



*John P. Kelly, Director
Virginia E. Haines, Deputy Director
Barbara Jo Crea, Commissioner
Gary Quinn, Commissioner
Joseph H. Vicari, Commissioner*

*Tristin J. Collins, Director, Management & Budget
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*County of Ocean
Administration Building
101 Hooper Avenue
Toms River, NJ 08754*

***REQUEST FOR PROPOSALS
QUALIFIED COMMUNITY HOUSING DEVELOPMENT ORGANIZATION
(CHDO) PROJECTS***

2022

***ADVERTISEMENT DATE: October 20, 2022
OPENING: November 17, 2022, 4:00 pm***

REQUEST FOR PROPOSALS

The Ocean County Board of Commissioners is requesting proposals for the services of a firm licensed in the State of New Jersey to provide services for Qualified Community Housing Development Organization (CHDO) Projects.

The Request for Proposal (RFP) is available on the [County's OpenGov Electronic Bid Portal \(https://procurement.opengov.com/portal/oceancounty/\)](https://procurement.opengov.com/portal/oceancounty/) or by contacting the Purchasing Department at (732) 929-2101.

All proposals must be received prior to 4:00 pm, prevailing time on Thursday, November 17, 2022.

The County will not be responsible for late submissions and no proposals will be accepted after the time stipulated on this notice.

By order of the Board of Commissioners of the County of Ocean.

Signed:

JOHN P. KELLY, Director

JENNIFER L. BOWENS, Purchasing Agent

INTRODUCTION TO PROPOSERS

Summary

The Ocean County Board of Commissioners is requesting proposals for the services of a firm licensed in the State of New Jersey to provide services for **Qualified Community Housing Development Organization (CHDO) Projects**.

Contact Information

For further information regarding these specifications, contact

Jennifer Bowens

Purchasing Agent

Email: jbowens@co.ocean.nj.us

Phone: [\(732\) 929-2101](tel:(732)929-2101)

Department:

Planning

Timeline

Advertising Date	October 20, 2022
RFP Receipt Date	November 17, 2022, 4:00pm Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

INSTRUCTIONS TO PROPOSERS

INTRODUCTION

The County of Ocean is a County of Fifth Class as defined in N.J.S.A. 40A:6-1 et seq. Pursuant to N.J.S.A. 19:44A-20.4 et seq., the County of Ocean requests proposals from Community Housing Development Organizations (CHDO's) qualified to develop affordable rental housing in accordance with the HOME Final Rule (24 CFR Part 92).

The HOME Investment Partnership Program (HOME) was created as part of the National Housing Act of 1990. The United States Department of Housing and Urban Development (HUD) awarded the County of Ocean Consortium the approved HOME allocation of \$1,281,999 for the FY 2019 program, \$1,350,003 for the FY 2020 program, \$1,342,509 for the FY 2021 program, and \$1,487,733 for the FY 2022 program. The Consortium includes the Townships of Brick, Toms River, Lakewood, and Jackson, as well as the remaining twenty-nine (29) municipalities in Ocean County. The County of Ocean acts on behalf of the participating municipalities to provide a comprehensive approach to affordable housing issues. The purpose of the HOME Program is to expand the supply of decent, safe, sanitary, and affordable housing, strengthen the abilities of state and local governments to provide housing and enhance the ability of nonprofit, local Community Housing Development Organizations (CHDO's) to develop and manage decent, safe and affordable housing.

The County of Ocean Consortium has selected four program activities to be carried out under the FY 2019, FY 2020, FY 2021 & FY 2022 HOME Program. These activities include CHDO rental housing production, tenant-based rental assistance, first-time homebuyers and moderate and substantial rehabilitation. This Request for Proposals is for CHDO rental housing production. A CHDO is a specific type of private nonprofit entity. In accordance with HUD regulations, CHDO's must be recertified as qualified in order to be eligible. Rental housing production must be undertaken by a qualified CHDO(s). CHDO's must meet certain requirements pertaining to their legal status; organizational structure; and capacity and experience.

CHDO set-aside funds may be used by CHDO's for those HOME activities where the CHDO acts as the owner, developer, and/or sponsor of the housing. CHDO's can own and manage HOME-assisted housing that it does not develop. However, a CHDO that serves as a developer of rental housing must be in sole charge of all aspects of the development of the property, and must own the property during the development and throughout the affordability period. CHDO set-aside funds may NOT be used for administering tenant-based rental assistance or down payment assistance programs. Proposal(s) will be funded on the basis of project feasibility, consistency with the FY 2019, FY 2020, FY 2021 and FY 2022 HOME Program descriptions, HUD rules and regulations and all other applicable federal requirements. In addition, the successful vendor(s) must have a minimum of two (2) years' experience in developing affordable rental housing.

METHOD OF SUBMISSION

The County of Ocean is accepting **only electronic proposals** for this RFP. Submitting your proposal manually is cause for rejection.

You may only provide one (1) final submission which includes one (1) cost proposal and one (1) technical proposal. ***DO NOT*** submit a hard copy of your electronic submission.

IMPORTANT INSTRUCTIONS FOR ELECTRONIC SUBMITTAL

The County is accepting electronic submissions with ProcureNow by following these instructions:

Sign up for a FREE account at <https://secure.procurenow.com/signup>.

Once you have completed account registration, browse back to this page, [County's OpenGov Electronic Bid Portal \(https://procurement.opengov.com/portal/oceancounty/\)](https://procurement.opengov.com/portal/oceancounty/)

Click on the opportunity of interest, then click "Draft Response".

Follow the instructions to submit the electronic proposal.

It is important to note that this process should be completed well in advance of the proposal deadline / proposal opening. **DO NOT WAIT UNTIL THE LAST MINUTE.** The County's electronic submission system will not allow electronic proposals to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the ProcureNow submission page.

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

AMERICANS WITH DISABILITIES ACT

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

EVALUATION CRITERIA

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Feasibility and Cost-Effectiveness The proposed project is feasible and ready to begin, the provided budgeting strategy is cost-effective and viable and the organization has demonstrated qualifications and experience in the provision of low and moderate income rental housing	Points Based	20 <i>(20% of Total)</i>
2.	CHDO Management The CHDO will act as a developer, sponsor and/or owners of the housing proposed in the project for HOME assistance	Points Based	10 <i>(10% of Total)</i>
3.	Project Readiness The CHDO will provide permits that have already been received, funding commitment letters and a timeline to completion	Points Based	10 <i>(10% of Total)</i>
4.	CHDO Agreement The CHDO will commit to enter into a written agreement as described in Section 92:504C detailing how the CHDO will commit HOME funds prior to March 1, 2023.	Points Based	5 <i>(5% of Total)</i>
5.	Timely Fund Expenditure The CHDO will commit HOME funds to a specific set aside eligible proposal prior to March 1, 2023 and expend all funds prior to July 1, 2025.	Points Based	5 <i>(5% of Total)</i>
6.	Objective Consistency Proposals consistent with Objective 1 as set forth in the County of Ocean Consortium HOME Program description will be ranked first. Proposals consistent with Objective 2 as set forth in the County of Ocean Consortium HOME Program description will be ranked second	Points Based	10 <i>(10% of Total)</i>
7.	Direct Application to Rental Housing Production Funding priority shall be given to proposal(s) that are directly applied to rental housing production. Depending on the applications for projects received and the availability of funds, the County of Ocean Consortium may provide a CHDO with a loan for Project Predevelopment Assistance consistent with the regulations for Project Specific Assistance. Any funding for such proposal(s) shall not exceed ten (10) percent of HOME Program funds set aside for CHDO assistance.	Points Based	15 <i>(15% of Total)</i>

8.	<p>Consistent with HOME Program and HUD Regulation The proposal is consistent with the HOME Program regulations and HUD rules and regulations</p>	Points Based	<p>15 <i>(15% of Total)</i></p>
9.	<p>Cost Cost proposals will be evaluated on the basis of accuracy, completeness and reasonableness in relation to current market trends. As required by HUD, Proposers will provide a detail of cost in the CHDO Rental Project Application and Proforma</p>	Points Based	<p>10 <i>(10% of Total)</i></p>

SCOPE OF WORK

SCOPE OF WORK

Please refer to the PDF under "Attachments - Project Documents" to view the downloadable RFP document and Scope of Work.

VENDOR QUESTIONNAIRE

DOCUMENTS TO BE EXECUTED*

Documents include:

- Signature Page
- Non Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.

Please note: The County's preferred method of submission is DocuSign.

[Click here to go to the form](#)

*Response required

Certificate of Employee Information Report

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A New Jersey Certificate of Employee Information Report Approval.
- (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302). This form will be made available to the Contractor by the County of Ocean.**

QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

If yes, please upload a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

If yes, please upload a photocopy of such certificate.

Copy of New Jersey Business Registration Certificate

A Valid BRC is required Prior to Award of Contract. Please upload your company's BRC.

Use the following link to check the status of your company's BRC:

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

NOTE: a BRC is not required at the time of submission, only prior to award of the contract.

Mandatory Equal Employment Opportunity Statement*

Does the PROPOSER comply with the [#Mandatory Equal Employment Opportunity Statement?](#)

Yes

No

*Response required

Americans with Disabilities Act Provisions*

Does the PROPOSER comply with the [#Americans with Disabilities Act Provisions?](#)

Yes

No

*Response required

TECHNICAL PROPOSAL *

Please upload your technical proposal for Qualified Community Housing Development Organization (CHDO) Projects.

*Response required

COST PROPOSAL*

Please upload your cost proposal for Qualified Community Housing Development Organization (CHDO) Projects.

*Response required

REFERENCES

Please upload your references for Qualified Community Housing Development Organization (CHDO) Projects

ORGANIZATIONAL CHART AND QUALIFICATIONS/MANPOWER DISTRIBUTION

Please upload your company's Organizational Chart and Qualifications/Manpower Distribution

STAFF QUALIFICATIONS AND EMPLOYEE EXPERIENCE

Please upload your company's Staff Qualifications/List of Paid Employees with Housing Experience.

Application for CHDO Certification and Environmental Issue Review Sheet*

Please access the DocuSign form to complete the Application for CHDO Certification and Associated Attachments and the Major Environmental Issues Review Sheet.

[Click here to go to the form](#)

*Response required

HOME Rental Housing Development Application & Proforma Worksheet*

Please download the below excel spreadsheet, complete, and upload.

This spreadsheet has formulas. In order for the formulas to function properly, please thoroughly read through the instructions before attempting to complete the document.

- [CHDO Rental Project Applica...](#)

*Response required

CHDO Qualification Certificate

Please upload your company's CHDO Qualification Certificate.

CERTIFICATE OF INSURANCE

Please upload your Certificate of Insurance for Qualified Community Housing Development Organization (CHDO) Projects

ADDITIONAL VENDOR DOCUMENTATION

Please use this area to include additional paperwork you wish to be considered as part of this RFP.

PROPOSAL SUBMISSION ACKNOWLEDGMENT*

The County of Ocean is accepting only electronic proposals for this RFQ. Submitting your proposal manually is cause for rejection. You may only submit one (1) proposal. DO NOT submit a hard copy of your proposal. Please confirm that you understand that the method of submission for Labor Consultant Services is electronic ONLY and that submitting a proposal manually is automatic cause for rejection.

