

City of Jacksonville

Revolving Loan Fund Program Manual and Underwriting Guidelines



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Introduction

The City of Jacksonville (City) Housing and Community Development Division administers federal funds received from the US Department of Housing and Urban Development (HUD). The City receives funding under the HOME Investment Partnerships Program (HOME) as well as Florida's State Housing Initiatives Partnership Program (SHIP) . The City uses the funds to preserve neighborhoods, create and preserve Affordable Housing, and stimulate economic revitalization. Revolving Loan Funding (RLF) will be made available on an ongoing basis through the HOME program grant which the City receives from HUD each year. Funds will be made available by reimbursement in the form of a repayable loan. The CoJ RLF Proposal Checklist, which details the required documents to be submitted with an applicant's proposal, will be available online at: <https://www.jacksonville.gov/rlf>.

Purpose

The purpose of the *CoJ Revolving Loan Fund Program Manual and Underwriting Guidelines* is to identify the City's Affordable Housing policy objectives, describe the activities available to advance the objectives, and describe the manner in which the activities will be evaluated, underwritten, and selected for funding. The guidelines are intended to achieve compliance with federal, state and local regulations and set the standards for all Affordable Housing projects funded by City of Jacksonville, regardless of the funding source.

Policy Objectives

To receive federal funding under the above-mentioned programs, HUD requires that the City submit a five-year Consolidated Plan, which describes the City's priorities and objectives for each funding source. Additionally, the City must submit an Annual Action Plan for each year of the Consolidated Plan. The Annual Action Plan identifies the activities that will be funded during each fiscal year and the amount of funding allocated to each activity. The City's Consolidated Plan establishes the policy objectives for the CoJ Revolving Loan Fund Program. The plan is available for review on the City's website: <https://www.jacksonville.gov/hcdd>.

Disclaimers

The City of Jacksonville reserves the right to fund projects at a lower amount than requested, and the right to deny or not accept proposals that are not consistent with the Consolidated Plan goals and policy direction. The City is under no obligation to consider or fund any proposed project that does not demonstrate compliance with national objectives and eligible activities or local program requirements and does not assist in meeting the City's Affordable Housing policy goals and/or objectives.

The City reserves the right to determine project eligibility and select the funding source to be used for any proposed project. Funding decisions will be based on a variety of factors:

1. How the project aligns with the City's priorities.
2. Operational and management capacity of the Applicant.
3. Financial capacity of the Applicant.
4. Ability to meet loan payment obligations; and
5. Leveraging of additional public and private investments.

The Revolving Loan Fund Program Manual and Underwriting Guidelines are not intended to address every circumstance that may be encountered in the development process, nor are they a verbatim restatement of all regulatory requirements. Omission of any federal or local regulatory requirements does not relieve the City or the Applicant from their respective obligations that may be required by the funding source.

Once a Revolving Loan Fund Contract has been executed between the City and Applicant for the purpose of developing Affordable Housing according to these guidelines, in case of any conflict between the program guidelines and the Revolving Loan Fund Contract, the terms of the Revolving Loan Fund Contract shall prevail.

HCDD program guideline changes as a result of federal, state or local regulatory or legal requirements may be implemented immediately by the Division Chief. Revision of the program guidelines usually occurs annually; however, additional revisions can be initiated by the Division Chief at any time. While stakeholder outreach is the goal of HCDD, such revisions may occur without notice and are applicable to all pending and future proposals. Applicants are responsible for complying with any changes.

Definitions

The following terms are defined for the purpose of this document:

Accessible: As defined by Section 504 of the Rehabilitation Act of 1973, accessible dwelling units or facilities are located on an accessible route and can be approached, entered and used by individuals with physical disabilities. For a housing unit to be classified as accessible, the improvements must meet the Uniform Federal Accessibility Standards (UFAS).

Acquisition of vacant land: HOME funds may be used for Acquisition of vacant land only if construction will begin on a HOME project within 12 months of the date of purchase. Construction financing must be secured at the time of Application. A current appraisal is required. Land banking is prohibited.

Adaptable Units: Certain elements of a dwelling unit or facility can be added to, raised, lowered or altered to accommodate the needs of individuals with disabilities, or to accommodate the needs of persons with different types or degrees of disability.

Adjusted Income: Gross household Income limit that has been modified according to the number of persons residing within a dwelling unit.

Affordable Housing: In general, housing for which the household is paying no more than 30 percent of its Income for gross housing costs, including utilities.

AMI: Area Median Income as defined by HUD and updated annually. Please consult with HCDD for updated Income tables.

Annual Income: The gross amount of Income of all adult household members that is anticipated to be received in the upcoming twelve (12) month period.

Applicant: Any eligible entity proposing to acquire and rehabilitate, convert, or construct Affordable Housing utilizing program funds.

Eligible Applicants include:

- Non-profit Affordable Housing Developers
- For-profit Affordable Housing Developers
- Certified CHDOs
- Public Housing Authorities (though public housing is not eligible)
- Joint Ventures

Audit: Complete and current financial statements that have been Audited by a Certified Public Accountant (CPA) licensed by the State of Florida. A current Audit is considered to be one that is no more than twelve (12) months from the date the Audit was performed. Non-Federal entities that expend \$750,000 or more of Federal Funds in a year are required to have a Single Audit conducted to include the Audit specifications and requirements described in 2 CFR Part 200, Subpart F. Effective October 1, 2024 the Single Audit threshold will be increased to \$1,000,000. Therefore, only entities that annually expend \$1 million or more of federal funds in their fiscal year will be subject to a Single Audit.

Capital Needs Assessment: Property inspection reports that estimate the future costs of property maintenance, as well as determining the cost to repair any parts of a property that must be fixed urgently. For multifamily rental rehab housing projects of 12 or more total units, the participating jurisdiction must determine all work that will be performed in the rehabilitation of the housing and the long-term physical needs of the project through a capital needs assessment of the project.

Community Housing Development Organization (CHDO): A type of Non-profit, community-based service organization that has, as part of its mission, the development of Affordable Housing for low- and moderate-income households. HUD requires the organization to meet certain requirements to be classified as a CHDO.

CHDO Roles: CHDO set-aside funds may be used by CHDOs for those HOME activities where the CHDO acts as the Developer, sponsor and/or owner of the housing.

Owner: The CHDO is an owner when it holds valid legal title to or has a long-term (99-year minimum) leasehold interest in a rental property. The CHDO may be an owner with one or more individuals, corporations, partnerships or other legal entities.

Developer: A CHDO is a Developer when it either owns a property and develops a project or has a contractual obligation to a property owner to develop a project. At Project Completion, the CHDO may maintain ownership and manage the project over the long-term, or it may transfer the project to another entity for long-term ownership and management.

Sponsor: A CHDO is a sponsor for HOME-assisted rental development project when the CHDO develops a project that it solely or partially owns and agrees to convey ownership to a second Non-profit organization at a predetermined time. The conveyance may take place prior to, during or upon completion of the development phase. The second Non-profit must be identified at the time of Application for HOME funding.

A CHDO is a sponsor for HOME-assisted homeownership units when the CHDO owns a property, then shifts responsibility for the project to another Non-profit at some specified time in the development process. The second Non-profit in turn transfers title, along with the HOME loan/grant obligations and resale requirements, to a HOME-qualified homebuyer within a

specified timeframe.

CHDO Low-Income Input Process: Input from the Low-Income community is not met solely by having Low-Income representation on the board. The CHDO must also provide a formal process for low-income program beneficiaries to advise the CHDO on design, location of sites, development and management of Affordable Housing. The process must be described in writing and must be included in the organization's by-laws or a board resolution.

Debt Coverage Ratio (DCR): The ratio of Net Operating Income (NOI) to total Debt Service (DS) during a given time period ($DCR = NOI \div DS$).

Debt Service: Required minimum monthly loan payment of principal and interest.

Davis-Bacon and Related Acts: Ensures that mechanics and laborers employed in construction work under Federally assisted contracts are paid wages and fringe benefits equal to those that prevail in the locality where the work is performed. This act also provides for the withholding of funds to ensure compliance and excludes from the wage requirements apprentices enrolled in bona fide apprenticeship programs. Davis-Bacon Act labor standards provisions apply to any contract for the construction of 12 or more HOME-assisted units. (Section 286, National Affordable Housing Act of 1990, as amended.) For additional details regarding the Davis Bacon Act and how it applies to HOME funds, please visit the following link on the HUD Exchange website: <https://www.hudexchange.info/programs/home/>

Development Costs: The total costs incurred in the development of a project that are considered reasonable and necessary.

Developer: Any individual, association, corporation, joint venture, or partnership, which possesses the capacity to successfully produce affordable multifamily and/or single-family housing.

Elderly Person: A person sixty-two (62) years of age or older.

Eligible Costs: Project costs that can be paid with HOME funds. Costs include, but are not limited to, costs or partial costs of Acquisition, verifiable hard construction costs, reasonable soft costs, architectural and engineering fees, surveys, market studies, legal fees and materials testing.

Fair Market Rents: Rental rates as established and updated periodically by HUD that are determined to be fair, affordable and appropriate rents for a geographical area.

HOME-Assisted Unit: The specific unit(s) in a project that is funded with HOME funds. For properties with both assisted and non-assisted units, the program administrator must select "fixed" or "floating" units at the time of project commitment. City of Jacksonville utilizes the "floating" HOME

Units designation.

Fixed HOME Unit: When HOME-assisted units are “fixed,” the specific units that are HOME assisted (and, therefore, subject to HOME rent and occupancy requirements) are designated and never change.

Floating HOME Unit: When HOME-assisted units are “floating,” the units that are designated as HOME-assisted may change over time as long as the total number of HOME- assisted units in the project remains constant. The floating designation gives the owner some flexibility in assigning units and can help avoid stigmatizing the HOME-assisted units. If the floating designation is used, the owner must ensure that the HOME-assisted units remain comparable to the non-assisted units over the affordability period in terms of size, features and number of bedrooms.

HOME Rents: Rental rates established by HUD as fair, affordable and appropriate rents for low to Moderate Income households within a defined geographical area. HOME Rents apply to HOME-funded projects and are revised annually by HUD. The applicable HOME Rents are provided within this manual.

Initial HOME Rents: For rental projects with four (4) or less HOME assisted units, all HOME assisted units must be made available for households at or below 60% of the AMI and utilize the HOME High Rent standard. For rental projects with five (5) or more units, no less than 20% of the units must be made available for households at or below 50% AMI and utilize the HOME Low Rent standard. Furthermore, all remaining HOME assisted units must initially target households at or below 60% of the AMI and utilize the HOME High Rent standard.

