkins County Energy Recommendations for New Construction (Exhibit A).
8. Housing Strategy. Project must demonstrate alignment with the Tompkins County Housing Strategy (link in Exhibit B).

VIII. Application Process

Funds will be awarded to applicants on a competitive basis. The application process is as follows:

- 1) Notice of Funding Availability (NOFA) - A legal notice will be placed in the Ithaca Journal newspaper and this NOFA will be distributed throughout the County and the region. It is also posted at: <http://www.tompkinscountyny.gov/planning/housing-choices-housing-fund>.
- 2) If you have questions about the NOFA, please contact planning@tompkins-co.org or 607-274-5560.
- 3) Application Submission and Deadline - Applicants must submit one original application and a CD or USB drive containing an electronic PDF file of the written application with all related attachments. If an applicant desires to provide separate electronic files of the various sections of an application, please

⁴ <http://tompkinscountyny.gov/files/compplan/documents/FINAL-March%2012-low%20res.pdf>

ensure that a single PDF file of the entire application is also provided on the CD or USB drive. Also, if an application's file size exceeds 1.5 MB, an **additional abridged version** is requested to be included on the CD or USB drive that is no more than 1.5 MB in size.

Applications must be delivered by mail or in person by 4:00 PM (either June 25, 2018 or October 1, 2018, depending on applicant's preferred round) to:

**Tompkins County Planning Department
121 E. Court Street
Ithaca, New York 14850**

Rolling application deadline:

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Monday, June 25, 2018	Friday, July 27, 2018
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4) Review Process - Applications will be scored by the Application Review Committee appointed by the Program Oversight Committee using the evaluation criteria outlined below. The Application Review Committee may request an interview and/or clarifying information. Applications will be recommended for funding by the Application Review Committee to the Program Oversight Committee based on scoring, interviews and qualitative assessments. The Program Oversight Committee will be responsible for making funding award recommendations, which will be forwarded to the appropriate funding entity for final approval. Top scoring by the Application Review Committee is not a guarantee of recommendation by the Program Oversight Committee or of approval by the funding entity.

5) Final Approval - All funding awards must be approved by the funding entity prior to disbursement.

6) Contract - Following final approval, successful applicants will be required to execute a funding award contract and ensure adequate ongoing asset management for a contracted period of project operation.

7) Reports, Verifications and Documentations - Successful applicants will be required to provide periodic and final project reports, verifications, and documentation during the development of the project and during the contracted period of project operation. During the development phase of the project, successful applicants will be expected to produce and meet agreed upon development timelines. Failure to comply with these requirements may result in the recapture of awarded funds.

IX. Application Format

Application layout and formatting:

- A cover page plus a MAXIMUM sixteen-page narrative that addresses each of the required evaluation criteria, with each of those selection criteria narratives to be no more than two pages in length.
- All pages must be numbered in a footer using the format: "Page x of y"
- In application narrative, use section numbers that correspond to the question numbers from this NOFA.
- Include a header with applicant's name on every page.
- Font: 12 point Times Roman.
- Minimum 1" top, bottom, and side margins.

- Number all attachments and reference those numbers in the narrative text.
- Should attachments exceed 15 pages in length, please provide a table of contents to assist reviewers in locating the particular sections and attachments within the application.

X. Application Cover Page

Provide a single cover page including the following information:

- Project Name
- Project Address
- Applicant's Corporate Name and Address (including zip code)
- Corporation type and proposed ownership structure
- Contact Person
- Telephone and e-mail address.
- A one-paragraph summary description of the proposed project including the requested funding proposal amount and its proposed use; total funding necessary to complete the project; total number of units, number of affordable units (noting if any are reserved for special populations), and project location.
- Indicate how the project would change if partial funding was provided. Also, indicate how the project would change if it did not receive funding from the Community Housing Development Fund.
- Status of: site plan approvals; zoning approvals; and environmental reviews under SEQRA, NEPA, or local environmental review requirements (attachment is permitted if full status will not fit on cover page).