Please confirm

*Response required

SUBMISSION OF PROPOSAL FORMS*

Proposers shall complete all documents and acknowledge all terms included with this package. All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

Please confirm

*Response required



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**COUNTY OF OCEAN
ADMINISTRATION BUILDING
101 HOOPER AVENUE
TOMS RIVER, NEW JERSEY 08753**

REQUEST

FOR

PROPOSAL

FOR

**QUALIFIED COMMUNITY HOUSING DEVELOPMENT
ORGANIZATION (CHDO)
PROJECTS - FY 2019, FY 2020, FY 2021, & FY 2022**

USE OF ALLOCATION

In accordance with Title 24 CFR Part 92.300, the Consortium has set aside **\$1,447,000 of its FY 2019, FY 2020, FY 2021, and FY 2022 HOME allocation. In addition to, the Consortium has set aside \$260,000 of program income (PI) funds for a TOTAL OF \$1,707,000** for CHDO's to carry out eligible HOME activities. Funding is available based on the federal requirement to set aside at least 15% of the County's annual funding under the HOME Program for CHDO eligible activities. All funds require a twenty-five percent (25%) match. **The total required match for rental housing production is equal to \$426,750 (FY 2019- \$75,000, FY 2020- \$91,250, FY 2021- \$91,250, FY 2022- \$104,250, and PI- \$65,000).** The matching contribution adds to the resources available for HOME-assisted or HOME-eligible projects, and must come in the form of a permanent contribution to affordable housing. Eligible sources of a match for HOME funds include: cash; donated construction materials or volunteer labor; value of donated land or real property; value of foregone interest, taxes, fees, or charges levied by public or private entities; investments in onsite or offsite improvements; proceeds from bond financing; the cost of supportive services provided to families living in HOME units; and the cost of homebuyer counseling to families purchasing HOME-assisted units. Match contribution can also be calculated by the value of the direct financial benefit to a homebuyer or as a contribution to the development of housing that reduces the sales price or enables the unit to be sold for below development cost. All CHDO's must secure matching funds prior to the distribution of HOME funds. No funds will be distributed unless the appropriate match is designated in the cash management system. All matching funds must comply with the regulations set forth in the HOME Program guidelines.

The allocation must be used for rental housing production that is owned, developed, or sponsored by CHDO(s). The Consortium will work with the selected CHDO(s) to ensure that the allocation set aside will be committed, but not necessarily expended, by March 1, 2023, as federal regulations require.

SCOPE OF WORK

The County of Ocean Consortium has identified the production of rental housing as one of its objectives in the Program description. Only projects that conform to that objective will be considered. Selected projects must be in compliance with all HOME Program regulations and any other applicable federal requirements. HOME regulations are set forth in Subpart F - Project Requirements (92.250 through 92.258), Subpart G - CHDO (92.300 through 92.303), and Subpart H - Other Federal Requirements (92.350 through 92.359). Please consult the following website for HOME Program regulations and for reference in completing this Request for Proposals:
<https://www.hudexchange.info/programs/home/home-laws-and-regulations/>.

A CHDO submitting a project for consideration should carefully review all applicable regulations for project compliance. The County of Ocean Consortium shall not select any project that does not conform fully to these federal requirements.

CHDO's, as owners, must hold title to or have a long term lease in a given housing property. Additionally, a CHDO developer may own and develop a property or have a contractual obligation to a property owner to develop a project. Finally, a CHDO sponsor develops a project that it solely or partially owns and agrees to convey ownership to a second nonprofit that retains ownership for the purpose of providing affordable housing to low-income renters. The distinction between being a sponsor and a developer is

that CHDO sponsors have an ownership interest in the property prior to the development phase and then transfers title to another legally and financially separate nonprofit at a pre-determined time. The CHDO sponsor must provide sufficient resources to the second nonprofit organization to ensure the completion of the development and long-term operation of the project.

The following are eligible CHDO activities for a CHDO developer, sponsor or owner: (1) acquisition/rehabilitation of rental housing, (2) new construction of rental housing, (3) acquisition/rehabilitation of homebuyer properties, (4) new construction of homebuyer properties, and (5) direct financial assistance (i.e. down payment and closing costs) to purchasers of HOME-assisted homebuyer housing owned, sponsored or developed by a CHDO with HOME funds.

The following summary of applicable project requirements is intended as a general guide, but a CHDO should carefully review the applicable regulations prior to submission.

A. HOME funds may NOT be committed to a project consisting of new construction or rehabilitation until:

1. All necessary financing is secured;
2. A budget and production schedule is established;
3. Underwriting and subsidy layering is completed;
4. Marketing assessment and marketing plan is completed; and
5. Construction is expected to start within 6 months

B. A project is one or more buildings on a single site that are under common ownership, management and financing OR one or more buildings that are scattered on more than one site as long as the sites are within four (4) blocks of each other, are under common ownership, management and financing, and receive HOME assistance as part of a single undertaking.

C. Income Targeting: The project must meet income targeting requirements for housing units assisted in accordance with HUD published adjusted income limits and HOME rent limits for Ocean County.

Rental housing: not less than 90 percent of the families receiving such assistance are families whose annual income does not exceed 60 percent of the area median income at the time of occupancy or at the time that the funds are invested, whichever is later. The remaining families receiving such assistance must be households with incomes at or below 80 percent of the area median income.

Homeownership housing: all HOME funds must benefit families at or below 80 percent of the area median income for Ocean County.

D. Rents established for HOME assisted units must meet the following:

1. High Home Rents: eighty (80) percent of HOME assisted rental units must have rents that are the lesser of:

- i. The Section 8 Fair Market Rents (FMR) or are wide exception rents for existing housing minus tenant paid utilities, or
 - ii. Rents which are thirty (30) percent of adjusted income for households at sixty-five (65) percent of median income minus tenant paid utilities.
 2. Low Home Rents: twenty (20) percent of HOME assisted rental units must have rents which equal thirty (30) percent of annual incomes for household at fifty (50) percent of median income minus tenant paid utilities.
- E. New HOME assisted rental units must meet affordability requirements for a minimum period of twenty (20) years, except for those units which receive FHA mortgage insurance. Such units must meet affordability requirements for the period of the FHA mortgage.
- F. Rehabilitated HOME assisted rental units must meet affordability requirements for a minimum period of fifteen (15) years.
- G. Maximum monthly rents and utility allowances must be recalculated annually and approved by the County of Ocean Consortium and HUD.
- H. Projects that seek funding in whole or in part to pay CHDO staff or for other administrative costs are consistent with HOME Investment Partnership Program Final Rule located at <https://www.hudexchange.info/programs/home/home-final-rule/>.

PROPOSAL DETAILS

Please submit a written proposal that includes the following information. Indicate those portions not applicable to the proposal.

A. Organization

1. *Complete the attached County of Ocean Application for CHDO Certification and provide the required attachments.*
2. Provide a brief history of the CHDO submitting the proposal.

B. Previous experience of the CHDO with rental housing.

1. Describe your organization's experience in the provision of low and moderate income rental housing. Include the names of consultants, banks, government agencies and others that have worked with your organization.

C. Project Location

1. Provide the following information for the project site:
 - i. Municipality
 - ii. Lot(s) and block(s)
 - iii. Street addresses
 - iv. Condition of site (vacant, previously developed, wooded, etc.)

- v. Current owner of site
- vi. Current neighborhood market assessment determining need for project
2. Please indicate if the site is served or capable of being served by public water and sewer.

D. Project Description

1. Provide a general description of the total project.
2. Identify the number of rental units proposed and the number of units proposed for HOME assistance, if different.
3. Describe the type of rental units proposed for HOME assistance.
4. Describe the total development if units other than rental units are proposed at the project site. Include the mix of unit types in total by ownership and type of unit.
5. Identify the proposed target market, income levels, and special needs.
6. Describe the non-housing facilities/structures that are proposed.
7. Discuss the proposed form of ownership/lease for units funded by HOME.
8. Include a statement that the proposed units will be in compliance with Section 8 Housing Quality Standards.

E. Permitting/Community Support

1. Provide an overview of the zoning for the project site.
2. Describe any inconsistencies and/or variances required to develop project.
3. List all permits and approvals required (i.e. municipal planning board, municipal zoning board, Ocean County Planning Board, Pinelands Commission, CAFRA, Ocean County Soil Conservation District, NJDEP wetlands permit, NJDEPE Stream Encroachment, etc.) to develop the site as proposed and the status of each.
4. Indicate the level of community support and provide evidence of such support.
5. **Complete the attached Major Environmental Issues Review Sheet to assist in determining the extent of environmental review that will be needed for the proposed project(s).**

F. Current Status of Project

1. Describe any work already completed and costs.
2. Describe work to be completed and expected costs.
3. Include any other pertinent information as to project status.
4. Show the expected project schedule.

G. Resources

1. Identify and list all resources already committed to the project from your organization, other organizations, local and state government sources, banks and other lending institutions that will be applied to the project. Where available, include letters of commitment or interest as well as names and telephone numbers of appropriate contact persons.
2. Identify and list all federal sources of funds and/or assistance of any type that will be applied to the project. Attach any commitment or award documentation.
3. Identify and list all other resources currently being sought and expected timing of notification.
4. Provide a project budget, including both development budget (sources and uses) and operating budgets including the sources of funds and uses.

5. Applicants seeking to combine HOME funds with other governmental funds for a project must provide a subsidy layering review to demonstrate that the project will not use more HOME funding than necessary to provide affordable housing. (To be completed on the attached HOME Rental Housing Development Application and Pro Forma Worksheet.
6. Provide a federal non-profit tax ID number.

H. Project Participants

1. Identify the proposed developer.
2. Identify the proposed contractor.
3. Identify the proposed architect. Describe the architect's fees and timing of payment.
4. Identify the proposed engineer. Describe the engineer's fees and timing of payment.
5. Identify the proposed attorney. Describe the attorney's fees and timing of payment.

I. Project Readiness

1. Provide a timeline describing steps to completion.
2. Provide copies of any permits already received.
3. Provide copies of funding commitment letters.

J. HOME Program Funding Request

1. Indicate the amount of HOME funding requested and total project cost.
2. Describe how HOME funding is to be used.
3. Provide the anticipated timing for use of HOME funds and when fund drawdowns would be expected.
4. List the number and type of units proposed for HOME funding assistance.
5. If, as part of the project's total development costs, your organization is proposing to use HOME funds to capitalize an Operating Deficit Reserve to cover shortfalls in the project income during the initial rent-up period, describe the use and amount of such funds. Such funding cannot be used beyond an 18 month period. Excess funds at the end of this period must be returned to the HOME Investment Trust Fund Account.

K. Project Maintenance and Capital Improvements

1. Complete the attached Ocean County HOME Rental Housing Development Application and Pro Forma Worksheets. The link will be forwarded upon request so the application can be completed on-line and a finished copy printed.