Long Term Rents: Upon subsequent leases(s) for rental projects with four (4) or less HOME assisted units, all HOME units may be made available for households at or below 80% AMI and may utilize the HOME High Rent standard. For rental projects with five (5) or more HOME assisted units, no less than 20% of the units must remain available for households at or below 50% AMI and utilize the HOME Low Rent Standard. All remaining HOME assisted units may be made available for households at or below 80% AMI and utilize the HOME High Rent standard.

Homeless: As defined in The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) (24 CFR 578.3). An individual who lacks a fixed, regular, and adequate nighttime residence; as well as an individual who has a primary nighttime residence that is a supervised publicly or privately operated shelter designated to provide temporary living accommodations, an institution that provides a temporary residence for individuals intended to be institutionalized, or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

Chronically Homeless: A homeless individual with a disability as defined in section 401(9) of the McKinney-Vento Assistance Act (42 U.S.C. 11360(9)), who lives in a place not meant for human habitation, a safe haven, or in an emergency shelter, and has been homeless and living as described for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described; or

An individual who has been residing in an institutional care facility for less, including jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria of this definition before entering that facility; or

A family with an adult head of household (or, if there is no adult in the family, a minor head of household) who meets all of the criteria of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Household: All persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements (24 CFR 570.3).

HUD: U.S. Department of Housing and Urban Development

Identity of Interest Transactions: Identity of interest refers to situations where the owner, Developer or project sponsor control or own the services to be provided in a project, including, but not limited to the general contractor, subcontractor, property manager or other service provider. A declaration of subcontractors or suppliers for which there is an identity of interest through joint ownership with the owner or Developer must be declared in the Application for funding. Failure to declare an identity of interest situation may deem a project ineligible.

Income: All reference to "Income" shall mean the Annual Income as defined in 24 CFR 5.609, referred to as "Part 5 Annual Income". Income cohorts are defined below. Income limits are updated annually by HUD and can be found at [HOME Income Limits - HUD Exchange](#).

Extremely Low Income: Households whose income is less than 30% of the median Income for the Jacksonville, FL HUD Metro FMR Area, as determined by HUD, with adjustments for smaller or larger families.

Very Low Income: Households whose incomes are between 31% and 50% of the median Income for the Jacksonville, FL HUD Metro FMR Area, as determined by HUD, with adjustments for smaller or larger families.

Low Income: Households whose Incomes are between 51% and 80% of the median income for the Jacksonville, FL HUD Metro FMR Area, as determined by HUD, with adjustments for smaller or larger families.

In-fill Development: Development or redevelopment of land that is/has been vacant, bypassed, and underutilized but is located within areas that already have infrastructure, utilities, and public facilities. The use of infill development, among others, promotes the best use of resources and also will tend to have a positive impact upon the tax and other fiscal policies.

Letter of Commitment: An original executed letter, contract, or agreement from each funding source verifying that the Applicant has a commitment of funds for the project. The commitment letter must include: (a) the amount of funds being provided; (b) any conditions for receiving the funds; (c) expiration of the funds or a timeframe in which the funds must be spent; (d) whether the funds are being provided as a loan or grant; and (e) the term and interest rate, if applicable, for the funds. Lines of credit and letters of credit are temporary funding and are not considered permanent commitments. All commitments must be submitted at time of Application.

Liquid Cash Resources: The City defines liquid cash resources as cash, cash equivalents, an unrestricted line of credit and investments held in the name of the entities and/or persons, including cash in bank accounts, money market funds, U.S. Treasury bills, and equities traded on the New York Stock Exchange or NASDAQ. Certain cash and investments will not be considered liquid cash resources, including, but not limited to: 1) stock held in the Applicant's own company or any closely held entity, 2) investments in retirement accounts, 3) cash or investments pledged as collateral for any liability, and 4) cash in property accounts including reserves.

Marketing Plan: A document that provides information on how the Applicant will attract eligible persons from all racial, ethnic, age, and gender groups to the available housing being provided in the particular market area.

Market Study: An independent third-party report prepared to review the market conditions in a specified area. It includes a study of the economic forces of supply and demand and their impact on real estate returns, risks, and values.

Net Operating Income (NOI): Income stream generated by the operation of the property, independent of external factors such as financing, depreciation, amortization, and income taxes. A property's yearly gross income less operating expenses. Gross Income includes both rental Income and other Income such as parking fees, laundry, and vending receipts, etc. Operating expenses are costs incurred during the operation and maintenance of a property. They include repairs and maintenance, as well as insurance, management fees, utilities, supplies, property taxes, etc. The following are not operating expenses: principal and interest, capital expenditures, depreciation,

Income taxes, and amortization of loan points.

Non-profit Organization: A not-for-profit, non-sectarian organization, which is designated by the Internal Revenue Service (IRS) under Section 501(c)(3), as a tax-exempt organization.

Permanent Housing: Housing in which the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long and is terminable only for cause.

Permanent Supportive Housing: Permanent Housing in which Supportive Services are provided to assist Special Needs Populations to live independently.

Person with a Disability: A person with a physical or mental impairment that substantially limits one or more major life activities; or a record of such impairment; or is regarded as having such impairment.

Program Income: Gross Income received by the subrecipient directly generated from the use of HOME funds with some exceptions. (24 CFR 570.500 and 24 CFR 92.2)

Project Completion: Occurs when all necessary title transfer requirements have been finalized; HOME loan closing documents have been recorded and returned to the City; one hundred percent (100%) of the construction has been completed; a certificate of occupancy (CO) or a certificate of completion has been issued; the final draw down of HOME funds has been disbursed for the project; the Project Completion reports have been submitted to, and approved by, the City; and the project activity has been closed-out in HUD's Integrated Disbursement and Information System (IDIS).

Rehabilitation: Essential repairs or improvements to existing structures intended to meet one or more of the following: Uniform Physical Conditions Standards, HUD's Lead-Safe Housing Rule, Section 504 of the Rehabilitation Act, Titles II & III of the Americans with Disabilities Act, the Fair Housing Act, and local codes, ordinances, and zoning requirements.

Scattered Site Development: Noncontiguous parcels within the City will be considered one project and cannot be separated into multiple HOME projects regardless of target population. The following requirements must also be met:

- a) All buildings must be under the ownership of one entity;
- b) All buildings must be developed under one plan of financing and considered a single development by all funding sources;
- c) All units must be managed by one management entity;
- d) All sites must be within a 5-mile radius. (i.e. 2 furthest properties cannot be more than 5 miles apart); and
- e) Positive site characteristics will be measured from the parcel with the longest distance;

Detrimental site characteristics will be measured from the parcel with the closest distance.

Section 3: Section 3 of the Housing and Urban Development Act of 1968 requires that, to the greatest extent feasible, opportunities for training and employment arising from HOME will be provided to low-income persons residing in the program service area. Also, to the greatest extent feasible, contracts for work (all types) to be performed in connection with HOME will be awarded to business concerns that are located in or owned by persons residing in the program service area. For more information on the Section 3 requirements for HOME funded activities, please use the following link to the HUD Exchange website:

<https://www.hudexchange.info/programs/home/section-3/>

Single Family Housing: A one to four-family residence, condominium unit, cooperative unit, or manufactured housing. (24 CFR 92.2 & Building HOME 4-1)

Special Needs Housing: Supportive housing that is designed to meet the housing and service needs of a target special needs population and provides supportive services for residents.

Special Needs Populations: Homeless persons, victims of domestic violence, persons recovering from substance abuse, seniors, veterans, and persons with disabilities.

Supportive Services: Services provided to individuals with special needs which enable individuals to achieve a greater level of independence and/or self-sufficiency such as health services, housing counseling, employment counseling and referral and other services as defined at 24 CFR Section 882.802.

Transitional Housing: Housing where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months and includes supportive services. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in a maximum of 24 months and cannot be extended. Transitional housing is not an eligible use of HOME RLF funding.

Uniform Physical Condition Standards (UPCS): The inspection protocol that is used to evaluate the condition of housing.

Uniform Relocation Assistance and Real Property Acquisition Act 1970 (URA): The Act provides important protections and assistance for people affected by the Acquisition, Rehabilitation, or demolition of real property for federal or federally funded projects. This law was enacted by Congress to ensure that people whose real property is acquired, or who move as a direct result of

projects receiving federal funds, are treated fairly and equitably and receive assistance in moving from the property they occupy.

Displaced Person: The term "Displaced Person" includes any person (family, individual, business, non-profit organization, or farm), that moves from the real property or moves his or her personal property from the real property, permanently, as a direct result of acquisition, rehabilitation or demolition for a federal or federally assisted project.

Eligibility

Eligible Activities

Funding will be available for the following project types:

- Acquisition with rehabilitation of existing units for homeownership or rental opportunities
- Rehabilitation of existing units for homeownership or rental opportunities
- New construction of housing for homeownership or rental opportunities

Eligible Applicants

The following organizations will be eligible for funding:

- Non-profit Affordable Housing Developers
- For-profit Affordable Housing Developers
- Certified CHDOs
- Public Housing Authorities (though public housing is not eligible)
- Joint Ventures formed by any of the above eligible Applicant types

Eligible Uses of Funds

Funds may be provided for the following uses:

- Construction Financing
- Permanent Financing
- Gap Financing (repayable)

Ineligible Activities & Uses of Funds

- Acquisition of vacant land (unless additional financing is committed for the construction of affordable housing)
- Demolition (unless new construction is also part of the project)
- Public housing
- Predevelopment Loans
- Payment of delinquent taxes or liens
- Transitional Housing

Eligible Properties

- Property must be located within the City of Jacksonville.
- Property may be vacant land or a combination of multiple vacant parcels. All vacant land must be purchased with a specific plan for development. Development must begin within 12 months of land Acquisition.
- Property may be a single building or multiple buildings - on a single site or on scattered sites.
- Property may be privately or publicly owned (with the exception of public housing).

Ineligible Properties

- Public Housing
- Projects assisted under Title VI of NAHA (prepayment of mortgages issued by HUD)
- Commercial Properties (except when converted to residential)
- Homeless Shelters
- Transitional Housing
- Mobile Homes
- Properties previously assisted with HOME funds that are still under the HOME affordability period
- Student Housing

Eligible Costs

- Hard Costs: including acquisition costs and construction costs.
- Soft Costs: architectural and engineering fees, financing costs, credit reports, title insurance, recording costs, transaction taxes, appraisals, environmental reviews and builder or Developer fees. Project-related soft costs may be awarded on a limited basis and will be at the recommendation of staff and based on need determined during the underwriting review.
- Operating deficit reserve for rental projects, during the initial rent-up period (up to 18-months). The reserve may be used to pay for project operating expenses, scheduled payments to a replacement reserve and debt service.
- Predevelopment Costs: It is outside current policy to deliver award proceeds prior to Acquisition or completion of construction/rehabilitation of the subject property. However, costs incurred prior to settlement of the award may be reimbursed under specific circumstances. If HOME funds are used to pay off a construction loan, bridge financing or guaranteed loan, the payment of principal and interest for such loan is an eligible cost only if:
 - The loan was used for Eligible Costs specified in this section AND
 - The HOME assistance is part of the original financing for the project and the project meets the requirements of the program.