XI. Evaluation Criteria

Eligibility Requirements:

- **Affordability** - Project must include units of affordable housing for low- and moderate-income households earning 80% or less of the area median income for Tompkins County adjusted for household size. So long as either (a) half of units in projects with 8 or fewer units, or (b) a majority of units in projects with 9 or more units that are receiving support are targeted for low- to moderate-income households, applicants may also seek assistance for middle-income units intended for those earning 81-120% of area median income for owner-occupied units in Tompkins County and 81-100% AMI for rental units. Mixed-income projects with more than 50% of units at higher AMI levels are welcome to apply for assistance on a per-unit basis for the affordable units included in the project, subject to the project caps noted in this NOFA.
- **Location** – Project location must be consistent with the *Tompkins County Comprehensive Plan's* and *Building Vibrant Communities in Tompkins County ... a Development Focus Areas Strategy* policy to prevent a sprawl development pattern by directing new development to existing communities that are already served by viable infrastructure or specifically designated development nodes.
- **Site Control** – Applicant must have site control in the form of title, an option to purchase, a long-term lease, or other forms acceptable to the Program Oversight Committee at time of application submittal.

Evaluation Criteria

Applications for the Community Housing Development Fund that satisfy the eligibility requirements will be evaluated and scored against the following criteria:

<u>Criteria</u>	<u>Maximum Points = 100</u>
1. Applicant Track Record	20 points
2. Development Budget & Project Leverage	20 points
3. Project Readiness & Financial Feasibility	15 points
4. Long Term Affordability.....	10 points
5. Smart Growth Characteristics	10 points
6. Green Building Practices.....	10 points
7. Project Design & Impact.....	10 points
8. Property Tax Impacts	5 points

Although the criteria indicate that we are looking for as much detail as possible in the proposal, we recognize that, depending upon the stage in the development process the project is at, the applicant may have a limited amount of firm information on some aspects of the project at the time of application. The applicant is encouraged to provide as much detail as possible regarding aspects of the project that have been firmly established as well as the current intent regarding aspects of the project that are not as well defined. When providing this information the level of certainty should be indicated, for example by use of wording such as “will provide” where there is a high degree of certainty and “intend to provide” where there is not.

Include a maximum two-page narrative for each of the following eight scoring criteria (not to exceed 16 pages of narrative PLUS attachments):

1) Applicant Track Record (up to 20 points)

- a. Describe your experience developing or administering other affordable housing projects. Briefly describe the scope of up to three recent projects that are representative of some or all of the characteristics of the one proposed, the funding involved, and the start and completion dates of each project. Summarize your method of construction (i.e., use of a general contractor or a construction manager).
- b. Identify the development and management team, including developer, any contracted development professionals and construction contractors. Describe the qualifications and experience of the key members of your development team. Describe financial strength and lender resources proposed for this project. For each major contractor (architect, contractor, property manager, etc.) provide a list of the three most recent projects similar in scope to this project that they have completed. You are encouraged to use minority and women owned businesses for consultants, contractors and sub-contractors to the greatest extent possible.
- c. For **affordable homeownership projects** (includes buildings with owner-occupied units), include your team’s experience in managing the program, including program marketing and qualifying applicants. For projects that require support services, provide team’s experience working with appropriate support service partners or administering and managing specialized services.
- d. For projects including **supportive housing units**, include your team’s experience in providing supportive services to the population you propose to serve and details of staffing plans to provide necessary services.

- e. Attach a resume for each of the key members of your development team or a description of their role in three projects representative of some or all of the characteristics of the one proposed. If available, for proposed or actual building contractors only, use AIA form A305.
- f. Provide two references.

2) Development Budget & Project Leverage (up to 20 points)

- a. Attach a development budget clearly indicating the proposed use of the Community Housing Development Fund and the total development cost per unit of affordable housing (use the attached sample development budget format). If no development budget exists, describe your strategy to create a feasible development plan and preliminary financing plan including adequacy of work plan to overcome feasibility obstacles.
- b. Attach a Source of Funds chart using the following format to identify sources of other funds for this project and status of funds.

SOURCE OF FUNDS	COMMITTED	PROPOSED	TYPE OF FUNDING (Grant, Forgivable Loan, Loan, Equity)	AMOUNT
Bank Financing	†	†		\$
Public Financing: Identify Source	†	†		
Equity	†	†		
Other	†	†		
Community Housing Development Fund*	†	†		
TOTAL DEVELOPMENT COSTS				\$
Community Housing Development Fund as a % of Total				%

* **NOTE:** The Community Housing Development Fund will not fund Administrative Costs, Operating Costs, or Reserves. Other funds must be used.