L. Business Registration Certificate

1. Provide a copy of your organization's New Jersey Business Registration Certificate.

CHDO AGREEMENTS

CHDO(s) shall be required to execute a CHDO Agreement with the County of Ocean Consortium for any selected proposal(s). The CHDO Agreement will require compliance with HUD regulations and other applicable requirements. The Agreement shall remain in effect for as long as the housing units meet affordability criteria and while the CHDO acts as developer, sponsor or has control of the property. At a minimum, the agreement for rental housing production shall address the following elements:

- A. Compliance with federal HOME requirements regarding rental housing; affordability period, repayments;
- B. Compliance with federal HOME requirements regarding rental housing production activities; minimum property standards, rent and occupancy requirements, income eligibility standards, outreach to minority-owned and female-owned business, Section 3, labor standards, environmental review, flood insurance, affirmative marketing;
- C. Compliance with federal mandates including equal opportunity and fair housing, civil right, age discrimination, 504 rehabilitation acts, lead-based paint, uniform relocation act, conflict of interest, etc.;
- D. Compliance with HOME management system, record keeping and audit procedures;
- E. Preparation of required HOME and County reporting documents;
- F. Adherence to contractual time frames;
- G. Compliance with voucher and filing systems; and
- H. Amount of HOME funds and scope of project, project schedule and project budget.

SELECTION CRITERIA

The Director of Planning shall designate a committee to review and rank all responses. The selection criteria to be used in awarding a contract for the services described herein, shall include:

- 20% Project is feasible and cost effective**
- 10% CHDO will manage project**
- 10% Project Readiness**
- 5% CHDO will enter into written agreement**
- 5% Timely expenditure of funds**
- 10% Consistent with objectives**
- 15% Directly applied to rental housing production**
- 15% Consistent with HOME program and HUD regulation**
- 10% Cost**

The ranking criterion is identified in percentage points following each criteria below. The selection criteria to be used in awarding a contract for the services described herein, shall include:

1. **Project is feasible and cost effective:** The proposed project is feasible and ready to begin, the provided budgeting strategy is cost-effective and viable and the organization has demonstrated qualifications and experience in the provision of low and moderate income rental housing; **(20%)**
2. **CHDO will manage project:** The CHDO will act as a developer, sponsor and/or owners of the housing proposed in the project for HOME assistance; **(10%)**
3. **Project Readiness:** The CHDO will provide permits that have already been received, funding commitment letters and a timeline to completion; **(10%)**
4. **CHDO will enter into written agreement:** The CHDO will commit to enter into a written agreement as described in Section 92:504C detailing how the CHDO will commit HOME funds prior to March 1, 2023; **(5%)**
5. **Timely expenditure of funds:** The CHDO will commit HOME funds to a specific set aside eligible proposal prior to March 1, 2023 and expend all funds prior to July 1, 2025 **(5%)**

6. **Consistent with objectives:** Proposals consistent with Objective 1 as set forth in the County of Ocean Consortium HOME Program description will be ranked first. Proposals consistent with Objective 2 as set forth in the County of Ocean Consortium HOME Program description will be ranked second; **(10%)**
7. **Directly applied to rental housing production:** Funding priority shall be given to proposal(s) that are directly applied to rental housing production. Depending on the applications for projects received and the availability of funds, the County of Ocean Consortium may provide a CHDO with a loan for Project Predevelopment Assistance consistent with the regulations for Project Specific Assistance. Any funding for such proposal(s) shall not exceed ten (10) percent of HOME Program funds set aside for CHDO assistance; **(15%)**
8. **Consistent with HOME program and HUD regulation:** The proposal is consistent with the HOME Program regulations and HUD rules and regulations. **(15%)**
9. **Cost:** Cost proposals will be evaluated on the basis of accuracy, completeness and reasonableness in relation to current market trends. As required by HUD, Proposers will provide a detail of cost in the CHDO Rental Project Application and Proforma. **(10%)**

The following priorities were established by the County of Ocean Consortium in its FY 2020 Five-Year Consolidated Plan and approved by HUD on July 1, 2020.

Objective 1

Rental assistance for small related households with very low or other low income.

Objective 2

Rental assistance for homeless persons and other persons with special needs.

Objective 3

Rental assistance for extremely low, very low, and moderate income elderly households, large related and other households.

Objective 4

Preservation of existing affordable housing rental stock.

Objective 5

New construction of affordable rental units.

- A. **Right to Negotiate:** After the County's completion of the evaluation process, the County may elect to initiate contract negotiations. The option of whether or not to initiate contract negotiations rests solely with the County. If the County elects to initiate contract negotiations, these negotiations cannot involve changes in the County's requirements or the proposal(s) submitted, which would, by their nature, affect the basis of the source selection and competition previously conducted.
- B. **Failure to Negotiate:** If the selected proposer(s) fails to provide information required to begin negotiation in a timely manner, if the proposer(s) fails to negotiate in good faith, if the County and proposer(s) can not mutually agree to an acceptable expenditure, or if the proposer(s) and the County,

after a good faith effort, can not come to terms, the County may terminate negotiations with the proposer(s) initially selected and commence negotiation with the next highest ranked proposer(s).

- C. Upon completion of proposal evaluation and any negotiation required, the County will make its recommendation(s) to the Board of Commissioners to award a CHDO Agreement(s) for this work. The County will select the project(s) determined to be most advantageous to the County.
- D. The County expects to award a CHDO Agreement(s) based upon this RFP within 60 days, but reserves the right to reject any or all proposals or to waive any informalities in the proposals and to accept any proposal(s) deemed in the best interest of the County.

PROPOSAL SUBMISSION REQUIREMENTS

The RFP Technical Proposal should be submitted in the Vendor Questionnaire under the appropriate Technical Proposal Question and should include and clearly define the following:

1. Cover Page
2. Table of Contents
3. Introduction, Narrative Statement
4. Contact person
5. Response to General Conditions
6. Organizational Chart and Qualifications/Manpower Distribution
7. Staff Qualifications/ List of Paid Employees with Demonstrated Housing Experience
8. References
9. All Required Documents and Attachments as specified in this RFP.

Proposers shall complete the following documents and upload them to the appropriate question in the Vendor Questionnaire:

1. Complete and Submit Application for CHDO Certification with Attachments Required
2. Major Environmental Issues Review Sheet
3. HOME Rental Housing Development Application & Proforma Worksheet

If the form is available via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document in the Attachment section for guidance on submitting forms using DocuSign. If applicable, the County's preferred method of submission is DocuSign..

NOTE: The Cost Proposal for your submission should be included in the appropriate question on the Vendor Questionnaire and should not be included with the technical proposal.

AWARD

The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interests of Ocean County. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County.

The County reserves the right to reject any or all proposals in accordance with N.J.S.A. 40A:11-13.2, or to waive any informalities and non-material defects in the proposals and to accept any proposal deemed in the best interest of the County.

It is to be understood by the proposer that their proposal is submitted on the basis of specifications prepared by the County and the fact that any proposer is not familiar with these specifications or conditions will not be accepted as an excuse.

INDEMNITY CLAUSE

The proposer, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

INSURANCE REQUIREMENTS

The contractor shall maintain primary insurance to protect against all claims under Worker's Compensation, Comprehensive General Liability and Automobile. Except for Worker's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary Worker's Compensation shall be subject to the State of New Jersey of protection as per the following conditions. Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability shall include the following:

1. Coverage for explosion, collapse or underground hazards.
2. Occurrence basis coverage.
3. Broad form property damage coverage.
4. Coverage for personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the insured.

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- a. Liability arising out of the ownership, maintenance or use of any auto;
- b. Auto non-ownership and hired car coverage.
- c. Contractor's Worker's Compensation, Comprehensive General Liability and Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Copies of each insurance certificate shall be furnished to the County with Proposal (when requested).

ADDITIONAL INFORMATION

It is to be understood by the proposer that their proposal is submitted on the basis of specifications prepared by the County and the fact that any proposer is not familiar with these specifications or conditions will not be accepted as an excuse.

Payments will be made upon the approval of vouchers submitted by the successful proposer in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

Ocean County Board of Commissioners will make award within sixty (60) days after receipt of proposals.

The County of Ocean is exempt from any State sales tax or Federal excise tax.

“All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.”

PAY TO PLAY REQUIREMENTS

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

CERTIFICATION OF NON INVOLVEMENT IN PROHIBITED ACTIVITIES IN IRAN

Pursuant to N.J.S.A. 52:32-58, the proposer must certify that neither the proposer, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the proposer is unable to so certify, the proposer shall provide a detailed and precise description of such activities. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Non-Involvement in Prohibited Activities in Iran.

TRANSITIONAL PERIOD (excluding Professional Contracts)

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one month, at the County's request.

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

(1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.

(2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

(3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

COMPLETION OF DOCUMENTS

Proposer's shall complete all documents and acknowledge all terms included with this proposal package. All documents should be from this proposal package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or

sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

AMERICANS WITH DISABILITIES ACT
Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et. seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

Application for CHDO Certification

Application for CHDO Certification OCEAN COUNTY CONSORTIUM



Ocean County Planning Department
129 Hooper Avenue
P. O. Box 2191
Toms River, NJ 08754



Overview

The National Affordable Housing Act of 1990 (the Act) created the HOME Investment Partnerships Program (HOME). The Act's objectives include promoting partnerships between states, local governments, and nonprofit organizations. A "community housing development organization" (CHDO) is a specific kind of community based nonprofit housing organization defined by the HOME Final Rule (24 CFR Part 92). CHDOs have a distinct and special status within HOME. Each Participating Jurisdiction (PJ) must set-aside at least 15% of its total HOME award each year for specifically for projects that will be owned, developed, or sponsored by CHDOs.

At a high level, the CHDO definition can be grouped into four key elements. To be recognized as a CHDO, an organization must be:

- A legally incorporated tax-exempt nonprofit organization;
- An independent organization free of undue control by for-profit or governmental entities;
- Accountable to the low income community it serves; and
- Capable of undertaking the development of affordable housing.

The evaluation of whether an organization can be designated as a CHDO always takes place in the context of awarding funds from the CHDO set-aside—that is in consideration of a housing project that is being or is likely to be funded. The Rule requires that a PJ certify that an organization meets the CHDO definition "each time it commits funds to the organization."

The evaluation of an organization's capacity, in particular, is closely connected to the organization's role as an "owner," "developer," or "sponsor" of affordable housing. Those terms are carefully defined in the HOME regulation at §92.300(a)(2)-(6) and require that the CHDO be solely in charge of the project.

This application for CHDO Certification was developed to assist in evaluating whether or not an organization can be certified as a CHDO. It is intended to accompany an application for project funding and, alone, does not provide all information Ocean County will need to evaluate and underwrite the project itself.

Instructions

Prospective CHDOs should complete Sections 1-4 of this application, sign the certification in Section 5, and provide all applicable required attachments in Section 6. For any required attachment not being submitted, provide an explanation as to why the attachment is not applicable to your organization.

As explained again at the beginning of Section 3, attachments should be highlighted by the prospective CHDO to mark key sections of core organizational documents (for example, highlighting where the Bylaws address limitations on the number of board members who are governmental officials or employees) to aid the review.