Ineligible Costs

Project components may be deemed non-essential elements by the City and therefore removed from the total project cost. Such items may include, but are not limited to: carpeting for kitchens, bathrooms or patios; window treatments; dumbwaiters; greenhouses, hot tubs or whirlpool baths; outdoor fireplaces or hearths; swimming pools or swimming pool decks (except for repair of existing); television antennae; tennis courts; or items deemed to be a luxury.

General Project Requirements

The following are general project requirements for all Applicants seeking funding from HCDD for housing related projects.

Threshold Requirements

- Site(s) must be located within the City of Jacksonville
- Project must consist of one (1) or more residential units
- Site(s) must have adequate access to utilities
- Acquisition and rehabilitation or Rehabilitation projects must:
 - Meet the UPCS
 - Have amenities that will allow it to compete effectively in the local market area as determined by the City
 - Complete a third-party Capital Needs Assessment (CNA) for projects with twelve (12) or more units
- Project must meet HUD environmental review requirements
- Complete a third-party Market Study or market needs assessment as defined in this manual
- Assisted units must be made available to households with Housing Choice Vouchers

Site Control

Project Applicants must have control of any site that will receive HOME funding for acquisition, rehabilitation and new construction activities. Site control must be documented at the time of the proposal submittal. To document site control one of the following must be submitted: a deed or other proof of ownership; an executed lease agreement; an executed contract of sale; or an executed option to purchase or lease. Regulations under the Uniform Relocation Assistance and Real Property Acquisition Policies Act apply and must be followed, or proposals will not be considered for funding.

Appraisal

A property appraisal will be required for projects that will receive HOME funding for acquisition or where the value of donated land is being considered as part of the project costs. Additionally, all

projects proposing homeownership must include an as-built appraisal for each of the proposed homeownership units. The appraisal(s) must be provided at the time of proposal submittal. An appraisal cannot be more than six (6) months old. The appraiser must have a current Florida Appraisers License. City of Jacksonville reserves the right to require an appraisal on completed activities.

Reasonable Costs

The City is responsible for ensuring that the costs are reasonable by examining the sources and uses for each project. Assessment may include comparison to similar projects within the local market, market trend analysis, survey of industry participants, HCDD experience and other third-party sources.

Work Write-Ups

For acquisition of existing buildings (not slated for demolition) and rehabilitation, the City must approve work write-ups (i.e., plans and specifications) to determine compliance with HUD's Uniform Physical Conditions Standards and the City of Jacksonville Property Rehabilitation Standards. The project cannot be bid and work cannot begin until approval from the HCDD is received.

Cost Estimate

For Acquisition of existing buildings (not slated for demolition) and Rehabilitation, HCDD must approve written cost estimates to ensure that the costs are reasonable. The project cannot be bid and work cannot begin until approval from HCDD is received.

Procurement

Applicants must comply with all applicable federal, state and City procurement requirements. Executed copies of all contracts shall be forwarded to the City. Developers are **not** required to follow the procurement requirements of 2 CFR Part 200.

Debarment and Suspension

Developers, contractors or subcontractors working on a CoJ RLF funded project cannot be located on any federal, state or local debarment or suspended list. Prior to awarding a contract, the Developer must provide proof from the federal System for Award Management (SAM) website or secure approval from HCDD to ensure that the proposed contractor is eligible.

Davis Bacon Weekly Payrolls

If applicable, Davis Bacon certified payroll reports must be submitted weekly on the most current Department of Labor form.

Marketing Plan

Developers must create an Affirmative Marketing Plan to further the City's commitment to non-discrimination and equal opportunity housing. Affirmative marketing consists of actions to provide information and otherwise attract eligible persons in the housing market area to the available housing without regard to race, color, national origin, gender, religion, familial status, disability, sexual orientation, gender identity, or marital status. Records should be maintained describing actions taken by the Developer to affirmatively market units. Documentation is required by the Fair Housing Act and the City will review the documentation at each monitoring visit but may request to review the documentation annually. Applicants are required to use the most current version of HUD form 935.2a – *Affirmative Fair Housing Market Plan – Multifamily Housing*.

Waiver Requests

The City acknowledges that each project may face unique site, design, financing, population, or market constraints for which full compliance may be difficult or impossible. It is intended that such unique constraints are identified during the design process and that the Applicant may request a modification or waiver to specific standards and requirements, which will be reviewed on a case-by-case basis to determine whether specific standards should be modified or waived for reasons and purposes acceptable to the City. Requests for modification or waiver to specific standards must be in writing and document the Applicant's need and unique situation. When such modifications or waivers are granted, additional requirements may be imposed by HCDD.

Underwriting Guidelines

HOME funds can be combined with other subsidy sources such as Low-Income Housing Tax Credit (LIHTC), Federal Home Loan Bank, etc. However, the HOME Final Rule requires that all other sources of financing for a project be committed to the project prior to committing HOME funds. Therefore, the City cannot accept any proposed, or anticipated to be applied for, funding sources as part of the project's financial structure. Based on the primary funding sources of the project (i.e. LIHTC), HCDD reserves the right to use alternative underwriting criteria that are prescribed by the primary funder of the project.

Loan-to-Value Limits

For Acquisition requests, the loan amount awarded by the City, plus the principal amount of all loans with a senior claim to the subject property shall not exceed 100% of the Acquisition cost or appraised value, whichever is lower.

For new construction and Rehabilitation requests, the loan amount awarded by the City, plus the principal amount of all loans with a senior claim to the subject property shall not exceed 100% of the "as-built" value.

Subsidy Layering

HUD establishes limits on the amount of HOME funds that may be invested in Affordable Housing on a per-unit basis. Before committing funds to a project that combines any other sources of financing (local, state, federal, private, etc.), HCDD must evaluate the project to ensure that the City does not invest any more funds than necessary to provide Affordable Housing. This evaluation will include:

- An examination of the sources and uses of funds for the project and a determination that the costs are reasonable; and
- An assessment, at minimum, of the current market demand in the neighborhood in which the project will be located, the experience of the developer, the financial capacity of the developer, and firm written financial commitments for the project.

Applicants must demonstrate that they have structured projects to maximize other available financing sources thereby limiting HOME funding to the lowest amount necessary to assure project feasibility. Additional funding will not be loaned to a project once the project has been completed, as previously defined.

The maximum HOME funding to be awarded to a single project will be limited to \$500,000, not to exceed HOME maximum per-unit subsidy limits. The maximum amount of funding that can be applied to a HOME assisted unit is based upon the Section 234 - Condominium Housing basic mortgage limits, for elevator-type projects, as published each year by HUD. The limits can be found at <https://www.hudexchange.info/resource/2315/home-per-unit-subsidy/>

Inter-Creditor Agreement

Within thirty (30) days of the execution of an Agreement, the Developer shall secure the execution, by the senior lender on the project, of an Inter-Creditor Agreement or Declaration which at a minimum shall: (1) require the senior lender to notify the City in the event the senior lender learns of a default under the senior loan for the project and (2) require the senior lender to give HCDD written notice of and reasonable opportunity to cure any default by the Developer under the senior loan (provided, however, HCDD shall have no obligation to cure any such default). Following execution, the Inter-Creditor Agreement shall be attached to the Revolving Loan Fund Contract.

Funding Conditions - Acquisition Phase

Loans for site Acquisition will not be funded unless all pre-conditions of the construction phase funding have also been achieved. Acquisition loans must be recorded in first lien position unless otherwise approved by HCDD.

Funding Conditions - Construction Phase

Prior to or concurrently with construction phase funding, the borrower must provide evidence that all other necessary construction-funding sources have been committed and that binding commitments are in place for all sources of permanent financing.

Loan Repayment

CoJ RLF funds are secured through an Applicant's execution of a Promissory Note and the recordation of a Mortgage and Security Agreement and related Land Use Restriction Agreement (LURA). Repayment may not be required during the acquisition, construction and lease-up phase. If triggered due to underwriting and subsidy layering analysis, generally, loan repayment will begin 45 days after the Acquisition of existing units. For construction or Rehabilitation projects, loan repayment will begin within 45 days of project stabilization. Stabilization is generally defined as of the last day of the month in which 90% of units have been occupied for a minimum of 90 days.

Assignment

Loans or loan commitments are not assignable without the prior written approval of HCDD. If the assignment is approved, the assignee must assume all loan obligations including, but not limited to, the affordability requirements.

Any material changes to the project during underwriting or construction must be reported in writing to HCDD. Failure to do so may constitute an event of default under the terms and conditions of the Revolving Loan Fund Contract.

Recourse

Acquisition, construction, and permanent loans are provided on a non-recourse basis and are secured as noted above.

Loan Position: Subordination to Senior Debt

The City's loan may be subordinated to another lender's mortgage lien if subordination is required as a condition of that lender's loan approval; however, all debt on the property must be subordinate to a LURA, as described above. Terms, conditions and covenants of *all* debt instruments recorded against the subject property must be reviewed and approved by HCDD prior to disbursement of an award.

Debt Coverage Ratio (DCR)

Applicants must demonstrate that rent proceeds or other funding sources will allow for adequate reserves to meet capital needs for the length of the compliance period. The minimum initial debt coverage ratio shall not be less than 1.15:1, including all amortized project debt. The *maximum* allowable initial debt coverage ratio shall be 1.30:1. The debt coverage ratio must remain above 1.1:1 for the term of the HOME loan.

Developer Fee

A Developer fee is compensation to the Developer for the time and risk involved to develop the project. The fee is based on the size of the project, the total development cost and the risk associated with the project. Developer fees include all amounts received by the Applicant whether characterized as project management, overhead or Developer fee. Consultants are commonly utilized to assist the Developer/owner by providing specific expertise in completing the project. The maximum aggregate allowable Developer and consultant fees are calculated as a percentage of total project costs, less land, project reserves, other cost category adjustments, and the Developer/Consultant fee category.