- c. If available, attach written third-party evidence of other financing/funding commitments (required for applicants requesting more than \$2,000 per unit). These commitments must be current commitments and available for expenditure up to and including the time frame for use as outlined in your proposed development schedule.

3) Project Readiness & Financial Feasibility (up to 15 points)

Provide a narrative describing project readiness that includes the following:

- a. Project location and current status of site control. Attach evidence of site control.
- b. Attach evidence of local support (Specific details can be found in *Attachment Checklist*).
- c. Status of: design drawings; plans to address any known or potential project site environmental conditions; site plan approvals; zoning approvals; and State Environmental Quality Review (SEQR) Act requirements. Attach preliminary project design documents if applying for more than \$2,000 per unit.
- d. Current status of the project and proposed timeline for project implementation with key milestones included.
- e. Describe how grant funds will leverage other funding and describe the relationship between the funds requested and total funding.

- f. Rental projects should attach a 10-year operating pro-forma (use attached rental sample operating pro-forma) and Rental Operating Budget (use attached form).
- g. For sale units should attach a For Sale Unit Pricing (use attached form) and For Sale Net Sales Proceeds and Distribution of Funds (use attached form).

4) Long Term Affordability (up to 10 points)

Explain how the project will remain permanently affordable through application of the principles of a community housing trust or other tool. Permanent affordability is defined as affordable for at least 49 years. For-profit applicants, as well as non-profit applicants without in-house capability, must demonstrate they have an agreement with a not-for-profit affordable housing agency for the agency to (a) verify incomes of potential tenants or homebuyers, and (b) monitor the rental or sales price of the affordable unit(s) to ensure that rent and utilities in an apartment, or the monthly mortgage payment and housing expenses for a homeowner, would not exceed 35% of a household's monthly for a household earning 80% or less (and should middle-income units be included, 81-120%) of area median income for Tompkins County. For qualifying "sustainable, affordable living projects" the maximum percentage of these expenses may be increased to a maximum of 40%

5) Smart Growth (up to 10 points)

Demonstrate how the project supports sustainable/smart growth or meets nodal development principles and objectives as discussed in the *Tompkins County Comprehensive Plan* and in *Building Vibrant Communities in Tompkins County ... a Development Focus Areas Strategy*. Smart growth principles are:

- Mixed land uses
- Compact building design
- Creates a range of housing opportunities and choices
- Creates walkable neighborhoods
- Fosters distinctive, attractive communities with a strong sense of place
- Preserves open space, farmland, natural beauty, and critical environmental areas
- Strengthens and directs development towards existing communities
- Enables a variety of transportation choices
- Makes development decisions that are predictable, fair and cost effective
- Encourages community and stakeholder collaboration in development decisions

Nodal development is development that is located in a population center as a way to direct growth towards existing communities that are already served by viable infrastructure. It includes a variety of uses and associated amenities commonly found in villages and hamlets. Nodes of development would ideally offer a variety of housing types, mix of non-residential land uses, a pedestrian-friendly design, and a public transportation option within a neighborhood scale. The intention of nodal development is to create a walkable, affordable, accessible, and distinctive community. Maintaining rural character outside of the nodes is a positive outcome associated with Nodal development. Nodal development in small, rural areas is particularly appropriate when it revitalizes or expands upon existing hamlet, village, or employment centers.

Specifically, the project:

- Is located less than ¼ mile from a designated stop for public transportation.
- Utilizes existing public infrastructure such as roads, sewer, water and other public utilities.

- Is located less than ½ mile from services or facilities such as parks, post office, neighborhood retail, banks, etc.
- Is connected to a major employment center by an uninterrupted and safe pedestrian route less than two (2) miles in length and/or an uninterrupted and safe bicycle route not longer than four (4) miles in length.
- Built at an average density of at least seven (7) net units per acre.
- Will contribute to development/retention of a quality neighborhood.
- Protects natural resources, preserves rural and agricultural lands and minimizes environmental impacts associated with new development.

If the project does not support these principles for a particular reason, applicants are encouraged to state the reason. **Applicants are encouraged to save paper and briefly state how their projects comply with local plans rather than including extensive copies of those plans in their applications.**

6) Green Building Practices (up to 10 points)

Applicants are strongly encouraged to pursue the NYSERDA support available to residential developers and builders for construction and renovation of energy efficient housing, ranging from single-family homes through multi-family buildings. More information is available at <https://www.nyserda.ny.gov/newconstruction-Res>.