Section 1: Organization & Key Contacts

Organization Name

Tax ID Number:

Duns Number:

Mailing Address (include physical address if different from mailing address):

Name, Title, and Contact Information (phone and email) for the following:

Organization President/CEO/Executive Director

Application Contact Person (if different than President/Executive Director)

Board President (provide personal cell phone and email address, not address of organization)

This application is being submitted in conjunction with an application for:

- Project funding from the CHDO Set-aside
- CHDO operating expenses funding
- CHDO predevelopment loan

Section 2: CHDO Role & Project Information

CHDO Role—Indicate the prospective CHDO's role in the proposed project and then complete the corresponding CHDO Role Checklist which must be provided as an attachment to this application.

The prospective CHDO will act as the (choose only one):

- Developer** of homebuyer housing

- Owner** of rental housing
- Developer** of rental housing
- Sponsor** of rental housing—CHDO Affiliate will act as Owner
- Sponsor** of rental housing—CHDO Affiliate will act as Developer
- Sponsor** of rental housing—Turnkey Sponsor

Project Location—Identify the City and County in which the proposed project is located and, include the site address (if known) or major cross streets (e.g. northeast corner of 2nd Avenue and Oak Street or south side of 200 block of East Sunset Lane):

Project Description—Provide a brief description of the project including whether it involves rental or for-sale housing, new construction or rehabilitation. Also describe the overall size, number of structures/building type, income restrictions, population(s) served (e.g. family, senior, special needs, etc.), and other key information.

Section 3: CHDO Definition

In this section, the applicant should indicate which attached document(s) provide evidence for specific threshold criteria. Additionally, the applicant should indicate where in the attached document applicable provision can be found. Finally, as appropriate, highlight the relevant sections of each document. For example:

<p><i>Criterion Met:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <b style="color: red;">This box for PJ Use Only</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Articles of Incorporation/Charter; <input type="checkbox"/> By-laws; OR <input type="checkbox"/> Resolutions
---	---

Part A: Legal Status

1. Requirement

The nonprofit organization is organized under State or local laws [§92.2 CHDO definition paragraph (1)]

<p><i>PJ Determination</i></p> <p><i>Criterion Met:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Good Standing (if the organization is newly formed and has been existence for less than one year, a Certificate of Existence will suffice) <u>AND</u> one or more of the following: <input type="checkbox"/> Articles of Incorporation/Charter <input type="checkbox"/> Other: _____
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PJ Review Notes:

2. Requirement

The organization must have among its purposes the provision of decent housing that is affordable to low- and moderate-income people [§92.2 CHDO definition paragraph (7)]

<p><i>PJ Determination</i></p> <p><i>Criterion Met:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Articles of Incorporation/Charter <input type="checkbox"/> By-laws; OR <input type="checkbox"/> Resolutions
---	--

PJ Review Notes:

3. Requirement

No part of the organization’s net earnings may inure to the benefit of any member, founder, contributor, or individual [§92.2 CHDO definition paragraph (2)]

PJ Determination
Criterion Met:
 Yes No

Documentation submitted to demonstrate this item:
 Articles of Incorporation/Charter

PJ Review Notes:

4. Requirement

The organization may not be controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization [§92.2 CHDO definition paragraph (3)]

PJ Determination
Criterion Met:
 Yes No

Documentation submitted to demonstrate this item:
 Articles of Incorporation/Charter;
 By-laws,
 A Memorandum of Understanding (MOU) with any “parent” organization.

PJ Review Notes:

5. Requirement

The organization must be a recognized nonprofit by virtue of:

- 1. Having a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1986; OR
- 2. Is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code; OR
- 3. Is a wholly-owned entity that is a disregarded entity separate from its owner for tax purposes and is owned by entity with a tax exemption ruling from the IRS under Section 501(c)(3) or 501(c)(4).
[§92.2 CHDO definition paragraph (4)]

PJ Determination
Criterion Met:
 Yes No

Documentation submitted to demonstrate this item:
 501(c)(3) or (4) ruling or current conditional designation from the IRS; or
 A group exemption letter from the IRS under Section 905 that includes the organization.

PJ Review Notes:

6. Requirement

The organization may not be a governmental entity such as a participating jurisdiction, other jurisdiction, Indian tribe, public housing agency, Indian housing authority, housing finance agency, redevelopment authority, zoning board or commission [§92.2 CHDO definition paragraph (5)]

PJ Determination
Criterion Met:
 Yes No

Documentation submitted to demonstrate this item:
 Articles of Incorporation/Charter

PJ Review Notes:

Part B: Independence

7. Requirement

No more than one-third of the governing board members may be public officials or employees of a governmental entity [§92.2 CHDO definition paragraph (5)]

PJ Determination

Documentation submitted to demonstrate this item:

Criterion Met:

Yes No

- By-laws, OR
- Articles of Incorporation/Charter, **AND**
- Current Board Roster indicating which members, if any, are public officials or employees of government entities

PJ Review Notes:

8. Requirement

The officers (including elected or appointed officials) or employees of a governmental entity may not be employees of a CHDO. [§92.2 CHDO definition paragraph (5)]

PJ Determination

Documentation submitted to demonstrate this item:

Criterion Met:

Yes No

- By-laws, or
- Articles of Incorporation/Charter
- Other: _____; **AND**
- CHDO Staff Roster

PJ Review Notes:

9. Requirement

If the organization was created by a governmental entity provided:

- a. The governmental entity may not appoint more than one-third of the membership of the organization's governing body; and
- b. The board members appointed by the governmental entity may not, in turn, appoint the remaining two-thirds of the board members. [§92.2 CHDO definition paragraph (5)]

PJ Determination
Criterion Met:
 Not applicable, organization not created by a gov't entity
 Yes No

Documentation submitted to demonstrate this item:
 Organization [] was [] was not created by a governmental entity as evidenced by:
 By-laws,
 Articles of Incorporation/Charter, **AND**
 Current Board Roster indicating which members, if any, are public officials or employees of government entities along with certifications from all board members as to government official/employee status

PJ Review Notes:

10. Requirement(s)

A CHDO may be sponsored or created by a for-profit entity, provided that

- a. The for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and
- b. The board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members
- c. The officers or employees of the sponsoring for-profit entity may not be employees of a CHDO.

[§92.2 CHDO definition paragraph 3(i) and (ii)]

PJ Determination
Criterion Met:
 Not applicable, organization not created by a for-profit
 Yes No

Documentation submitted to demonstrate this item:
 Organization [] was [] was not created by a for-profit entity as evidenced by:
 By-laws,
 Articles of Incorporation/Charter, **AND**
 Current Board Roster indicating which members, if any, are appointed by a for-profit parent entity

PJ Review Notes:

11. Requirement

A CHDO may be sponsored or created by a for-profit entity, however, the for-profit entity's primary purpose does not include the development or management of housing AND the CHDO is free to contract for goods and services from vendor(s) of its own choosing [§92.2 CHDO definition paragraph (3)(i) and (iii)]

PJ Determination

Criterion Met:

Not applicable, organization not created by a for-profit

Yes No

Documentation submitted to demonstrate this item:

- Organization [] was [] was not created by a for-profit entity. If organization was created by a for-profit entity, provide:
- For-profit organization profile and Articles/By-laws
- CHDO's By-laws,
- Articles of Incorporation/Charter, or
- Other: _____

PJ Review Notes:

Part C: Accountability to Low Income Community

12. Requirement

The organization must have a designated service area (i.e. the “community” in which it produces housing). A community can be a neighborhood or neighborhoods, city, county, metropolitan area, or multi-county area (but not the entire State). [§92.2 CHDO definition paragraph (8)(i)]

PJ Determination

Criterion Met:

Yes No

Documentation submitted to demonstrate this item:

- By-Laws,
- Articles of Incorporation/Charter, OR
- Board Resolution
- Other: _____; **AND**
- Map/description of service area

PJ Review Notes:

13. Requirement

The organization must maintains at least one-third of its governing board's membership for residents of low income neighborhoods, other low income community residents, or elected representatives of low income neighborhood organizations [§92.2 CHDO definition paragraph (8)(i)]

PJ Determination

Criterion Met:

Yes No

Documentation submitted to demonstrate this item:

- By-Laws,
- Articles of Incorporation/Charter, **AND**
- Current Board Roster indicating which members meet this criterion along with documentation of each such board member’s qualification (e.g. certification of low income status, documentation of home address in low income community, appointment by low income neighborhood organization)

PJ Review Notes:

14. Requirement

The organization must have a formally adopted process for low income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects [§92.2 CHDO definition paragraph (8)(ii)]

<i>PJ Determination</i> <i>Criterion Met:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Documentation submitted to demonstrate this item:</i> <input type="checkbox"/> By-laws, OR <input type="checkbox"/> Resolutions, OR <input type="checkbox"/> A written statement of operating procedures approved by the governing body, <u>AND</u> <input type="checkbox"/> Statement signed by the president or chief executive officer describing input sought and received on the current project proposal <input type="checkbox"/> Other: _____
--	--

PJ Review Notes:

15. Requirement

The organization must have a history of serving the community within which housing to be assisted with HOME funds is to be located [§92.2 CHDO definition paragraph (10)]

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

<i>PJ Determination</i> <i>Criterion Met:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Documentation submitted to demonstrate this item:</i> <input type="checkbox"/> A statement that documents at least one year of experience in serving the community by the organization, or if newly formed, by the organization's nonprofit parent organization <input type="checkbox"/> Other: _____
--	--

PJ Review Notes:

Part D: Capacity

16. Requirement

The organization must conform to the financial accountability standards of 2 CFR 200.302 and 200.303 [§92.2 CHDO definition paragraph (6)]

PJ Determination

Documentation submitted to demonstrate this item:

Criterion Met:

Yes No

- A notarized statement by the president or chief financial officer of the organization;
- A certification from a Certified Public Accountant, OR
- A HUD approved audit summary.

PJ Review Notes:

17. Requirement

The organization must have demonstrated capacity appropriate to the organization’s role under §92.300 and to the nature of the proposed or anticipated project. This capacity must be satisfied by having paid employees with housing experience appropriate to the project or, for the first year of funding as a CHDO, by having a qualified consultant who will train the organization’s paid employees. [§92.2 CHDO definition paragraph (9)]

PJ Determination

Documentation submitted to demonstrate this item:

Criterion Met:

Yes No

- Project description from proposal/application
- CHDO Staff Roster, with attachments of:
 - Resumes/description of experience for staff assigned to development project
 - Include W-2s for identified staff, or in the absence of W-2s, copies of the employment contract between the CHDO and the employee (Social Security No. may be blacked out.)

PJ Review Notes:

Section 4: Certification

As the Board President of the organization named in Section 1 of this application for CHDO Certification, I hereby certify that all the information contained in this application is true and correct and that accurate versions of required attachments have been provided as part of this application. I acknowledge that submission of materially false or misleading information is grounds for rejection of this application and any related project funding application. Further, I certify that the submission of this application has been approved by a two-thirds vote of the Board of Directors.