Developer fees will be limited as follows:

- 5% for Acquisition only activities
- 10% for Acquisition & rehab activities
- 15% for new construction activities

Developer fees that are not deferred may be distributed as follows, subject to the approval of other project lenders, tax credit equity investor, etc.:

- 25% upon 50% construction/Rehabilitation completion benchmark
- 25% upon construction/Rehabilitation completion (50% aggregate)
- 50% upon stable occupancy (90% occupied) and receipt of all tenant certifications for restricted units. (100% aggregate)

Developer Subsidy

For homeownership activities where total development costs exceed sales price, a developer subsidy may be provided to ensure the feasibility of the project and the development of quality affordable homeownership opportunities. A developer subsidy may be provided, in the form of a grant, to the developer to offset development costs so that the developer can reasonably offer the home at appraised value without incurring losses on the project.

Replacement & Operating Reserves (Rental Only)

The amount of required reserves must be specifically approved by HCDD in the final Revolving Loan Fund Contract or through the annual budget review and approval process.

- Annual replacement reserves must be maintained at a rate of \$500 per unit per year
- Initial Operating Reserves must be equal to three months of debt service and operating costs

Vacancy Rate and Collection Loss

Annual vacancy rate and collection loss for rental developments shall be no less than 7% for all Income. Developments with project-based vouchers may project a 5% vacancy rate for all residential Income.

Annual Income Growth

Annual Income (rent) growth will be projected at a 2% increase per year.

Annual Operating Expense Growth

Annual expense growth will be projected at a 3% increase per year.

Per-Unit Operating Cost

An applicant's proposed annual operating expenses will be reviewed for project and market feasibility and standards. The City shall use a standard of \$4,500 per unit, per year.

Marketing Requirements for Homeownership Projects

All projects involving homeownership unit development are encouraged to market the housing units to eligible homebuyers participating in the City of Jacksonville's Head Start to HOME Ownership Program (H2H). The H2H Program offers down payment, closing costs, and/or principal reduction assistance to Income eligible individuals to purchase a home in Duval County, subject to funding availability. Purchase assistance will be in the form of a secured 0% interest loan that shall be due and payable should the property cease to be the primary residence of the borrower, or if the home is rented, sold, or title is transferred or if a refinancing of the primary mortgage takes place within the affordability period.

Maximum Purchase Assistance Provided

% of Area Median Income	H2H Subsidy Amount
Up to 80%	Up to \$25,000 based on need

Market Analysis

A market analysis is an evaluation of the economic conditions of supply, demand, and rental rates for the type of low-income housing development being proposed as well as the rent levels proposed for the project. The analysis must determine the feasibility of the proposed project and state conclusions as to the impact of the property with respect to the determined housing needs. All data presented should reflect the most current information available and the report must provide source data. All steps leading to the calculated figures must be presented in the report. The City will accept previously prepared market analysis reports as prepared in conjunction and in compliance with Applications for funding from JHFA and/or FHFC.

A complete Market Study or Market Needs Assessment, as defined in this section, is required for projects that will receive HCDD funding. The Applicant must use a professional market analyst experienced in Affordable Housing market analysis. The market analyst must have no affiliation with the Applicant, Developer, lender and/or syndicator. The qualifications of the individual or company providing the analysis must be provided.

Market Study

A Market Study is required for HOME projects with twelve (12) or more units.

Market Study Process:

1. All market analyses must adhere to Market Study terminology as sanctioned by the National Council of Housing Market Analysts. A complete copy of the Market Study must be submitted with the HOME proposal.
2. Submitted market studies must conform to the requirements in this manual. The Market Study should reflect conclusions based on the proposed development. This includes capture rates, absorption periods, market advantage, etc.
3. The Applicant’s market analyst must indicate within the conclusion and recommendations section of the Market Study a conclusion regarding the ability of the market area to support the proposed development. This conclusion should further address the depth of the rental market (when applicable) and whether the proposed development will have a negative long-term impact on existing rental communities.
4. HCDD will review all market studies. Applicants will be notified by HCDD via email of any deficiencies found in the submitted Market Study. All issues must be resolved to the satisfaction of HCDD staff in order for the study to be deemed acceptable.
5. The City will consider the Market Study, the market, marketability factors, and any additional information available to determine if an acceptable market exists for a

development as proposed. The City is not bound by the conclusions or recommendations of the Market Study submitted by the Applicant and reserves the right to disqualify any Application in the competition if it determines an acceptable market does not exist.

Market Study Requirements:

1. Project Description

Give the following information for the proposed subject as provided by the HOME Applicant:

- a. Development Location;
- b. Project Type: Rental or Ownership;
- c. Construction Type: New Construction, Rehab, Acquisition and Rehab;
- d. Occupancy Type: Family, Elderly, or Supportive Housing;
- e. Target Income Group(s): 30% AMI, 50% AMI, 80% AMI, and/ or Market Rate;
- f. Special Needs Population (if applicable);
- g. Number of units by bedroom/bathroom;
- h. Number of buildings and stories and if there will be an elevator;
- i. Unit Size(s);
- j. Structure Type/Design: Townhouse, Garden Apartment, etc.;
- k. Proposed Rents and Utility Allowances including energy source (gas, oil, electric) and if utility is Tenant or Owner's responsibility (or proposed Sales Price);
- l. Status of Project Based Rental Assistance: None, Existing, Proposed;
- m. Proposed Development Amenities;
- n. Proposed Unit Amenities;
- o. For rehab proposals, please provide: current occupancy levels, current rents being charged (versus proposed rents), tenant incomes, as well as detailed information about the scope of work planned and how the Rehabilitation will be carried out.

2. Site Description

- a. Give the date(s) the senior analyst/Market Study author made a site visit including surrounding market area developments.
- b. Describe physical features of the site, adjacent parcels, surrounding structures and neighborhoods. Give a brief description of the surrounding land uses. Note any obvious environmental concerns or any other visible concerns.
- c. Give the site's general physical location to surrounding roads, public transportation, community amenities, employment, and services. It is extremely important to identify the closest shopping areas, schools, and employment centers, medical facilities and other amenities that would be important to the targeted population.
- d. Indicate if there are any road or infrastructure improvements planned or under construction in the proposed market area.
- e. Provide information or statistics as well as local perceptions of crime in the

- neighborhood, if applicable.
- f. Comment on access, ingress/egress, and visibility to site.
- g. Describe overall positive and negative attributes about the site as they relate to marketability.

3. Market Area

- a. A map of the Primary Market Area (PMA);
- b. A physical description of the PMA including the methodology used to define it;
- c. Census tracts that encompass the PMA;
- d. The analyst may provide information about the secondary market area if desired; however, demand should be based solely on the PMA.

4. Market Area Economy

- a. A map of the site as compared to the locations of major employment concentrations.
- b. Employment by industry--numbers and percentages (i.e. Manufacturing: 150,000 (20%))
- c. The major current employers and anticipated expansions, contractions in their workforces, as well as newly planned employers and their impact on employment in the market area.
- d. Total workforce figures and employment and unemployment trends for the county and, where possible, the PMA. Provide numbers and percentages for both. Provide annualized figures for these trends (i.e. average annual increase of unemployment of 1.2%).
- e. If relevant, comment on the availability of housing for low- to very Low-Income employees of businesses and industries that draw from the PMA
- f. Provide commuting patterns for workers such as how many workers in the PMA commute from surrounding areas outside the PMA.

5. Community Demographic Data

Provide the following demographic information for the market area, giving historical data as well as current data and estimates. Include current data on population and household trends. Historical Census data can also be included to provide further insight into the historical demographic trends. However, Census data is not required.

Projections must be prepared by a reputable source such as Nielsen, ESRI, or Ribbon Demographics. If the Market Analyst does not agree with these projections, the applicant must provide the reasoning, along with substitute projections. Annualized growth figures should be included. Please include a brief narrative of overall conclusions. Both numbers and percentages should be shown for the data below:

- a. Population Trends
 - i. Total Population

- ii. Population by age groups
 - iii. Number of Elderly (for Elderly projects)
 - iv. If a Special Needs Population is proposed for the development, provide additional information on population growth patterns specifically related to this population.
- b. Household Trends
- i. Total number of households, average household size, and group quarter
 - ii. Households by tenure (If appropriate, breakout by Elderly and non-Elderly).
 - iii. Households by Income. (Elderly proposals should reflect the Income distribution of those households only).
 - iv. Renter households by number of persons in the household.

6. Project-Specific Demand Analysis

- a. **Income Restrictions:** Use the applicable Incomes and rents/sales prices in the subject's Application. Be aware of the specific Income restrictions, which apply to the HOME program. Analysts must take the Income restrictions designated in the proposal into account when estimating demand.
- i. The maximum Income for the proposed units will be based on 1.5-persons per bedroom (rounded up to the nearest whole person for those that end in 0.5). For Elderly developments, the maximum Incomes will be capped at the 2- person limits.
- b. **Affordability:** Analysts must assume that no family households are able to pay more than 30% of gross Income towards gross housing costs. Any such additional indicators should be calculated separately and be easily added or subtracted from the required demand analysis.

The demand analysis should clearly indicate the minimum and maximum Income range for each targeted group. In cases where the proposed rents for projects with Project Based Rental Assistance are higher than the maximum allowable HOME rents, two separate demand analyses must be shown: One with the rental assistance (thereby allowing \$0 for the minimum Income) and one without the rental assistance. For the second demand calculation without rental assistance, analysts should use HOME rents regardless of market conditions.

For projects with market rate units, the analyst must make some reasonable determination of a maximum Income level beyond which a household would not likely be a participant in the rental market. The analyst should clearly state the assumptions used in making the aforementioned determination.

- c. **Demand:** The demand should be derived from the following sources using data

established from a reputable source:

- i. **Demand from New Renter Households (or Owner Households):** New units required in the market area due to projected renter/owner household growth. Determinations must be made using the current base year of 2022 and projecting forward to the anticipated placed- in-service date of 2024. The household projections must be limited to the age and Income cohort and the demand for each Income group targeted (i.e. 50% of median Income) must be shown separately.

In instances where a significant number (more than 20%) of proposed rental units are comprised of three-bedroom units or larger, analysts must conduct the required capture rate analysis, followed by an additional refined large-household capture rate analysis for those units by factoring in the number of large households (generally 4+ persons). A demand analysis that does not take this into account may not accurately illustrate the demographic support base.

- ii. **Demand from Existing Households:** The second source of demand should be determined using 2020 census data or the most current American Community Survey (ACS) data and projected from:
 1. **Rent overburdened households,** if any, within the age group, Income cohort and tenure targeted for the proposed development. In order to achieve consistency in methodology, all analysts should assume that the rent-overburdened analysis includes households paying greater than 35% or in the case of Elderly 40% of their gross Income toward gross rent rather than some greater percentage. If an analyst feels strongly that the rent-overburdened analysis should focus on a greater percentage, they must give an in-depth explanation why this assumption should be included. Any such additional indicators should be calculated separately and be easily added or subtracted from the required demand analysis.
 2. **Households living in substandard housing.** Households in substandard housing should be adjusted for age, Income bands and tenure that apply. The analyst should use their own knowledge of the market area and project to determine if households from substandard housing would be a realistic source of demand.