Explain green building practices that will be utilized to encourage sustainable development such as:

- a. Energy efficiency and renewable energy (demonstrating considerations as detailed in the Tompkins County Energy Recommendations for New Construction (2018) in Exhibit A)
- b. Use of sustainable materials
- c. Water efficiency
- d. Occupant health and safety
- e. Waste reduction
- f. Intent to apply for LEED certification
- g. Intent to apply for NYSERDA energy efficiency assistance (<https://www.nyserda.ny.gov/newconstruction-Res>)

If the project is not using these practices for a particular reason, applicants are encouraged to state the reasons.

7) Project Design & Impact (up to 10 points)

Show how new housing development matches the housing needs of Tompkins County to increase the number of affordable and moderate priced housing units suitable for a broad range of household incomes, types and sizes. Both rental and owner housing should be developed in forms and sizes that provide more choice than are presently available today. Mixed income development is desired.

- a. Identify the tenure of the housing (rental, ownership), the type of housing (numbers of units per building: single family, duplex, townhomes), and the size of the units (total square footage and mix of number of bedrooms/bathrooms).
- b. State the estimated total development cost, average cost per unit and a schedule of proposed sale prices or rental rates per type of unit for all units in the project.
- c. Clearly identify the number of units in the overall project and the number of affordable housing units as a percentage of the total units created by the proposed project.

- d. For the affordable units, identify the number and size of units that will be available to each low- and moderate-income range (below 30%, 31-50%, and 51-80% of area median income) and, if included in the project, middle-income ranges (81-120% or 81-100% of area median income). If these units include supportive housing, clearly identify the number of units and intended population(s).
- e. Attach a plan to ensure residents meet income eligibility guidelines at time of entry. If other background screening of residents is planned, please provide criteria to be used. Applicants are strongly encouraged to ensure that criminal background requirements be no more restrictive than necessary, and should be aware that the U.S. Department of Housing and Urban Development has issued guidance on the application of Fair Housing Act standards to the use of criminal records by providers of housing and real estate-related transactions.⁵
- f. Explain the degree to which residents of various income levels will be able to afford the proposed housing. What is the minimum income needed to afford the proposed units and what is the housing cost as a percentage of area median income? If the project includes development of housing for sale to income-eligible owner-occupants, describe the permanent mortgage underwriting criteria that will be permitted (maximum debt to income ratios, maximum interest rates, etc.).
- g. Attach sample unit type description (use attached sample unit type description).
- h. Demonstrate how the project achieves the affordability objectives of the targeted income levels.
- i. Demonstrate how the project encourages a mix of uses and/or incomes.
- j. Describe universal design elements or other design features that could serve a variety of special needs populations.
- k. Describe site details such as landscaping, sidewalks, or other amenities.
- l. Describe the use of durable or environmentally friendly building materials that will insure quality construction, low repair and maintenance, and durable lifespan such as: R ratings, window types, plumbing fixtures, cabinetry, appliances, features and amenities.
- m. Describe any additional design and construction standards that indicate quality and finish levels with specific examples of interior, exterior, street and landscaping.

8) Property Tax Impacts (up to 5 points)

Explain how new housing will pay a fair share of taxes, or payments in lieu of taxes, so as not to shift the cost of providing public services and infrastructure to other residents.

⁵ HUD Fair Housing information is available at <https://www.hud.gov/fairhousing>.

Application Certification and Execution

Provide a dated and executed certification/signature page at the end of the Application using the following format:

DATED: _____, 2018

The undersigned hereby certifies that the applicant will notify the appropriate representative of the Community Housing Development Fund regarding any material changes to the project.

The undersigned hereby certifies that the applicant does not own, and is not a principal of, an entity that owes delinquent real property taxes or governmental assessments, fees, or impositions.

The undersigned hereby certifies that a representative of the Community Housing Development Fund has the right to request a credit check of the applicant.

The undersigned hereby certifies that he/she is authorized to execute this Application on behalf of the Applicant and that to the best of his/her knowledge all of the representations herein made by the Applicant are true.