Signature:

Date:

Printed Name:

Section 5: Required Attachments

Please submit the required attachments listed below. As noted in instructions to Section 3 above, key sections of Articles, Bylaws, or other documents that highlight specific CHDO definitional elements should also be highlighted in the attachments.

C-1. Articles of Incorporation/Charter

C-2. Current Bylaws

C-3. Certificate of Good Standing or Existence (issued not less than 60 days prior to application)

C-4. IRS Nonprofit Designation letter

C-5. Map and Description of Service Area

C-6. Current Board Roster, must indicate LI representatives and public official/employee status

C-7. Board Member Certifications of Governmental Official/Employee Status

C-8. Board Member Certifications of Low Income Representation Status

C-9. Corporate profile of for-profit entity that created organization (if applicable)

C-10. Adopted policy (e.g. board resolution) defining process for Low Income Beneficiary Input

C-11. Statement outlining results of input process, including documentation such as notes/minutes/reports of input received on proposed project(s)

C-12. Corporate profile for prospective CHDO describing at least one year history of providing service within the organization's service area; regional organizations should highlight service history in the specific local community where proposed CHDO project is located

C-13. CHDO Staff Roster

C-14. Resumes/biographies for staff assigned to proposed CHDO project

C-15. Job descriptions for key staff positions responsible for proposed CHDO project

C-16. 2 CFR 200.302 and 200.303 Financial Standards Certification/Documentation

C-17. Current fiscal year operating budget

C-18. Most recent IRS Form 990

C-19. Strategic business plan, including description of ongoing and pipeline projects

C-20. Description of previous HOME funded CHDO projects, including any funded by other PJs

C-21. Other: _____

Section 6: PJ Preliminary Determination

This section for Ocean County's Use only

Ocean County's Determination:

- The organization meets initial CHDO Threshold requirements, including the capacity requirement as demonstrated by the application and associated attachments,

- The organization will not be preliminarily designated as a CHDO at this time for the following reasons:
 - The organization has failed to meet and/or document compliance with the threshold criteria as indicated in the notes below and/or
 - Staff does not have the necessary capacity given the project proposed by the organization.

Other Notes:

Signature of PJ HOME Administrator:

Date:

MAJOR ENVIRONMENTAL ISSUES REVIEW SHEET

This review sheet is required of all applicants to assist Ocean County in determining the extent of environmental review that will be needed for proposed projects. It will allow the County to identify major environmental issues and to assist you in complying with all requirements so that funding delays may be avoided.

1. List all the component activities of the proposed project (e.g., street improvements, sewer lines, water lines, rehabilitation, new construction). For each activity indicate whether the work (A) involves new facilities or new capacity or whether it (B) is limited to replacement of existing facilities of similar capacity.

<u>Activity</u>	<u>(A) New Facility or New Capacity</u>	<u>(B) Replacement of Existing Facility Only</u>
_____	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | |
|---|--|---------------------------------------|-----|
| 2. Will the project facilitate future development such as residential, commercial, or industrial expansion? | <u>Yes</u>
<input type="checkbox"/> | <u>No</u>
<input type="checkbox"/> | N/A |
|---|--|---------------------------------------|-----|

What kind and on what scale?

- | | | |
|--|--|---------------------------------------|
| 3. Does this project involve a change in land use (e.g. from agricultural to residential, from residential to industrial, etc.)? | <u>Yes</u>
<input type="checkbox"/> | <u>No</u>
<input type="checkbox"/> |
|--|--|---------------------------------------|

Explain:

- | | | |
|---|--|---------------------------------------|
| 4. Is any part of the project located in a 100 year floodplain? | <u>Yes</u>
<input type="checkbox"/> | <u>No</u>
<input type="checkbox"/> |
|---|--|---------------------------------------|

Source: _____

- | | | |
|---|--------------------------|--------------------------|
| 5. Will the project contribute to air pollution or undesirable odors? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

- 6. Will the completed project increase noise levels in or near any residential or other noise-sensitive areas?
- 7. Are any residential or other noise-sensitive uses involved in the project located within 1,000 feet of a major street (a truck route, commercial street or other major road)?
- 8. Are any noise-sensitive uses involved in the project located within 3,000 feet of a railroad track carrying regularly scheduled train traffic?
- 9. If undeveloped, will prime agricultural land, be converted to residential, commercial, or industrial uses?

Source: _____

- 10. Does the project involve any alteration of a water-course (channelization or damming of a waterway, enclosure of a drainage ditch, etc.) or the impoundment of storm water?
- 11. Are any alterations of roadways or traffic circulation patterns necessary or desirable to accommodate the project?

12. Indicate the extent to which the project will increase demand upon public services and utilities:

Increase Demand Will Be:			
<u>Service/Utility</u>	<u>None</u>	<u>Slight</u>	<u>Significant</u>
Public Schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police and Fire Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity or Natural Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | <u>Yes</u> | <u>No</u> |
|-----|---|--------------------------|--------------------------|
| 13. | Will the project affect any buildings or sites which are | | |
| (a) | On the National Register of
Historic Places? | <input type="checkbox"/> | <input type="checkbox"/> |
| OR | | | |
| (b) | Have historic, architectural or archeological significance or may
potentially be eligible for the National
Register of Historic Places? | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to 13(a) or 13(b) is “yes”, how will such structure or site be affected (torn down, rehabilitated, moved, isolated from its historic setting, etc.)? Explain in detail and attach additional documents if necessary.

- | | | <u>Yes</u> | <u>No</u> |
|-----|--|--------------------------|--------------------------|
| 14. | Does the project involve the displacement
of any households or business?
To what extent? | <input type="checkbox"/> | <input type="checkbox"/> |

INSTRUCTIONS FOR COMPLETING THE OCEAN COUNTY HOME RENTAL HOUSING DEVELOPMENT APPLICATION & PROFORMA WORKSHEETS

General Instructions

- A. Only enter information into yellow cells. Green cells are for County use. All other cells are protected.
- B. Some cells appear black based on data inputted in early sheets/cells. Do not fill in blacked-out cells.
- C. Complete the following worksheets roughly in the order corresponding with their numbering:
 - 0) Underwriting & HOME
 - 1) Application
 - 2) Rent Limits
 - 3) Units & Revenue
 - 4) Operating Budget
 - 5) Operating Cash Flow
 - 6) Development Budget
 - 7) Construction Budget
 - 8) Sources & Uses Summary
 - 9) Capital Needs Assessment
- D. All worksheets above must be completed. Information on each worksheet is linked to other sheets.
- E. To print this entire file, click on *File>Print* and select "*Print Entire Workbook*".

0) Compliance Info

- A. This sheet informs you as to HUD and Ocean County's program & policy requirements
- B. Fill out all yellow cells

1) Application

- A. This is the general application form. It is seven (7) pages long.
- B. Fill in all applicable yellow cells. Many sections will prompt you with drop-down menus. Some cells will initially be blank and will be populated once you have completed the other worksheets in this workbook.
- C. When you print a hard copy of this file, be sure to carefully read and sign the certifications on the final page.

2) Rent Limits

- A. *Utility Allowances*: Indicate the type of utilities the project will have, as well as which will be paid by owner and which by tenants. For utilities paid by tenants, enter the applicable utility allowance for each using the utility allowance tables provided on this worksheet.
- B. Review the Ocean County Contract Rent Limits. These represent the maximum starting rents you will be able to charge tenants. Any utility allowances have been subtracted from the Gross Rent limits. HUD often allows modest rent increases over time.

3) Units & Revenue

- A. *Unit Distribution*: For each bedroom type, enter the request information. Be sure to enter the Contract Rent--the rent you will be charging tenants or rent that a voucher will provide.
- B. *Square Footage Breakdown*: Enter the commercial square footage and common area square footage, if applicable.
- C. *Other Income*: Enter other sources of revenue you are reasonably sure the project will receive.
- D. *Annual Operating Subsidies*: If the project will receive operating subsidy, enter the source & amount.

4) Operating Budget

- A. Enter a vacancy rate. 7.5% has been entered as a default. You may modify this as appropriate.
- B. Enter the expenses for Year 1 of stabilized operations.
- C. Review the Estimated Mortgage calculations. This is the permanent debt Ocean County anticipates your project can support.

5) Operating Cash Flow

- A. This cash flow charts revenue and expenses over 20 years to see how a project performs financially. You may not need to enter any information, but you should make sure the project has sufficient debt coverage ratios and cash flow throughout whatever compliance period applies to the funding you seek.
- B. You may modify the default inflation or vacancy factors. Be prepared to justify your changes.

6) Development Budget

- A. Enter development costs for each address. Note that construction costs are entered on Sheet 3.
- B. The worksheet will automatically calculate Total Development Costs (TDC).

7) Construction Costs

- A. Enter detailed construction costs.
- B. Note County's % limits for overhead, general conditions and profits. Be sure to stay within these limits.
- C. After completing this sheet, check Sheet 2 to insure costs transferred properly.

8) Summary Sources & Uses

- A. Enter all permanent sources of funding, financing, and equity, along with interest rates where applicable.
- B. Under "Ocean County Loan" you may enter 0% interest or propose an interest-only or non-servicing loan if necessary to make your project feasible.
- C. Enter all construction sources along with interest rates. Some may be identical to permanent sources.
- D. Check to be sure permanent sources = uses and that construction sources = uses.
- E. Enter any additional information you wish to provide Ocean County in the "Developer's Notes" section at the bottom of the sheet.

9) CNA (Capital Needs Assessment)

- A. Complete this sheet to determine if your project can afford future capital improvements during the HOME Program compliance period--during which time you may not receive additional subsidy for the project.

**HOME Rental Production Application & Proforma
RENTAL COMPLIANCE CHECKS**

Project: 0 Project Number: 0

Underwriting Standards

	Target	Applicant's #	If outside limits, briefly explain.
Vacancy Rate Year 1-4	7.0%		
Vacancy Rate Year 5-15	7.0%		
Rent Inflation Rate Years 1-3	2.0%		
Rent Inflation Rate Years 4+	2.0%		
Operating Cost Inflation Rates			
Administrative	3.0%		
Operating/Maintenance	3.0%		
Utilities	3.0%		
Taxes/Insurance	3.0%		
Replacement Reserve - Rehab	\$325	#DIV/0!	
Replacement Reserve - New Construction	\$275	#DIV/0!	
Annual Operating Costs Per Unit	\$3,000	#DIV/0!	
Debt Coverage Ratio Year 1	1.25	#DIV/0!	
Lowest DCR	1.00	#DIV/0!	