The market analyst is encouraged to be conservative in his/her

estimate of demand from both households that are rent-overburdened and/or living in substandard housing.

3. **Elderly Homeowners likely to convert to rental households:** The City recognizes that this type of turnover is increasingly becoming a factor in the demand for Elderly housing. A narrative of the steps taken to arrive at this demand figure should be included.
 4. **Other:** Please note, the City does not, in general, consider household turnover rates other than those of Elderly to be an accurate determination of market demand. However, if an analyst firmly believes that demand exists which is not being captured by the above methods, s/he may be allowed to consider this information in their analysis. The analyst may also use other indicators to estimate demand if they can be fully justified (e.g. an analysis of an under-built or over-built market in the base year). Any such additional indicators should be calculated separately and be easily added or subtracted from the demand analysis described above.
- d. **Method:** Please note that the City's stabilized level of occupancy is 90%.
- i. **Demand:** The overall demand components from the above factors represent demand for the project.
 - ii. **Supply:** Comparable/competitive units funded, under construction, or placed in service since the base year of demand (2017) must be subtracted to calculate net demand. Vacancies in projects placed in service which have not reached stabilized occupancy must also be considered as part of the supply.
 - iii. **Capture rates:** Capture rates must be calculated for each targeted Income group and each bedroom size proposed as well as for the project, overall.
 - iv. **Absorption rates:** The absorption rate determination should consider such factors as the overall estimate of new renter/owner household growth, the available supply of comparable/competitive units, observed trends in absorption of comparable/competitive units, and the availability of subsidies and rent specials.

7. Supply Analysis (Comparable/Competitive Rental Developments)

The supply analysis will be given significant weight in the City's review of the Market Study. The senior analyst/Market Study author must visit all comparable/competitive developments. The analysis must include all existing Affordable Housing projects and other projects that would compete with or be affected by the proposed project. Specifically, comparable/competitive

developments refer to LIHTC projects with units at similar Income targets, rent levels and targeted age cohorts. In addition to these comparable/competitive LIHTC projects, comparable/competitive developments may also include Rural Development properties both subsidized and un-subsidized, HUD properties, etc. The analyst must include and consider all developments under construction and/or in the pipeline in the analysis. The following information should be included for each comparable/competitive development:

- a. Name, Address, and Phone Number
- b. Contact Person's Name and phone number of the comparable/competitive property development
- c. Photograph
- d. Monthly Rents and utilities included in the rent, if any
- e. Type of development (HOME, RHS, tax credit, conventional, bond, bond and tax credits, etc.)
- f. Breakdown of unit sizes by bedroom/bathroom count
- g. Square footage for each comparable/competitive unit type
- h. Project age and Condition
- i. Population Served
- j. Description of unit amenities (include kitchen equipment) and site amenities
- k. Concessions given, if any
- l. Current vacancy rates broken down by bedroom size. Vacancy rates are to be determined using the most current information provided by property management.
- m. Waiting list information, if any
- n. Number of units receiving rental assistance, description of assistance as project or tenant based.
- o. For developments in the planning or construction stages, provide the name, address/location, name of owner, number of units, unit configuration, rent structure, estimated date of market entry, and any other relevant market analysis information. If there are no developments in the planning stages or under construction, a statement to that effect must be provided.
- p. If the proposed project is an additional phase of an existing project, include a tenant profile as well as any information about a waiting list.

The above information should be provided in a comparative framework including the proposed project and those projects under construction and/or in the pipeline. For example, in addition to providing a page of information along with a picture for each comparable/competitive development, the analyst should also provide comparative charts that show such factors as the proposed project's rents, square footages, amenities, etc. as compared to the other projects.

- a. A map showing the comparable/competitive developments in relation to the proposed site. The map should have an identifiable usable scale.

- b. If applicable to the proposed development, provide data on three- and four-bedroom single-family rentals, OR provide information on rental trailer homes and single-family homes in rural areas lacking sufficient three- and four-bedroom rental units in an attempt to identify where potential tenants are currently living.
- c. Derive the market rent and compare them to the proposed development's rents. Quantify and discuss market advantage of the subject and impact on marketability. Market advantages should be provided for each unit type and the project overall.
- d. Calculate the overall market vacancy rate, the overall comparable/competitive vacancy rate, and the overall vacancy rate for all HOME projects in the market area. (Do not include new projects in the process of "renting up" in vacancy rate.)
- e. The cost and availability of homeownership living, if applicable.
- f. Conclusion as to the impact that the proposed project will have on the occupancy of comparable rental communities in the PMA, specifically other HOME communities.

8. Interviews

The results of formal or informal interviews with property managers, town planning officials or anyone with relevant information relating to the overall demand for the proposed development should be summarized in this section. Include the name and phone number of the person you talked to.

9. Recommendations

The market analyst must provide a recommendation that clearly states whether a proposed project should be approved as proposed. The market analyst must provide a brief summary of all the major factors that led to their conclusion.

Market Demand Needs Assessment Report

Alternative requirements for Applications with eleven (11) or fewer units.

Proposals with eleven (11) or fewer units may provide a "Market Demand Needs Assessment Report". Such a report must be completed by an independent third-party reviewer with adequate qualifications. Details of the minimum requirements for the Market Demand Needs Assessment Report are as follows:

1. Project Description

Give the following information for the proposed subject as provided by the HOME Applicant:

- a. Development Location;
- b. Project Type: Rental or Ownership

- c. Construction Type: New Construction, Rehab, Acquisition and Rehab;
- d. Occupancy Type: Family, Elderly or Supportive Housing;
- e. Target Income Group(s): 30% AMI, 50% AMI, 80% AMI, and/or Market Rate;
- f. Special Needs Population (if applicable);
- g. Number of units by bedroom/bathroom;
- h. Number of buildings and stories and if there will be an elevator;
- i. Unit Size(s);
- j. Structure Type/Design: Townhouse, Garden Apartment, etc.;
- k. Proposed Rents and Utility Allowances including energy source (gas, oil, electric) and if utility is Tenant or Owner's responsibility (or proposed Sales Price);
- l. Status of Project Based Rental Assistance: None, Existing, Proposed;
- m. Proposed Development Amenities;
- n. Proposed Unit Amenities;
- o. For rehab proposals, please provide: current occupancy levels, current rents being charged (versus proposed rents), tenant Incomes, as well as detailed information about the scope of work planned and how the Rehabilitation will be carried out.

2. Market Area

- a. A map of the Primary Market Area (PMA);
- b. A physical description of the PMA including the methodology used to define it;
- c. Census tracts that encompass the PMA;
- d. The analyst may provide information about the secondary market area if desired; however, demand should be based solely on the PMA.

3. Project-Specific Demand Analysis

- a. Income Restrictions: Use the applicable Incomes and rents in the subject's proposal. Be aware of the specific Income restrictions, which apply to the HOME program. Take the Income restrictions designated in the Application into account when estimating demand. The maximum Income for the proposed units will be based on 1.5-persons per bedroom (rounded up to the nearest whole person for those that end in 0.5). For Elderly developments, the maximum Incomes will be capped at the 2-person limits.
- b. Affordability: Analysts must assume that no family households are able to pay more than 30% of gross Income towards gross housing costs.

4. Demand Analysis

The demand analysis should clearly indicate the minimum and maximum Income range for each

targeted group. The demand should be derived from the following sources using data established from a reputable source in the following areas:

- a. Demand from New Renter/Owner Households: New rental/owner units required in the market area due to projected renter/owner household growth. Determinations must be made using the current base year of 2017 and projecting forward to the anticipated placed-in-service date of 2020. The household projections must be limited to the age and Income cohort and the demand for each Income group targeted (i.e. 50% of median Income) must be shown separately. 1) In instances where a significant number (more than 20%) of proposed rental units are comprised of three-and four- bedroom units, analysts must refine the analysis for those units by factoring in the number of large households (generally 4+ persons). A demand analysis, which does not take this into account, may overestimate demand.
- b. Demand from Existing Households: The second source of demand should be determined using 2010 census data or the most current American Community Survey (ACS) data and projected from:
 - i. Rent over-burdened (cost burdened) households, if any, within the age group, Income cohort and tenure targeted for the proposed development. In order to achieve consistency in methodology, all analysts should assume that the rentoverburdened analysis includes households paying greater than 35% or in the case of Elderly 40% of their gross Income toward gross rent rather than some greater percentage. If an analyst feels strongly that the rent-overburdened analysis should focus on a greater percentage, they must give an in-depth explanation why this assumption should be included. Any such additional indicators should be calculated separately and be easily added or subtracted from the required demand analysis.
 - ii. Households living in substandard rental housing. Households in substandard housing should be adjusted for age, Income bands and tenure that apply. The analyst should use their own knowledge of the market area and project to determine if households from substandard housing would be a realistic source of demand. The Market Analyst is encouraged to be conservative in his/her estimate of demand from both households that are rent-overburdened and/or living in substandard housing.
 - iii. Elderly homeowners likely to convert to renter households: The City recognizes that this type of turnover is increasingly becoming a factor in the demand for Elderly housing. A narrative of the steps taken to arrive at this demand figure should be included.
 - iv. Other: Please note, the City does not, in general, consider household

turnover rates other than those of Elderly to be an accurate determination of market demand. However, if an analyst firmly believes that demand exists which is not being captured by the above methods, they may be allowed to consider this information in their analysis. The analyst may also use other indicators to estimate demand if they can be fully justified (e.g. an analysis of an under- built or overbuilt market in the base year). Any such additional indicators should be calculated separately and be easily added or subtracted from the demand analysis described above.

Developer Capacity

The Developer must have the organizational capacity to implement the project. Developer capacity will be evaluated on information demonstrating experience and skills as provided in the funding proposal.

Threshold Criteria

- Applicants and Applicant’s team members must have met all contract terms related to previous grants, loans or loan commitments.
- Applicants must affirm that there are no defaults or negative collection actions relating to any financial obligation, either to City of Jacksonville or to any other public agency or private lender.
- Applicant cannot be on any local, state or federal debarment list.
- An Applicant, Developer or contractor who is the subject of an open HUD finding must submit an explanation of the circumstances related to the finding and a timeline for resolution.
- The Applicant cannot be:
 - in breach of any prior donation agreement or City code provisions by which the City donated property to the Applicant for the development of affordable housing;
 - on the Council Auditor’s noncompliance list pursuant to Chapter 118; or the Vendor Debarment List pursuant to Chapter 126, Jacksonville Ordinance Code;
 - in breach of any of the conditions or requirements of a City grant award or program;
 - delinquent for Duval County property taxes on any real properties owned by the Applicant.
 - be delinquent on payment of liens, including code enforcement, nuisance liens, demolition liens, or other county liens or fines, on real property owned by the Applicant and incurred after the Applicant took ownership of the real property;
 - in litigation against the City other than as an agent, attorney, guardian, or personal representative of an estate.