(Print Name of Applicant)

BY _____
(Signature)

(Print Name Signed)

(Print Official Title)

**COMMUNITY HOUSING DEVELOPMENT FUND – 2018
ATTACHMENT CHECKLIST**

Include the following attachments with the application if not fully provided within the narrative (and should attachments exceed 15 pages in length, please provide a table of contents to assist reviewers in locating the particular sections and attachments within the application):

Applicant Track Record

- _____ 1. Development Team Experience - a resume for each key member of the development team or a description of their role in three projects similar to the one proposed. If available, for proposed or actual building contractors only, use AIA form A305. Provide two references.

Development Budget & Project Leverage

- _____ 2. Development Budget (use attached form)
_____ 3. Sources of Funds (Reference Item 2, top of page 11)

Project Readiness & Financial Feasibility

- _____ 4. Evidence of site control.
_____ 5. Presence of any known or suspected environmental contamination of the site.
 - Applicant must provide details (type of contamination, source, extent) if any environmental contamination is known or suspected._____ 6. Preliminary project design documents.
 - Required by applicants requesting more than \$2,000 per unit._____ 7. Evidence of local support.
 - Letter or resolution from local municipality, community organizations serving low and moderate income individuals, or other evidence of community support._____ 8. Rental 10-Year Cash Flow (use attached form)
_____ 9. Rental Operating Budget (use attached form)
_____ 10. For Sale Unit Pricing (use attached form)
_____ 11. For Sale Net Sales Proceeds and Distribution of Funds (use attached form)
_____ 12. Preliminary Funding Commitments.
 - Required by applicants requesting more than \$2,000 per unit.

Smart Growth

- _____ 13. Evidence of Compliance with Local Housing Plans
 - Tompkins County Comprehensive Plan, the adopted Comprehensive Plan of the host community (if applicable), Building Vibrant Communities in Tompkins County ... a Development Focus Areas Strategy, and the Tompkins County Housing Strategy – Identify plan and briefly state compliance, or provide a letter of compliance from the planning body but **DO NOT** attach copies of these documents.

Green Building Practices

- _____ 14. Statement addressing green building practices to be used and addressing points detailed in the Tompkins County Energy Recommendations for New Construction (2018) (Exhibit A).

Project Design and Impact

- _____ 15. Sample unit type description (use attached form)
_____ 16. Plan for ensuring units are available to low and moderate income individuals, and if applicable, middle income individuals. Include evidence of an agreement with another

organization if applicant is not capable of providing income verifications using HUD standards and determining affordable rents or sales prices.

- _____ 17. Description of universal design elements or other features that could serve a variety of special needs populations.
- _____ 18. Description of site details (landscaping, sidewalks, other amenities).
- _____ 19. Description of the use of durable or environmentally friendly materials and standards that indicate quality and finish levels.

Property Tax Implications

- _____ 20. Statement regarding how new housing will pay a fair share of taxes.

Other

- _____ 21. Other Attachments: Include any other information useful in describing your project such as marketing materials, waiting lists, etc. *Again, please be mindful of reviewers and provide a table of contents or similar means of helping to navigate lengthy attachments and applications.*

For Not for Profit Applicants: (provide one copy only)

- _____ A. Letter of Auditor's Findings from Most Recent Audited Financial Statement
- _____ B. *(For new applicants and those who have not received an award since January 2013)* Most Recent Audited Financial Statement
- _____ C. Certificate of Incorporation
- _____ D. List of Board of Directors: Names and Employment
- _____ E. IRS 501c3 Tax Status Letter

For Private Developer Applicants: (provide one copy only)

- _____ A. Statement of current Financial Position as of most recent fiscal year
- _____ B. *(For new applicants and those who have not received an award since January 2013)* Most Recent Federal Tax Returns
- _____ C. List of principals. Provide names and addresses of the Applicant's officers, directors, major shareholders, general and limited partners.
- _____ D. List of Related Entities. List names and addresses of any related entities.
- _____ E. Evidence of an agreement with a not-for profit affordable housing agency to ensure long term affordability of the unit(s) and to verify incomes of potential tenants or homebuyers.