Household Income Limits:

Ocean County:

Targeted Income		Household Size					
		1	2	3	4	5	6
30% AMI		\$25,600	\$29,250	\$32,900	\$36,550	\$39,500	\$42,400
50% AMI		\$42,650	\$48,750	\$54,850	\$60,900	\$65,800	\$70,650
(HOME Rental Target) 60% AMI		\$51,180	\$58,500	\$65,820	\$73,080	\$78,960	\$84,780
(HOME Limit) 80% AMI		\$62,600	\$71,550	\$80,500	\$89,400	\$96,600	\$103,750

Last Updated By HUD: Jun-22

HOME Gross Rent Limits

	Low-HOME	High-HOME	FMR
0 Bedrooms	\$1,066	\$1,092	\$1,092
1 Bedroom	\$1,142	\$1,230	\$1,230
2 Bedrooms	\$1,371	\$1,558	\$1,558
3 Bedrooms	\$1,583	\$2,024	\$2,142
4 Bedrooms	\$1,766	\$2,239	\$2,374

Last Updated: 6/15/2022

Development Costs Standards

	Minimum Required	Maximum Allowed	Notes	Project #s	Within Limits?
Construction Contingency					
New Construction	5.0%	7.5%	of construction - recommendation only	#DIV/0!	#DIV/0!
Rehab	7.5%	10.0%	of construction - recommendation only	-	FALSE
Developer Fee					
New Construction	na	12.0%	of TDC excluding acquisition	#DIV/0!	#DIV/0!
Rehab	na	15.0%	of TDC excluding acquisition	-	No
Contractor's Fees					
Profit	na	8.0%	of construction	#DIV/0!	#DIV/0!
Overhead	na	2.0%	of construction	#DIV/0!	#DIV/0!
General Conditions	na	6.0%	of construction	#DIV/0!	#DIV/0!

TDC = Total Development Costs

HOME Cost Allocation

Total Development Costs	\$0	
Total HOME Funds Requested	\$0	Includes State & Local HOME.
HOME Subsidy as % of Total Development Costs	#DIV/0!	
Total Units	0	

Required HOME Units

HOME Requirement

Number applicant has agreed to

# of HOME-Assisted Units	#DIV/0!	
# of Low HOME Units Required	#DIV/0!	
HOME Subsidy Per Unit	#DIV/0!	#DIV/0!

Minimum HOME Affordability Period

20 Years

Breakdown of HOME Units Required by Bedroom Type:

Required HOME Units

Bedrooms	# of Units	HOME as % TDC	(Estimated)
0 Bedroom	0	#DIV/0!	#DIV/0!
1 Bedroom	0	#DIV/0!	#DIV/0!
2 Bedroom	0	#DIV/0!	#DIV/0!
3 Bedroom	0	#DIV/0!	#DIV/0!
4 Bedroom	0	#DIV/0!	#DIV/0!
Total	0	Rounded Total:	#DIV/0!

Actual Breakdown of HOME U (Must match or exceed requirements listed above.)

Bedroom Type	# High HOME Units	# Low HOME Units	Total
0 Bedroom			0
1 Bedroom			0
2 Bedroom			0
3 Bedroom			0
4 Bedroom			0
Total	0	0	0

HOME Subsidy Limits:		HUD HOME 221(d)(3)	Gross Maximum
Bedroom Type	# Units	Subsidy Limit	Subsidy
0 Bedroom	0	\$159,754	\$0
1 Bedroom	0	\$183,132	\$0
2 Bedroom	0	\$222,694	\$0
3 Bedroom	0	\$288,094	\$0
4 Bedroom	0	\$316,236	\$0
Maximum HOME Subsidy Allowed			\$0
HOME Funds Requested			\$0
Within Limits?			Yes

Subsidy Limits Last
Updated:
2022

HOME RENTAL PRODUCTION APPLICATION

Last Date Modified: _____
PROJECT NUMBER: _____

General Information

You Must Input # of Units in Section II

Development Information

Development Name: _____
 Street Address: _____ Neighborhood: _____
 [PJ], [State] Zip: _____ Ward: _____ Census Tract: _____

HOME Request *(info comes from other worksheets)*

	Total	Per Unit
Short-Term Subsidy		
Additional HOME Construction or Bridge Loan	\$0	#DIV/0!
Permanent Subsidy		
Development Subsid Annual Pmt: \$0	\$0	#DIV/0!
	\$0	#DIV/0!

Developer Information

Entity Name: _____ Federal I.D. #: _____
 Contact Person: _____ Phone: _____
 Address: _____ Email: _____
 City: _____ State: _____ Zip: _____
 Legal Form: Non-Profit Corp

General Partner/Corporate Officer Information *(if applicable)*

(List Managing General Partner on first line.)

		Owner-ship %
Name: _____ Fed. ID/Soc. Sec. # _____	_____	_____
Name: _____ Fed. ID/Soc. Sec. # _____	_____	_____
Name: _____ Fed. ID/Soc. Sec. # _____	_____	_____

Will development be owned or sponsored by a:
 Community Housing Development Organization (CHDO)? _____
 Is the CHDO designation from [PJ]? _____

Development Plan Information

You Must Input # of Units

Total number of rental units planned _____ **units**
 Number of income restricted HOME Units planned _____ units
 Residential Floor Area planned _____ - gross sq. ft. *(info comes from another sheet)*
 Total number of Buildings planned _____ buildings
 Age of existing Building(s) _____ years old
 Construction Type New Construction
 Housing Type _____ # of Stories: _____
 Structural System _____ Basement _____ Exterior _____
 Parking _____
 Will this project target special populations? _____
 If yes, indicate which populations: _____ Other: _____

Energy and Equipment Information

Heating System: _____
 Air Conditioning System: _____
 Domestic Hot Water: _____

Equipment included with Income Restricted Units

_____ Microwave	_____ Refrigerator	_____ Kitchen Exhaust Duct	Other: _____
_____ Range & Oven	_____ Ceiling Fans	_____ Common On-site Laundry	
_____ Garbage Disposal	_____ Fireplace	_____ Security Alarm	
_____ Dishwasher	_____ Blinds/Drapes	_____ Laundry Equipment	

Site Information

Are any project buildings in a National or City historic district? _____
 Form of Site Control: _____ Price: _____

Date of Acquisition: _____ Expiration date of option/contract: _____

Total Site Area (purchased in this transaction): _____

Project Site Area (utilized for proposed development): _____

Seller's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Is This An Arms-Length Transaction? _____

Explain the relationship between buyer and seller. Provide sales contract from last arms-length transaction. If the sales contract cannot be provided at the initial application stage, it will be a requirement to receive a firm Financing Commitment.

Of the above, list those properties on which there is an existing mortgage and provide the approximate amount of the outstanding loan.

Address	Mortgage Balance
_____	\$0
_____	\$0
_____	\$0
_____	\$0
_____	\$0
_____	\$0

Does current site zoning allow the proposed residential use? _____

If no, please explain what steps have been or will be taken to obtain zoning approval.

Will the current site(s) require lots to be subdivided? _____

Are the following utilities now located on the site?

Public Water Supply	_____	_____	Feet from Site
Public Sewer System	_____	_____	Feet from Site
Natural Gas Distribution System	_____	_____	Feet from Site
Electric Power System	_____	_____	Feet from Site
Cable Television System	_____	_____	Feet from Site
Telephone System	_____	_____	Feet from Site

Are the following conditions present at the proposed development site?

All or part in 100-yr. floodplain	_____	Standing water	_____
Railroad tracks within 300 feet	_____	Creek, lake, river frontage	_____
High tension wires	_____	Ravines or steep grades	_____
High noise levels	_____	Industrial sites	_____
Hazardous waste sites	_____	Commercial sites	_____

Please Describe any other unusual site conditions:

Is there anything in proximity to the project that could have a noteworthy positive impact on the marketability of this development?
Please describe:

Market Analysis & Leasing

Describe how you determined the need/market demand for the proposed project.

Explain how you arrived at the projected rents:

How will you insure lease-up to eligible tenants within 18 months?

Previous Development Experience

How many full-time equivalent (FTE) employees at primary developer/CHDO?

Has the developer completed other residential development projects?

If yes, please answer the following:

How many projects has the developer completed?

How many dwelling units has the developer been responsible for producing?

New Construction # units: Rehab # units:

List most recently completed projects:

Project Name	Address	Construction		Target Residents	# Units	Total Devel. Costs
		Type	Tenure Type			

Describe the experience of the specific staff members who will manage this project. Attach resumes.

If developer has been involved in residential development projects in some other capacity, please specify:

Ongoing Management Experience, Structure & Capacity

Who will perform property management? _____
Name of management staff/company: _____
How many units is your staff or 3rd party mgt company currently managing? _____
How many HUD income-restricted units is your staff/mgt company currently managing? _____

Describe staff/mgt company's experience managing HUD income-restricted rental units.

Describe how the roles of property management, asset management & ongoing compliance will be delegated.

Existing Loan Subsidies in Developments to be Acquired

Does your development plan include acquisition of units with existing subsidies? _____
If yes, please indicate the kind of existing subsidy.

Does your development plan seek to preserve federally-assisted low-income housing which would otherwise convert to market rate use through mortgage prepayment, foreclosure or expiring subsidies? _____

Rental & Operating Assistance Information

Do you expect to receive or are you currently receiving any rental subsidies for this development? _____
If you answered yes, please check the types of subsidy expected: _____

If you answered yes, please describe the source and purpose of subsidies:

Number of units expected to receive assistance: _____ units
Number of years in assistance contract: _____ years

Supportive Services Information

(Attach copies of letter of intent from service providers.)
If you plan to provide supportive services to your tenants, please provide the following:
Description of the population to be served:

Description of the services to be provided and how they will be provided:

Development Schedule

For each item in the chart below, enter the month and year that the item was accomplished, or for future events, the month and year when that item is expected to be accomplished. If an item does not apply to your development, enter N/A or leave blank.

		Month	Year
Site	Option		
	Contract		
	Closing		
	Zoning		
	Site Analysis		
Construction Financing	Application Submission		
	Conditional Commitment		
	Firm Commitment		
	Closing		
Plans	Preliminary Drawings		
	Working Drawings		
Construction Loan Closing			
Construction Start			
Marketing Start-Up			
Construction Complete			
Unit(s) Fully Leased			

Total Construction Schedule: _____ months

Development Team Information

	Name	Address	Phone	Certified MBE	WBE	Certification Number
Contractor:						
Consultant:						
Attorney:						
Tax Accountant:						
Architect:						
Engineer:						

Track record of prime contractor — list the contractor's five most recently completed projects:

1.	
2.	
3.	
4.	
5.	
Additional Information:	

Does developer or owner hold a direct financial interest in any development team member?

If yes, provide details of the relationship:

Is the Developer, Sponsor, or any other Development Team Member, including any of their owners, partners, or board members CURRENTLY DEBARRED from Federal contracting opportunities by any agency of the Federal Government?

If yes, please provide details:

Has the Developer, Sponsor, or any other Development Team Member listed on the previous page, including any of their owners, partners, or board members EVER BEEN DEBARRED from Federal contracting opportunities by any agency of the Federal Government?

If yes, please provide details:

Non-Profit Determination

Is the sponsor of the proposed development a non-profit?

Has a non-profit determination been made by the Internal Revenue Service?

If yes, indicate your Internal Revenue Code designation:

Is "fostering low-income housing" listed among the nonprofit's purposes in Articles of Incorporation and/or By-Laws? *(Please provide copy)*

Explain the role and activities of the non-profit sponsor in the development. Check which apply:

- | | | | |
|--------------------|--------------------------|-----------------------------|--------------------------|
| Developer | <input type="checkbox"/> | Marketing/Lease-Up | <input type="checkbox"/> |
| General Contractor | <input type="checkbox"/> | Carries Liability Insurance | <input type="checkbox"/> |
| Owner | <input type="checkbox"/> | Carries Liability/Property | <input type="checkbox"/> |

Relocation

Relocation is the moving of existing residential or commercial occupants from their current space.