Experience

Considerations include, but may not be limited to, the following skills of the Developer and

development team.

- Recent, similar, successful experience
- Similar project location, size and scope
- Years of experience developing Affordable Housing
- Managing affordable rental projects
- Using multiple funding sources
- Staffing

Development Skills

Considerations include, but may not be limited to, the following skills of a Developer and the development team:

- Project management
- Market analysis
- Site selection and control
- Property management
- Planning and construction
- Design, architecture, engineering
- Legal and accounting
- Federal funding rules
- Other funding source rules

Fiscal Soundness

The Applicant will be asked to provide evidence of financial ability to implement the project. Applicants will be required to provide proof of commitments from other funding sources, current financial statements and proof of sufficient reserves or a line of credit available, if necessary, to complete the project. The City will assess the financial capacity of the Applicant or Applicant group based on their financial statements. Submitted financial statements must meet the following;

- a. Financial statements must have been compiled, reviewed, or audited by an independent CPA licensed by the State of Florida.
- b. Financial statements must include a balance sheet dated within 90 days of the date of proposal.
- c. An Applicant or Applicant group must have a minimum of unrestricted liquid cash resources of 20% of the sum of all HOME funds requested in the current HOME RLF cycle.
- d. The City defines liquid cash resources as cash, cash equivalents, an unrestricted line of credit and investments held in the name of the entities and/or persons, including cash in bank accounts, money market funds, U.S. Treasury bills, and equities traded on the New York Stock Exchange or NASDAQ. Certain cash and investments will not be considered liquid cash resources, including, but not limited to: 1) stock held in the Applicant's own company or any closely held entity, 2) investments in retirement accounts, 3) cash or

investments pledged as collateral for any liability, and 4) cash in property accounts including reserves. All liquid cash resources must be identified in the submitted financial statement.

- e. If no individual member of an Applicant group meets the minimum financial requirements, then members may combine assets to meet the requirements by including a combined schedule in addition to their individual statements.
- f. The City reserves the right to verify information in the financial statements and all financial capacity statements made by Applicants, lenders, accountants, and others. If false statements are found to have been made at any point in time, all entities and/or persons associated with the Application will be debarred from all City programs for three (3) years.

Site Selection and Neighborhood Capacity

The determination of the site location is a very important part of the project preparation process and should not be overlooked. A well-chosen site location can significantly increase the success of the project. Issues to consider include orientation, access to water and sewer, gas and/or electric utilities, storm-water management, access to public transportation, proximity to employment and proximity to community amenities.

Proximity to Negative Site Features

Sites with the below mentioned negative characteristics may be ineligible if sufficient mitigation and/or abatement efforts are not included in the project design or such mitigation/abatement efforts are deemed not feasible. The distances are to be measured from all boundaries of the development site. Applicants must indicate on a map, the location of any negative site features. Negative site features include developments located:

- Adjacent to or within 300 feet of junkyards
- Adjacent to or within 3,000 feet of active railroad tracks
- Adjacent to or within 1,000 feet of an interstate highway including frontage and service roads
- Adjacent to or within 300 feet of heavy industrial uses such as manufacturing plants
- Adjacent to or within 300 feet of a solid waste or sanitary landfill
- Adjacent to or within 100 feet of high voltage transmission powerlines

Applicants with sites adjacent to one or more negative features are strongly encouraged to contact HCDD early in the planning process for assistance with the potential environmental impacts of locating a site within these distances.

Development Requirements

Minimum Units

The minimum number of units for any proposed project is one (1) unit.

Building Codes & Zoning Compliance

All projects must conform, at minimum, to prevailing building codes and standards as well as all zoning requirements of City of Jacksonville. Proper zoning must be in place at the time of Application.

Capital Needs Assessment

For the Acquisition of existing multi-family structures with twelve (12) or more units, not slated for demolition, and rehabilitation projects with twelve (12) or more units, a Capital Needs Assessment (CNA) per the Uniform Physical Condition Standards (UPCS) must be completed. The CNA must identify the useful life of major systems to include: structural support, roofing, cladding, weatherproofing (windows, doors, siding, gutters), plumbing, electrical, heating, ventilation and air conditioning. If the remaining useful life is less than the compliance period, a replacement reserve as well as a replacement schedule is required to ensure the items can be adequately maintained and addressed throughout the compliance period. The CNA must be conducted by a qualified third party that is independent of the Developer.

Sustainability and Energy Efficiency

Designing and locating Affordable Housing with sustainable design and green building in mind will ensure efficient land use, reduce energy costs, and add to the appeal of the property. It is important to the City that housing positively contributes to the environmental health of our residents and neighborhoods by decreasing energy and water usage, reducing operating and maintenance costs and improving the efficiency and longevity of the building system. Construction projects of new and existing buildings must be designed and constructed to be energy and water efficient, reducing tenant costs while improving the structure's sustainability.

- Appliances, mechanical systems, windows, doors, insulation must meet Energy Star standards.
- Toilets, faucets, shower heads the must meet the Water Sense low volumestandards.

Accessible and Adaptable Units

Assistance may not be provided for the acquisition of multi-family units that will not allow a portion of the units to be made accessible to persons with disabilities. Projects incorporating

five (5) or more units must contribute to increasing the number of accessible and/or adaptable units through the following *minimum* requirements:

Acquisition of Existing Units (no demolition) and Rehabilitation Projects

- At least one (1) or 10%, whichever is greater, of all units rehabilitated must be made Accessible for persons with mobility disabilities.
- Additionally, at least (1) unit or 2%, whichever is greater, of all units rehabilitated must be made adaptable for persons with hearing and/or visual disabilities.

New Construction

- At least one (1) or 10%, whichever is greater, of all new units must be made Accessible for persons with mobility disabilities.
- Additionally, at least (1) unit or 2% of all new units must be made Accessible to accommodate the needs of persons with hearing and/or visual disabilities.

Distribution of Accessible Units

- To the greatest extent possible, accessible dwelling units should be distributed throughout the project and should be available in a sufficient range of sizes and amenities.
- The choice of an individual with a disability should be comparable to that of other prospective tenants.
- Accessible dwelling units should not be concentrated in one area of the property.
- An elevator does not have to be installed for the sole purpose of allowing accessible units to be located above the ground floor.

Occupancy of Accessible Dwelling Units Policy

Owners/managers of projects that have accessible units should ensure that information regarding the Accessible units reaches individuals with disabilities. Additionally, owners/managers should take non-discriminatory steps to maximize the utilization of Accessible units by qualified individuals with disabilities. This can be done by maintaining a waiting list for Accessible units and offering vacant Accessible units to Applicants in the following order:

1. To a current occupant of another unit in the same property or other comparable property within the owner/manager's control, who has a disability requiring the accessibility of the vacant unit and who currently occupies a unit that does not have the accessibility features.
2. To a qualified Applicant on the waiting list who has a disability requiring the accessibility features of the vacant unit.
3. To a qualified Applicant who does not have a disability requiring the accessibility features of the unit; however, the owner/manager may incorporate language in the lease that the Applicant will agree to move to a non-accessible unit when one becomes available.

Development in the Floodplain

Affordable Housing development will not be allowed within any local or federally designated 100-year floodplain. Development within the 500-year floodplain may be permitted. Applicants with a site located in the 500-year floodplain are strongly encouraged to contact HCDD early in the planning process for assistance with the potential environmental impacts of the site location and required procedures for approval.

Federal Requirements

Applicants must comply with all state and federal regulations related to the construction, rehabilitation, or provision of housing. These regulations include, but are not limited to:

- Home Investment Partnerships Program – HOME
- State Housing Initiatives Partnership Program - SHIP
- Title III of the Americans with Disabilities Act (ADA) of 1990
- Section 504 of the Rehabilitation Act of 1973
- Architectural Barriers Act of 1968 – ABA
- Fair Housing Act
- Davis-Bacon and Related Acts
- Copeland Anti-Kickback Act of 1934
- Conflict of Interest Requirements
- Identity of Interest Transactions
- The National Environmental Policy Act (NEPA) *
- The Lead-Based Paint Poisoning Prevention Act and Lead Safe Housing Rule
- Uniform Administrative Requirements (UAR) 2 CFR 200
- Section 3 - Economic Opportunities for Low and Very Low-Income Persons
- Uniform Relocation Assistance and Real Property Acquisition Policies Act – URA**
- Build America, Buy America (BABA) Act
- National Standards for the Physical Inspection of Real Estate (NSPIRE)

*Compliance with the National Environmental Policy Act requires the limitation of certain activities from the time of initial contact with the City to the completion of the environmental review process. Specifically, no activity shall be undertaken prior to completion of the environmental review that would have an adverse environmental impact or limit the choice of reasonable alternatives. Choice limiting activities include real property acquisition, repair, rehabilitation, construction, demolition, and site clearance.

**Compliance with the URA begins at the time of initial contact with HCDD. All projects involving Acquisition, Rehabilitation, or demolition are subject to the URA and Section 104(d). In order to avoid ineligibility for funding, Applicants are encouraged to schedule a conference with City staff to discuss the project and the compliance requirements that may apply prior to submitting a proposal.

Proposal Submission and Evaluation Process

The project underwriting procedure follows these steps:

- Proposal Submission (two-step process)
- Proposal Review and Evaluation
- Meeting(s) with applicant and staff
- Environmental Review
- Additional documentation needed for underwriting requested
- Contract negotiation and final underwriting
- Written Agreement/Commitment
- Disbursement
- Reporting
- Monitoring and Inspections

Proposal Submission and Requirements

Proposals must be submitted according to the instructions. Proposals that do not follow the submission requirements will not be considered.

All Submitted documents MUST BE:

- unbound
- no tabs
- no staples
- single sided all pages must be 8.5 x 11 sheets of paper

Submitting a TYPED proposal is strongly encouraged to avoid the misreading of handwriting.

Proposal Package:

Applicants must submit one (1) paper copy of the entire proposal and one (1) electronic copy of the entire proposal on a USB thumb drive. Proposals will not be received via email or fax. Proposals can be mailed, or hand delivered to:

City of Jacksonville Neighborhoods Department
Housing and Community Development Division
Attn: Travis Jeffrey
Chief of Housing and Community Development Division
214 Hogan Street North, 7th Floor
Jacksonville, Florida 32202

The proposal package must meet the following requirements:

- **Paper Copy:**
 - Must be submitted in a three-ring binder/notebook.
 - Must use divider tabs, labeled as described on the proposal checklist to divide each section of the proposal response and each attachment.
 - Original Signatures are not required on proposal documents. Copies are accepted.