Attachment__ Development Budget

PROJECT CATEGORIES	COST	% of Total Costs	For-Sale Units (SF)	\$ per SF	Rental Units (SF)	\$ per SF	Method of Calculation/ Notes
ACQUISITION							
Acquisition – Land Portion							
Acquisition – Building Portion							
SITE WORK							
On-Site Work							
Off-Site Work							
REHAB/CONSTRUCTION							
New Construction Costs							
Rehabilitation costs							
Construction Contingency (____ %)							
Fees and Permits							
OTHER DEPRECIABLE							
Furniture, Fixtures, Equipment							
PROFESSIONAL FEES							
Architect Fee – Design/supervision							
Impact fees							
Engineering							
Accounting / R.E. Attorney							
Appraisal, Market Study, Environmental Report Consulting, Cost Certification, etc.							
Other Contingency (____ %)							
DEVELOPER’S FEES							
Developer’s Fees							
INTERIM COSTS							
Construction Interest							
Construction Loan Fee							
Insurance, Title, etc.							
Taxes, Performance, Premium, etc.							
PERMANENT FINANCING FEES & EXPENSES							
Permanent Loan Fees							
Tax Credit Fees							
START-UP EXPENSES							
Organizational Expense							
Marketing							
SYNDICATION COSTS							
Syndication Legal Fee							
Tax Opinions, other fees							
PROJECT RESERVES							
Operating / Vacancy / Lease up Reserves							
Maintenance / Replacement Reserves							
FUNDS LEVERAGED PER UNIT							
TOTAL							

Attachment__ Rental 10-year Cash Flow Analysis

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5....</u>	<u>Year 10</u>
Rental Income						
Laundry & Misc.						
Other						
Total Gross Income						
Less: Vacancy						
Adjusted Gross Income						
Less: Operating Expenses						
Less: Operating Reserves						
Less: Replacement Reserves						
NOI Before Debt Service & Ground Rent						
Less: Debt Service (1)						
NOI Before Ground Rent						
Less: Ground Rent to Trust Fund (if any)						
Cash Available for Distribution (2)						
Cumulative Cash Avail for Distribution						
(____%) to the CCC (if any)						
(____%) to the Developer						
Developer Return on Equity						
Developer IRR						

Attachment__ Rental Operating Budget

** Please note that Community Housing Development Fund awards must be used to develop your project, and may NOT be used for operating expenses.*

	<u>\$ Amount</u>
Management	
Management Fee	
Sub-total:	_____
Administration	
Marketing	
Audit	
Legal	
Campus Services Fees	
Sub-total:	_____
Salaries and Benefits	
Off-site manager	
Maintenance Personnel	
Janitorial	
Payroll Taxes, Benefits, Insurance	
Sub-total:	_____
Maintenance	
Supplies/Equipment	
Repairs	
Pest Control	
Janitorial	
Painting	
Sub-total:	_____
Utilities	
(all utilities except trash, electricity, water, sewer and gas which are not paid by tenants)	
Sub-total:	_____
Insurance	
Property and Liability	
Sub-total:	_____
Taxes	
Property	
Business	
Sub-total:	_____
Annual Maintenance Reserves	
Sub-total:	_____
Other	
Other	
Sub-total:	_____
Total:	_____
Total per Apartment Unit:	_____



Exhibit A

Tompkins County Energy Recommendations for New Construction (2018)

The Tompkins County Energy Roadmap is intended to help inspire immediate action to reduce energy use and transition to renewable energy as a way to help meet our County's goal of reducing greenhouse gas emissions by at least 80% compared to 2008 by 2050. Constructing buildings at higher energy efficiency standards and incorporating renewable energy systems are essential to attaining that goal. For more information on these recommendations, please see the Green Energy Incentives Assessment Project Final Report (2016), <http://www.tompkinscountyny.gov/planning/energy-greenhouse-gas#incentives>

New Construction Projects

Applicants should address how they will support this goal, including documenting that they have considered each of the following four energy elements.