Will your development require any households to move temporarily?

of households to move temporarily:

Will your plans require any occupants to move permanently?

of households to move permanently:

Will your development require any commercial occupants to move?

of commercial occupants to move:

If you answered yes to any of the above questions, describe your relocation plan.

Required Hard Copy Application & Attachments

In addition to emailing this file to the appropriate [STAFF], applicants must also submit a printed hard copy along with the following attachments:

- a. Evidence of Site Control
- b. Preliminary Plans, Specs, Drawings, and/or Renderings
- c. Description of Development Team Experience or Resumes
- d. Letter of interest or commitment from a construction lender
- e. Market Analysis (Professional or In-house)
- f. Certification of Corporate Good Standing
- g. Conflict of Interest Disclosure
- h. Roster of Board Members, if applicable
- i. Proof of nonprofit status if applicable
- j. Nonprofit by-laws, articles of incorporation if applicable
- k. Letters from partners, service providers, and supporters

Applicant Certification

I certify that submission of this application has been duly authorized by the governing body of the applicant and that all information contained in this application, to the best of my knowledge, is true and accurate.

I understand that [THE PJ] has no obligation to make a grant or loan to the applicant. I am aware that incomplete or late applications will not be accepted or considered for federal funding. I understand that awards will be made on a competitive basis and [THE PJ] may award an amount less than requested.

Owner, Developer, Executive Director:

Printed Name

Signature

Title

Date

Chief Elected Officer Signature

Printed Name

Signature

Title

Date

**HOME Rental Production Application & Proforma
Utilities & Rent Limits**

Utility Allowance Calculation (use Utility Allowance tables below to look up applicable amounts.)

Utility	Type of Utility (gas, oil, etc.)	Utilities Paid By:	Allowance for Utilities Paid by Tenant Only				
			0 BR	1 BR	2 BR	3 BR	4 BR
Cooking							
Other, Lighting	Electric						
Hot Water							
Water							
Heating							
Sewer							
Trash Collection							
TOTAL			\$0	\$0	\$0	\$0	\$0

HOME Rent

Limits	HOME GROSS Rent Limits			HOME CONTRACT Rent Limits		
	Low-HOME	High-HOME	FMR	Low-HOME	High-HOME	FMR
0 Bedrooms	\$1,066	\$1,092	\$1,092	\$1,066	\$1,092	\$1,092
1 Bedroom	\$1,142	\$1,230	\$1,230	\$1,142	\$1,230	\$1,230
2 Bedrooms	\$1,371	\$1,558	\$1,558	\$1,371	\$1,558	\$1,558
3 Bedrooms	\$1,583	\$2,024	\$2,142	\$1,583	\$2,024	\$2,142
4 Bedrooms	\$1,766	\$2,239	\$2,374	\$1,766	\$2,239	\$2,374

(Rent Limit Minus Utility Allowances)

**HOME Rental Production Application & Proforma
Unit Information & Gross Revenue Potential**

Project: 0

Developer: 0

Efficiency Units	# of Units	% AMI Targeted	Baths	Sq. Ft.	Rent	Monthly Rent	Annual Rent	Contract Rent Limit
		≤ 30%				\$0	\$0	\$1,066
		40%				\$0	\$0	\$1,066
		50%				\$0	\$0	\$1,066
		60%				\$0	\$0	\$1,092
		120%				\$0	\$0	\$1,092
		Market Rate				\$0	\$0	na
Subtotal	0					\$0	\$0	

3 BR Units	# of Units	% AMI Targeted	Baths	Sq. Ft.	Rent	Monthly Rent	Annual Rent	Contract Rent Limit
		≤ 30%				\$0	\$0	\$1,583
		40%				\$0	\$0	\$1,583
		50%				\$0	\$0	\$1,583
		60%				\$0	\$0	\$2,024
		120%				\$0	\$0	\$2,142
		Market Rate				\$0	\$0	na
Subtotal	0					\$0	\$0	

1 BR Units	# of Units	% AMI Targeted	Baths	Sq. Ft.	Rent	Monthly Rent	Annual Rent	Contract Rent Limit
		≤ 30%				\$0	\$0	\$1,142
		40%				\$0	\$0	\$1,142
		50%				\$0	\$0	\$1,142
		60%				\$0	\$0	\$1,230
		120%				\$0	\$0	\$1,230
		Market Rate				\$0	\$0	na
Subtotal	0					\$0	\$0	

4 BR Units	# of Units	% AMI Targeted	Baths	Sq. Ft.	Rent	Monthly Rent	Annual Rent	Contract Rent Limit
		≤ 30%				\$0	\$0	\$1,766
		40%				\$0	\$0	\$1,766
		50%				\$0	\$0	\$1,766
		60%				\$0	\$0	\$2,239
		120%				\$0	\$0	\$2,374
		Market Rate				\$0	\$0	na
Subtotal	0					\$0	\$0	

2 BR Units	# of Units	% AMI Targeted	Baths	Sq. Ft.	Rent	Monthly Rent	Annual Rent	Contract Rent Limit
		≤ 30%				\$0	\$0	\$1,371
		40%				\$0	\$0	\$1,371
		50%				\$0	\$0	\$1,371
		60%				\$0	\$0	\$1,558
		120%				\$0	\$0	\$1,558
		Market Rate				\$0	\$0	na
Subtotal	0					\$0	\$0	

Total Units	0	Gross Rent Potential	Monthly Rent	Annual Rent
		Per Unit Avg	#DIV/0!	#DIV/0!
Other Income			Monthly	Annually
Miscellaneous & Interest				\$0
Laundry				\$0
Carports/Garages				\$0
Tenant Charges (late fees, insufficient funds, etc)				\$0
Other:				\$0
Totals			\$0	\$0

Square Footage Breakdown	
Residential Square Footage	0
Common Areas Sq. Ft.	
Commercial Sq. Ft.	
Total Square Footage	-

Operating Subsidy:	(source)				
Amount	Year 1	Year 2	Year 3	Year 4	Year 5

**HOME Rental Production Application & Proforma
ANNUAL OPERATING BUDGET**

Project: 0

Developer: 0

REVENUE

	<u>Annual</u>	<u>Per Unit</u>	
Gross Rent Potential	\$0	#DIV/0!	
Other Revenue	\$0	#DIV/0!	
Subtotal	\$0	#DIV/0!	
Combined Vacancy Rate	0.0%	\$0	#DIV/0!
Adjusted Gross Income	\$0	#DIV/0!	#DIV/0!

OPERATING EXPENSES

Administrative Costs

	<u>Annual</u>	<u>Per Unit</u>	
Advertising		#DIV/0!	
Management		#DIV/0!	
Legal/Partnership		#DIV/0!	
Accounting/Audit		#DIV/0!	
Compliance Monitoring		#DIV/0!	
Other		#DIV/0!	
Subtotal	\$0	#DIV/0!	#DIV/0!

Maintenance

	<u>Annual</u>	<u>Per Unit</u>	
Decorating		#DIV/0!	
Repairs		#DIV/0!	
Exterminating		#DIV/0!	
Grounds		#DIV/0!	
Other		#DIV/0!	
Subtotal	\$0	#DIV/0!	#DIV/0!

Operating

	<u>Annual</u>	<u>Per Unit</u>	
Security		#DIV/0!	
Common Electricity		#DIV/0!	
Water/Sewer		#DIV/0!	
Gas		#DIV/0!	
Trash Removal		#DIV/0!	
Payroll		#DIV/0!	
Payroll Taxes & Fringes		#DIV/0!	
Other		#DIV/0!	
Subtotal	\$0	#DIV/0!	#DIV/0!

Escrows

	<u>Annual</u>	<u>Per Unit</u>	
Insurance		#DIV/0!	
Real Estate Taxes		#DIV/0!	
Other Taxes		#DIV/0!	
Other		#DIV/0!	
Subtotal	\$0	#DIV/0!	#DIV/0!

Total Operating Expenses

Total Operating Expenses	\$0	#DIV/0!	#DIV/0!
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Replacement Reserve

Replacement Reserve		#DIV/0!	
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NET OPERATING INCOME

NET OPERATING INCOME	\$0	#DIV/0!	#DIV/0!
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Estimated Mortgage

Debt Coverage Ratio Year 1	1.25
Interest Rate	0.00%
Term	30
Annual Payment	\$0
Mortgage Amount (PV)	\$0

Net Cash Flow Year 1 \$0
Cash Flow Per Unit #DIV/0!

**HOME Rental Production Application & Proforma
OPERATING CASH FLOW PROJECTION**

Project: 0

Developer: 0

		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
REVENUE											
	0										
	Years 1-4										
	Years 5+										
Gross Income Potential	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vacancy Factor	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Subsidy/Reserve Draw		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Income		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Per Unit</i>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
OPERATING EXPENSES											
	Inflation Factor										
Administration	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Escrows & Reserves	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Per Unit</i>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Replacement Reserve Contribution		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Per Unit</i>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Net Operating Income		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Per Unit</i>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
HOMEServicing Mortgage		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Debt Service		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Coverage Ratio		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
CASH FLOW		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Per Unit</i>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Payments Out of Cash Flow:											
Payments Out of Cash Flow:											
FINAL CASH FLOW		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Per Unit</i>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

	HOME Rental Production Application & Proforma OPERATING CASH FLOW PROJECTION
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Project: 0

	0	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
REVENUE	<u>Years 1-4</u>										
Gross Income Potential	0.0%	0.0%									
Vacancy Factor	0.0%	0.0%									
Operating Subsidy/Reserve Draw											
Net Income		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Per Unit</i>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
OPERATING EXPENSES	<u>Inflation Factor</u>										
Administration	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Escrows & Reserves	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Per Unit</i>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Replacement Reserve Contribution		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Per Unit</i>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Net Operating Income		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Per Unit</i>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
HOME Servicing Mortgage		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Debt Service		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Coverage Ratio		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
CASH FLOW		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Per Unit</i>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Payments Out of Cash Flow:											
Payments Out of Cash Flow:											
FINAL CASH FLOW		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Per Unit</i>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