- **Electronic Copy:**
 - Must be submitted on a USB thumb drive.
 - Each attachment must be saved as a separate file on the USB thumb drive and labeled as described on the proposal checklist.

Attachments to be placed at the end of the proposal:

- Organization's Total Annual Budget
- IRS letter Articles of Incorporation
- FL Secretary of State Business/Incorporation information with up-to-date information as found at the following website including registered agent and address.
<https://dos.fl.gov/sunbiz/search/>
- Bylaws
- List of Board Members
- Organizational Chart
- Name & Resumes for the following:
 - Organization CEO
 - Fiscal officers
 - Any personnel who will be carrying out the proposed project
- Affirmative Action Plan
- Policies and Procedures relating to Personnel Management including Table of Contents, if available, and pages covering hiring, termination, discrimination, harassment, and grievance procedures for the organization. DO NOT include the entire Employee Handbook
- Policies and Procedures relating to Financial Management for the organization's most current audit
- Form 990, if applicable

The lead Applicant's name and contact information must be visible on the front cover of the submitted package.

Please refer to the Proposal Checklist to ensure that a proposal is complete and please follow the submission requirements. Note that any commitments entered into by the Applicant prior to an award of funds do not constitute a rationale for an award. Applicants are therefore advised to ensure any and all agreements dependent on an award of City funding contain adequate escape mechanisms to minimize adverse consequences in the event funding is not available or the proposal is not awarded funds.

Proposal Evaluation

- 1. Initial review.** HCDD staff ensures that the proposal is complete and the basic mandatory evaluation criteria are met. The mandatory criteria are designed to meet local, state and federal compliance requirements and City objectives. Incomplete proposals will be returned to applicants identifying the deficiencies. The proposal will not be eligible for further consideration until a complete proposal is submitted.
- 2. Staff analysis.** HCDD staff reviews the initial proposal to ensure that it meets mandatory evaluation criteria and prepares a staff analysis. Staff will meet with the applicant to ask clarifying questions and gather additional details concerning the project. Staff may conduct a tour of the subject site or property, obtain additional information from outside sources and/or consult with other departments within the City.
- 3. Final Decision:** Applicants may then be considered for contract negotiations and final underwriting. **Applicants must submit an updated proposal with final development plans and executed financial commitments for underwriting.** Proposals are approved or denied by the HCDD review team, a panel of City staff knowledgeable in the development process. Final approval is subject to environmental clearance.

Relocation

The federal requirements for relocation of households or businesses are extensive and extremely complex. The City discourages permanent relocation of households or businesses.

Award Notification & Post Award Instructions

HCDD will notify the Applicant of a decision to enter into contract negotiations and final underwriting. Unless provided in writing by the City, no person or organization shall construe any discussions or written information provided by City staff to constitute an acceptable proposal or an obligation or commitment for funding.

Environmental Review

All projects must undergo environmental review. The National Environmental Policy Act requires the limitation of certain activities from the time of initial contact with HCDD to the completion of the environmental review process. Specifically, no activity shall be undertaken prior to completion of the environmental review that would have an adverse environmental impact or limit the choice of reasonable alternatives. Choice limiting activities include real property acquisition, repair, rehabilitation, construction, demolition, and siteclearance.

Environmental review can begin with the submission of the development plan. It generally will not begin sooner. The review can take 90-120 days to complete. HCDD reserves the right to require, at Applicant's expense, a Phase I Environmental Site Assessment for new developments on vacant land and rental projects involving five (5) or more units.

Written Agreement/Commitment

Once Applicants have been notified of funding approval, HCDD will complete the environmental review and provide notice of any required mitigation measures as a condition of the funding commitment. Applicants will be provided a copy of the draft agreement documents for review and comment.

A City funding agreement may include the following documents:

- Revolving Loan Fund Contract
- Promissory Note
- Mortgage and Security Agreement
- Land Use Restriction Agreement (LURA)
- Inter-creditor Agreement

Developers that are required to comply with the Davis Bacon prevailing wage regulations as a condition of the commitment, must schedule a pre-construction conference to ensure the development team and contractor understand the prevailing wage monitoring and include the appropriate provisions in the construction contracts.

Loan Closing

In preparation for loan closing, HCDD staff will perform the following:

1. Verification of closing conditions: review the Revolving Loan Fund Contract, Promissory Note, Mortgage and Security Agreement, and LURA to ensure that the borrower has complied with all pre-conditions of funding and provided necessary documentation.
2. Circulate for signatures: HCDD will provide all documents required for the commitment of funds to the project, collect signatures from the borrower, and forward the documents to the appropriate City Official for final signatures.
3. Funding: prior to execution of the Funding Agreement, the Applicant must provide HCDD with the following:
 - Certified copies of executed loan documents from all funding sources
 - Proof of current property tax payments
 - Proof of insurance meeting City insurance requirements
 - Title insurance meeting City standards

Disbursement

Prior to the draw of any funds, City-required legal documents must be executed, and the Applicant must demonstrate that all funding conditions have been satisfied. RLF funds will be released on a **reimbursement basis only** as will be outlined in the Revolving Loan Fund Contract. The timing and method of disbursements will be determined through project underwriting and outlined in the Contract.

Landlord Training Requirements

The City of Jacksonville may require any entity developing a rental project with CoJ Revolving Loan Fund funds to attend the City of Jacksonville's Landlord Training program within one year of contract execution.

Reporting

HCDD-assisted projects require long-term commitments by the owner/Developer. Reporting will be required during the contract period as well as through the affordability period for rental projects. These requirements will be outlined in detail in the Revolving Loan Fund Contract. Should the Applicant fail to produce the required reporting in a timely manner or as prescribed, HCDD may consider this a default of the contract and any associated loan documents.

Long Term Affordability Requirements

Income and rent restrictions are required for all HCDD-assisted units for a period of time known as the “affordability period.” The affordability period is enforced using a legally binding restrictive covenant that assures that a specified number of units meet certain affordability restrictions for the specified period of affordability. This requirement may be satisfied in the event the project is subject to a Land Use Restriction Agreement (“LURA”) recorded with the Duval County Clerk of Court that has been prepared by or deemed acceptable to HCDD. The affordability period begins upon issuance of a Certificate of Project Completion by the City. The affordability period will remain in effect per the agreement, term of the loan or compliance period, whichever is greater.

Affordability Requirements for funded Rental Developments

The City will record a mortgage for the amount of assistance provided for rental properties that are acquired or rehabilitated with CoJ RLF funds. The affordability requirements will be enforced through a LURA that will be in force throughout the term of the affordability period. The LURA will be recorded in compliance with Florida recordation laws.

Please note that the repayment of the CoJ RLF loan does not terminate the affordability period.

Recapture Provision for CoJ RLF Funds

The City utilizes the recapture provision for rental properties that are acquired or rehabilitated with CoJ RLF funds. If at any time prior to the termination of the affordability period the units no longer meet the affordability requirements, the Developer is required to repay the funds in full to the City.

Affordability Requirements for CoJ RLF funded Homeownership Activities

The City will utilize resale restrictions to enforce the affordability requirements for homeownership activities.

The resale requirements will ensure that, if the housing does not continue to be the principal residence of the family for the duration of the period of affordability that the housing will be made available for subsequent purchase only to a buyer whose family qualifies as a low-income family and will use the property as the family's principal residence.

The resale requirement will be enforced through a LURA that will be in force throughout the term of the affordability period. The LURA will be recorded in compliance with Florida recordation laws.

Income Determination Method

An Applicant must determine Income eligibility of each household using 24 CFR Part 5, commonly referred to as the “Section 8” method or “Part 5” method. A Part 5 Income Worksheet, and HUD’s *Technical Guide to Determining Income for the HOME Program* may be found on the HUD Exchange website: <https://www.hudexchange.info>

The most current HUD Area Median Income Limits can be found here:

<https://www.hudexchange.info/programs/home/home-income-limits/> . Please contact the HCDD for questions concerning income calculations.

Income Recertification Schedule (Rental Only)

The Applicant must adopt a schedule for annual recertification of Income and a copy must be provided to HCDD. Income can be recertified on the anniversary of the original Income evaluation, at lease renewal or on an annual schedule whereby all tenants are recertified during the same month. Recertification of Income eligibility must be conducted by collecting source documentation annually.

- Rent restrictions must be strictly enforced during the compliance period
- All new tenants must meet the Income limits established by the City
- Serving lower percentages of AMI will be evaluated and required on a case-by-case basis but needs to ensure the project will cash flow. If a tenant pays utilities, the maximum allowable rents must be reduced by the amount of the applicable utility allowance.

Rent Restrictions: Maximum HOME Rent Limits

As per 24 CFR Part 92.252 (b) the maximum rent charged cannot exceed the High HOME Rent as published by HUD. The most current HOME Rent Limits can be found here: <https://www.hudexchange.info/programs/home/home-rent-limits/>

In rental projects with five or more HOME-assisted rental units, at least 20 percent of the HOME-assisted units must be occupied by very low-income families and meet one of the following rent requirements:

- (1) The rent does not exceed 30 percent of the annual income of a family whose income equals 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD provides the HOME rent limits which include average occupancy per unit and adjusted income assumptions.
- (2) The rent does not exceed 30 percent of the family's adjusted income. If the unit receives Federal or State project-based rental subsidy and the very low-income family pays as a contribution toward rent not more than 30 percent of the family's adjusted income, then the maximum rent (i.e., tenant contribution plus project-based rental subsidy) is the rent allowable under the Federal or State project-based rental subsidy program

Temporary Exceptions to Rent Limitations

The following are exceptions to the rent restrictions stated above:

- If the project is occupied at the time HOME assistance is awarded to the project, existing tenants who earn more than the Income limits stated above must pay no more than 30% of their Adjusted Income in rent and utilities.

- If a tenant is residing in a designated HOME assisted unit and the tenant's Income increases to more than the unit's Income restriction during the term of the lease, the tenant must pay no more than 30% of their adjusted gross Income in rent and utilities. The rent must be adjusted at the annual recertification.
- Only when the tenant chooses to leave or not renew the lease, the unit must then be rented to a new tenant who meets the Income limits. Vacancies should be filled with Income qualifying tenants to bring the project back into compliance with the affordability requirements. City policy is that tenants should not be displaced if their Income increases to a level higher than the eligible household Income during the lease term.