- 1) ENERGY STAR® products include a wide range of **equipment and appliances** that are independently certified to save energy without sacrificing features or functionality. Water saving fixtures can reduce energy needed for hot water. Recommendations:
 - Require that water fixtures meet EPA's Water Sense requirements.
 - Require that permanent appliances (apartment refrigerators, restaurant cooking equipment, etc.) be ENERGY STAR rated.
- 2) Recent advances in **heat pump** design have reduced installation costs and made them more cost-effective than electric resistance heat, propane, and oil, and close in life cycle costs to natural gas. Use of electric heat pumps allows elimination of fossil fuels as they can be powered by renewable energy sources such as solar photovoltaic. Recommendations:
 - Utilize electrically-powered heat pump systems (ground- or air-source heat pumps); avoid boiler-assisted heat pump systems, avoid systems that burn fossil fuels.
 - Utilize air-source heat pump hot water heaters.
- 3) The state has a goal that 50% of NYS electricity will be generated by **renewables** (solar, wind, hydropower, and biomass) by the year 2030. Recommendations:
 - Design roofs to be "solar receptive": Maximize area available for solar collection systems. For pitched roofs, place roof-mounted components (plumbing vents, exhaust fans, etc.) on north-facing roof surfaces, to keep south-facing surfaces available for solar collection systems. Orient one roof surface to the south, plus/minus 30 degrees, to maximize potential for solar energy.
 - Maximize solar collection systems on available roof areas, and consider using high-production solar panels to maximize solar production for a given roof area, especially for medium-rise and high-rise buildings.
- 4) Energy-efficient building design begins with the **building envelope** – the walls, windows, foundations, and roof. Recommendations:
 - Design to window-to-wall ratio less than 25% (the new energy code requires 30% or less). Keep large windows on south-facing surfaces and important facades; minimize windows on north-facing surfaces and in spaces that see low occupancy (stairwells, corridors, utility rooms, etc.).

- Avoid unusually complex building shapes.
- Use 20% more insulation R-value than required by the energy code.
- Use best practices for minimizing infiltration and stack effect, and require inspection/commissioning of these elements: vestibules at entrance doors, air sealing around window and door frames, sealing at exterior wall/floor junctions, and guarded blower door testing of individual spaces or entire building floors.

Greater than 20 Units - New Construction Projects

In addition to the above, applicants should also document that they have considered each of the following three additional energy elements.

- 5) Lighting controls and high-efficiency **lighting technology** (such as LED or induction) offer significant benefits including greatly reduced energy use and cost, sophisticated controls, simplified maintenance, and longer life. Recommendations:
 - Perform lighting design on a space-by-space basis, using the space-by-space lighting power density method (not the whole-building method). Use LED lighting where possible. Design to lighting power density of 15% less than required by the energy code.
 - Require occupancy sensors where possible, for both indoor and outdoor lighting. Require short off-delay (1 minute or less), and commissioning of lighting controls.
- 6) High-efficiency **heating and cooling systems** may cost incrementally more than standard-efficiency but have a positive payback over their useful life. Recommendations:
 - Select high-efficiency heating and cooling plants with rated efficiencies at least 15% higher than required by the NYS Energy Conservation Construction Code.
 - Select high-efficiency domestic hot water (DHW) plants with rated efficiencies at least 15% higher than required by the NYS Energy Conservation Construction Code.
 - Avoid placing heating and cooling distribution systems in unheated spaces, such as attics, basements, etc. Give preference to systems that have efficient distribution systems and low distribution losses (for example, room-by-room fan coils).
 - Use energy-recovery ventilation systems in air-conditioned buildings, and heat-recovery ventilation systems in buildings that do not have air-conditioning. Design ventilation systems to be separate from heating and cooling systems.
 - Assess ductwork for heating, cooling and ventilation. If leakage is greater than 10%, seal chases and shafts with aerosol duct-sealing process.
 - Select heating/cooling systems that allow thermal zoning on a space-by-space basis.
- 7) **Whole-building energy modeling** can allow you to dramatically reduce energy costs, reduce carbon emissions, and even reduce some construction costs. Recommendation:
 - Employ whole-building energy modeling to optimize building energy performance.

Exhibit B

Tompkins County Housing Strategy, Housing Needs Assessment, and Comprehensive Plan

(Please contact the Dept. of Planning and Sustainability at 607-274-5560 should you require assistance to access these resources)

1. Tompkins County Housing Strategy (2017):
http://tompkinscountyny.gov/files2/planning/housing_choices/documents/HousingStrategy_Final_6-29-17.pdf
2. Tompkins County Housing Needs Assessment (2016): <http://tompkinscountyny.gov/planning/housing-needs>
3. Tompkins County Comprehensive Plan (2015): <http://www.tompkinscountyny.gov/compplan>
 - Housing Chapter:
<http://www.tompkinscountyny.gov/files2/planning/ComprehensivePlan/Housing.pdf>
4. Building Vibrant Communities in Tompkins County... a Development Focus Areas Strategy (2012):
http://www.tompkinscountyny.gov/files2/planning/documents/DevelopmentFocusAreasStrategy_adopted_10-2-12.pdf