Monitoring & Inspections

After a project has been completed and all funds have been drawn, the awardee will submit annual reports in compliance with the funding agreement or loan covenant. Delinquent reporting could result in disqualification from future funding opportunities.

During the review process an analysis of randomly selected client files will confirm compliance with resident eligibility and documentation standards. A written summary will be sent to the awardee within thirty days of the site review. A determination of noncompliance will be communicated to the awardee in writing with the required corrective actions and the cure period. Non-compliance may constitute a breach under the Revolving Loan Fund Contract and will result in disqualification from future funding opportunities.

Projects will be inspected regularly based on HOME program requirements and the City's policies and procedures for HOME funded projects. At a minimum, projects will be inspected (onsite) as follows:

Frequency of On-Site Property Inspections During the Affordability Period	
Number of Units	Inspection Required
1-4 units	Every 3 years
5-25 units	Every 2 years
26 or more units	Annually

CHDO Certification Process

CHDO Definitions and Overview

A Participating Jurisdiction (PJ) is any state, local government or City that has been designated by HUD to administer a HOME Program. The City of Jacksonville is the PJ and the HOME Program is administered by the Housing and Community Development Division (HCDD).

At a minimum, each PJ must commit 15% of its HOME allocation to certain eligible activities to be undertaken by CHDOs. The CHDO set-aside provides equity for community-based organizations to undertake projects, build their capacity to serve a broad range of Affordable Housing needs, and provide guaranteed resources for affordable housing development.

Please note that qualification is only one step in the overall funding process. PJs separately determine an agency's eligibility for the various benefits of being a CHDO. Just because an agency is qualified does not entitle it to any CHDO funding.

An agency must maintain and be able to certify its CHDO status for the entire life of a project. PJs will continue to require agencies to update CHDO documentation and certification when there are open CHDO projects, including rental projects within the required compliance period.

In addition, keep in mind that "success" as a CHDO Developer is not determined by whether it has qualified as a CHDO, but whether it has the capability to undertake and manage housing development projects. The CHDO Capacity Self-Assessment Tool in Part III of the CHDO Survivor Kit (<https://files.hudexchange.info/resources/documents/CHDOSurvivorKit.pdf>) combines the CHDO qualification standards (those items in the list where the "deficiency" column is grayed out) with some of the capacity measures used to determine a CHDO's success as a Developer. Qualification is just the first step toward becoming a CHDO.

The CHDO Certification process is governed by Housing and Urban Development regulations as stated in Title 24 of the Code of Federal Regulations part 92 Chapter 3; however, additional requirements for certification are at the discretion of the PJ.

CHDO Qualifying Criteria

A CHDO must meet certain requirements pertaining to its:

- Legal status
- Organizational Purpose & Structure
- Organizational Capacity
- Staff Experience

Legal Status

Organized under state/local law: CHDOs must be organized under state and local law.

Organizational Purpose & Structure

Purpose of organization: Provision of decent housing that is affordable to low- and moderate-income persons must be among the purposes of the organization. This commitment must be evidenced in the CHDO's:

- charter;
- articles of incorporation;
- bylaws; or
- a resolution of the CHDO's board of directors.

No individual benefit: No part of the CHDO's earnings (profits) may benefit any members, founders, contributors or individuals.

Clearly defined service area: A CHDO must have a clearly defined geographic service area.

Nonprofit status: CHDOs must have received a tax-exempt ruling from the IRS under Section 501(c)(3) of the Internal Revenue Code of 1986 in order to be designated by the PJ as a CHDO.

A CHDO is intended to respond to the community's needs. The structure of the board of directors of a CHDO is viewed as the main indicator of community control over the CHDO.

CHDO Board of Directors: The CHDO board must be composed as follows:

- At least one-third must be representatives of the Low-Income community.
- No more than one-third may be representatives of the public sector (including any Employees of the PJ). This limitation is intended to ensure that separation exists between PJs and CHDOs, and that CHDOs are indeed community-based and community-controlled organizations.
- The balance of the board is unrestricted.

Low-Income input: Input from the low-income community is not met solely by having low-income representation on the board. A CHDO must also provide a formal process for low-income beneficiaries to advise the CHDO on project needs. The process must be in writing and must be included in the organization's by-laws or adopted by board resolution.

Organizational Capacity

A CHDO must demonstrate that it has, at a minimum, one year of experience serving the community where it intends to develop HOME-assisted housing. In addition, the PJ requires proof of the production (acquisition/rehab/resale or rental, acquisition/new construction of rental housing or single-family housing for homeownership) of at least two units of housing in the last five (5) years. Proof provided must be in the form of executed HUD's and/or Certificates of Completion/Occupancy.

Newly created organizations, one year or less than one year 501(c)(3) status, wishing to become CHDOs can meet this requirement if the parent (or sponsoring) organization is a Non-profit and has provided services to the community for at least one year.

Staff Experience

To qualify as a CHDO, a non-profit must have paid staff whose experience qualifies them to undertake CHDO set-aside activities. Capacity cannot be demonstrated by use of a consultant, except in the first year that a CHDO becomes certified. CHDOs must demonstrate the capacity of its key staff to carry out the HOME assisted activities it is planning. This means that CHDOs must have experienced key staff members who have successfully completed projects similar to those proposed by the CHDO.

CHDO Eligibility Questionnaire

Applicant Information

Organization: _____

Federal Tax I.D. Number: _____

Organization CEO or Executive Director: _____

Contact Person/Title: _____

Emails: _____

Address: _____

Phone No.: _____

Fax No.: _____

Website: _____

1. Is the organization chartered as a private, Non-profit corporation under state or any local laws?

Yes No

2. Does the organization have among its purposes, as described in its articles of incorporation, charter, resolutions, or by-laws, activities related to the provision of decent safe and sanitary housing affordable to low- and moderate-income persons or households?

Yes No

3. Does any part of the organization's net earnings (profits) personally benefit any member, founder, contributor, or individual?

Yes No

4. Is the organization tax-exempt under 501(c)(3) of the Internal Revenue code of 1986? (Organizations that have applied for but not yet received their 501(c)(3) ruling do not meet this requirement.) Please provide evidence that the organization has approval for an exemption.

Yes No

5. When did the organization receive its tax-exempt status?

Date: _____

6. Is at least two-thirds of the organization's governing board comprised of individuals who are acting in a private capacity (i.e. he/she is not legally bound to act on behalf of a public body and is not being paid by a public body while performing functions in connection with the Non-profit organization)?

Yes No

7. Does a public body have the authority to appoint more than one-third of the members of the organization's board?

Yes No

8. Is more than one-third of the organization's board comprised of public officials?

Yes No

9. Is the organization either controlled by, or under the direction of, individuals or entities, seeking to derive profit or gain from the organization?

Yes No

If the answer above is "Yes", then:

Is the entity's primary purpose the development or management of housing, real estate management, construction or development?

Yes No

Does this entity appoint more than one-third of the organization's board?

Yes No

Do those board members appointed by this entity appoint any of the remaining board members?

Yes No

Is the organization free to contract with any vendor for goods and services?

Yes No

10. Does the organization's financial management system conform to 24 CFR 84.21 "Standards for Financial Management Systems"?

Yes No

11. Are the organization's activities limited to a geographically defined target area?

Yes No

12. Is at least one-third of the organization's board comprised of Low-Income residents from the target/service area, or community or elected representatives of Low-Income neighborhood organizations?

Yes No

13. Does the organization provide a formal process for Low-Income program beneficiaries to advise the organization in its decisions regarding the design, site, development, and management of Affordable Housing?

Yes No

14. Does the organization have the demonstrated capacity (i.e. an experienced staff person(s) who has successfully completed similar projects, or a consultant with successful experience and a plan to train appropriate staff members of the organization) to carry out CoJ RLF assisted activities?

Yes No

15. Has the organization or its parent served the target area/community that would receive HOME assistance for at least two years?

Yes No

16. Is the organization primarily a religious organization, for example a church?

Yes No

17. Has your organization been certified as a CHDO by another Participating Jurisdiction?

Yes No

If yes, which PJ provided certification? What year was the organization certified?

PJ: _____

Date Certified: _____

If no, and the Applicant is located in a Participating Jurisdiction, explain in a separate attachment why the Applicant has not sought local certification. Also describe any situation when certification was denied.

CHDO Application Supporting Documents Checklist

Provide the following information. Separate each item in the Application with a tab and identify the tab in a table of contents.

- Completed CHDO Eligibility Questionnaire
- CHDO Copy of the organization's Charter (if applicable).
- Copy of the organization's Articles of Incorporation.
- Copy of the organization's by-laws.
- Copy of the organization's incorporation papers as filed with the Florida Secretary of State.
- Copy of the organization's 501(c)(3) ruling as provided by the IRS.
- Copy of the latest Federal 990 tax return.
- Organization's most recent financial statements that have been compiled, reviewed or Audited by an independent CPA licensed by the State of Florida.
- Describe, in detail, the formal process that allows Low-Income residents and program beneficiaries to advise the organization on decisions concerning the community revitalization occurring and management of Affordable Housing.
- Map and narrative description of the proposed service area inclusive of north, south, east, and west boundaries.
- Describe the need(s) the organization will serve in the targeted service area as a CHDO. Provide data, maps (area must coincide with the target area described within your corporate documents) and other information as necessary.
- Provide a list of all parcels in which your agency has site control. All parcels must be free of any County Liens and not cited by Municipal Code Compliance Division for blight. All ad valorem taxes must be current.
- Provide a list of current board members, showing each board member's name, address and occupation. Please identify which board members are low or moderate-Income residents (based upon the Area Median Income for the Metropolitan Area) or representatives of Low-Income neighborhood organizations.
- Copy of the organization's written financial policy showing that the organization's financial management system conforms to the financial accountability standards of 24 CFR 84.21.
- Resumes and separate statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds. The statements of experience should highlight staff experience in the following areas:
 - Conducting or facilitating market analysis and assessments
 - Identifying and negotiating for appropriate sites
 - Selecting and working with design professionals, consultants, government officials, and building professionals
 - Community outreach, organization, and engagement
 - Complying with local, State, and federal regulations governing zoning, planning, or building standards

- Creating project pro forma and operating budgets
 - Setting rents or sales prices
 - Working with lenders and other funding providers
 - Managing a construction project
 - Marketing a project
- Statement describing the nature of community engagement, regular and open dialogue regarding the needs of the community, and participation and/or creation of resident associations for sustainability.
- Statement describing the nature of the housing project(s) the organization plans to develop. This statement should include a description of the predevelopment activities undertaken, sources of financing, and any other information that will describe the organization's progress in pursuing the project.
- Proof of SAM Registration <https://sam.gov/>