**HOME Rental Production Application & Proforma
DEVELOPMENT BUDGET**

Project: 0
Project Number: 0

Developer: 0

PREDEVELOPMENT COSTS	TOTAL	Per Unit	Per SF	% TDC
Architect & Structural Engineer		#DIV/0!		
Asbestos & Lead Based Paint Testing		#DIV/0!		
Phase I Environmental Inspections		#DIV/0!		
Market Analysis		#DIV/0!		
Survey & Civil Engineering		#DIV/0!		
Application Fees		#DIV/0!		
Other		#DIV/0!		
Total Predevelopment:	\$0	#DIV/0!	#DIV/0!	#DIV/0!
BUILDING AND PROPERTY ACQUISITION				
Land & Building (<i>Price or your offer to City</i>)		#DIV/0!		
Settlement Costs (Title Ins., Recording Fees)		#DIV/0!		
Relocation		#DIV/0!		
Other		#DIV/0!		
Total Acquisition:	\$0	#DIV/0!	#DIV/0!	#DIV/0!
CONSTRUCTION COSTS (<i>complete sheet #7</i>)				
General Cond., Overhead & Profit	\$0	#DIV/0!		
Construction Contingency	\$0	#DIV/0!		
Construction Hard Costs	\$0	#DIV/0!		
Total Construction:	\$0	#DIV/0!	#DIV/0!	#DIV/0!
PROFESSIONAL SERVICES				
Consultant Fees		#DIV/0!		
Legal		#DIV/0!		
Marketing/Advertising		#DIV/0!		
Fees Related to State Tax Credits		#DIV/0!		
Other		#DIV/0!		
Total Professional Services:	\$0	#DIV/0!	#DIV/0!	#DIV/0!
CARRYING AND CONSTRUCTION FINANCING COSTS				
Inspection & Draw Fees		#DIV/0!		
Points & Bank Fees: Construction Loan		#DIV/0!		
Title Insurance: Construction Loans		#DIV/0!		
Construction Loan Interest (non-[PJ])		#DIV/0!		
[PJ] Construction Loan Interest	\$0	#DIV/0!		
Builder's Risk Insurance		#DIV/0!		
Property Liability Insurance		#DIV/0!		
Real Estate Taxes During Development		#DIV/0!		
Other		#DIV/0!		
Total Carrying & Construction Finance:	\$0	#DIV/0!	#DIV/0!	#DIV/0!
PERMANENT FINANCING				
Points & Bank Fees		#DIV/0!		
Title & Recording		#DIV/0!		
Partnership & Organization Expense		#DIV/0!		
Legal		#DIV/0!		
Other		#DIV/0!		
Total Permanent Financing:	\$0	#DIV/0!	#DIV/0!	#DIV/0!
RESERVES				
Rent Up Reserves		#DIV/0!		
Initial Operating Reserve		#DIV/0!		
Operating Deficit Reserve		#DIV/0!		
Capital Replacement Reserve		#DIV/0!		
Total Reserves:	\$0	#DIV/0!	#DIV/0!	#DIV/0!
Developer Fee		#DIV/0!	#DIV/0!	#DIV/0!
TOTAL DEVELOPMENT COSTS (TDC):	\$0	#DIV/0!	#DIV/0!	#DIV/0!

**HOME Rental Production Application & Proforma
Construction Budget (Based on CSI)**

Project: 0 Square Feet: 0 Units: 0
 Project Number: 0 Construction: New Construction

	Limit	Total Cost	Per Unit	Per SF	% Construction
1. General Requirements					
A. General Contractor's Markup					
Indirect Overhead: Office Expenses such as office rent, utilities, equipment, supplies, office salaries, professional fees, marketing, etc.	6.0%				
Direct Overhead: Job supervision, temporary power, cell phone, job site toilets, tool storage, job site clean up & debris removal, equipment rental, etc.	2.0%				
Profit	8.0%				
B. Contingency					
C. City/County Fee & Building Permit					
Subtotal		\$0	#DIV/0!	#DIV/0!	#DIV/0!
2. Existing Conditions					
Environmental Clearance					
Demolition					
Other					
Subtotal		\$0	#DIV/0!	#DIV/0!	#DIV/0!
3. Concrete					
Basement and Garage Floors					
Foundation Walls					
Flatwork					
Other					
Subtotal		\$0	#DIV/0!	#DIV/0!	#DIV/0!
4. Masonry					
Foundation Walls					
Veneer					
Fireplace and/or chimney					
Exterior retaining walls					
Other					
Subtotal		\$0	#DIV/0!	#DIV/0!	#DIV/0!
5. Metals					
Structural					
Wrought Iron					
Other:					
Subtotal		\$0	#DIV/0!	#DIV/0!	#DIV/0!
6. Wood & Composites					
Rough Capentry					
Finish Carpentry					
Other					
Subtotal		\$0	#DIV/0!	#DIV/0!	#DIV/0!
7. Thermal & Moisture Protection					
Roofing					
Insulation					
Exterior Siding					
Exterior Trim					
Gutters and Downspouts					
Other					
Subtotal		\$0	#DIV/0!	#DIV/0!	#DIV/0!
8. Openings					
Windows					
Exterior Doors					
Interior Doors					
Garage Door					
Door Hardware					
Other					
Subtotal		\$0	#DIV/0!	#DIV/0!	#DIV/0!
9. Finishes					
Gypsum Wallboard					
Ceramic Tile					
Flooring (wood, vinyl, carpet, etc.)					
Painting					
Other					
Subtotal		\$0	#DIV/0!	#DIV/0!	#DIV/0!
10. Specialties					
Towel Racks, mirrors, etc.					
Closet racks					
Other					
Subtotal		\$0	#DIV/0!	#DIV/0!	#DIV/0!

11. Equipment					
Appliances					
Other					
	Subtotal	\$0	#DIV/0!	#DIV/0!	#DIV/0!
12. Furnishings					
Cabinets					
Countertops					
Window Treatments					
Other					
	Subtotal	\$0	#DIV/0!	#DIV/0!	#DIV/0!
13. Special Construction					
Accessibility Modifications					
Other					
	Subtotal	\$0	#DIV/0!	#DIV/0!	#DIV/0!
21. Fire Suppression Systems					
Sprinkler System					
Other					
	Subtotal	\$0	#DIV/0!	#DIV/0!	#DIV/0!
22. Plumbing					
Rough Plumbing					
Finish Plumbing					
Fixtures					
Other					
	Subtotal	\$0	#DIV/0!	#DIV/0!	#DIV/0!
23. HVAC					
HVAC					
Other					
	Subtotal	\$0	#DIV/0!	#DIV/0!	#DIV/0!
26. Electrical					
Rough Electrical					
Fixtures					
Finish Electrical					
Other					
	Subtotal	\$0	#DIV/0!	#DIV/0!	#DIV/0!
27. Communications					
Security & Alarm Systems					
Other					
	Subtotal	\$0	#DIV/0!	#DIV/0!	#DIV/0!
31. Earthwork					
Excavation					
Trenching					
Backfilling					
Site Grading					
Driveway					
Other					
	Subtotal	\$0	#DIV/0!	#DIV/0!	#DIV/0!
32. Exterior Improvements					
Paving					
Fencing					
Final grade and seeding					
Landscaping					
Other					
	Subtotal	\$0	#DIV/0!	#DIV/0!	#DIV/0!
33. Utilities					
Utility Connections					
Other					
	Subtotal	\$0	#DIV/0!	#DIV/0!	#DIV/0!
Total Construction:		\$0	\$0	\$0.00	0%

**HOME Rental Production Application & Proforma
Sources & Uses Summary**

Project Name	0	Total Square Feet:	0	Total Units:	0
Project Number	0	Avg SqFt/Unit:	#DIV/0!	HOME Units	0
Developer	0				
Project Type:	New Construction	Target Population:	0		
Unit Type	0	Average Rent	#DIV/0!		

Development Costs	Total	Per Unit	% of Total		
Total Predevelopment:	\$0	#DIV/0!	#DIV/0!		
Total Acquisition:	\$0	#DIV/0!	#DIV/0!		
Total Construction:	\$0	#DIV/0!	#DIV/0!		
Total Professional Services:	\$0	#DIV/0!	#DIV/0!	Construction Cost/SqFt:	#DIV/0!
Total Carrying & Construction Finance:	\$0	#DIV/0!	#DIV/0!	Total Cost/SqFt:	#DIV/0!
Total Permanent Financing:	\$0	#DIV/0!	#DIV/0!		
Total Reserves:	\$0	#DIV/0!	#DIV/0!		
Developer Fee	\$0	#DIV/0!	#DIV/0!		
Total Development Costs*	\$0	#DIV/0!	#DIV/0!		

Permanent Sources	Total	Per Unit	% of Total	Interest Rate	Loan Term	Annual Payment
Bank Mortgage <i>Est. mortgage: \$0</i>		#DIV/0!	#DIV/0!			
Local HOME Funds		#DIV/0!	#DIV/0!			
Low Income Housing Tax Credits		#DIV/0!	#DIV/0!			
Other State/Federal Tax Credits		#DIV/0!	#DIV/0!			
Developer Equity		#DIV/0!	#DIV/0!			
Other:		#DIV/0!	#DIV/0!			
Other:		#DIV/0!	#DIV/0!			
Other:		#DIV/0!	#DIV/0!			
Other:		#DIV/0!	#DIV/0!			
State HOME Funds		#DIV/0!	#DIV/0!			
Total Sources	\$0	#DIV/0!	#DIV/0!			\$0

(GAP) or Surplus **\$0** **#DIV/0!** **#DIV/0!** DCR: #DIV/0!

Construction Financing Sources	(May)	Amount Available During Construction	% TDC	Const. Loan Interest Rate	Developer Notes
<i>include permanent sources listed above.</i>					
Private Construction Loan (bank financing)			#DIV/0!		
Developer Equity (Self-financing for acquisition, predevelopment, etc.)			#DIV/0!		
Deferred Developer Fee			#DIV/0!		
Other:			#DIV/0!		
Other:			#DIV/0!		
Other:			#DIV/0!		
HOME Dev. Subsidy Available for Construction			#DIV/0!		
Additional HOME Construction or Bridge Loan			#DIV/0!		
Bridge Loan to monetize tax credits			#DIV/0!		
Costs Not Incurred During Construction (reserves, dev. fee, etc.)		\$0	#DIV/0!		
Total Construction Sources		\$0	#DIV/0!		
Construction Financing Surplus/(Gap)?		\$0	#DIV/0!		

Total Local HOME Subsidy Request	Total	Per Unit	
Development Subsidy	\$0	#DIV/0!	<i>Permanent Subsidy</i>
Additional HOME Construction or Bridge Loan	\$0	#DIV/0!	<i>Short Term Loan = Potential Program Income</i>
Total HOME Investment	\$0	#DIV/0!	

Unit Mix	Efficiency	1 BR	2 BR	3 BR	4 BR	Total
<30% AMI	0	0	0	0	0	0
40% AMI	0	0	0	0	0	0
50% AMI	0	0	0	0	0	0
60% AMI	0	0	0	0	0	0
120% AMI	0	0	0	0	0	0
Market Rate	0	0	0	0	0	0
Total	0	0	0	0	0	0

Operating Budget	Annual	Per Unit	Key Assumptions	
Gross Rent Potential	\$0	#DIV/0!	Vacancy Years 1-4	0.0%
Other Income	\$0	#DIV/0!	Vacancy Years 5+	0.0%
Vacancy	\$0	#DIV/0!	Rent Inflation Years 1-4	0.0%
Adjusted Gross Income	\$0	#DIV/0!	Rent Inflation Years 5+	0.0%
Operating Expenses	\$0	#DIV/0!	Expense Inflation:	
Net Operating Income	\$0	#DIV/0!	Administration	0.0%
Debt Service	\$0	#DIV/0!	Maintenance	0.0%
			Operating	0.0%
			Escrows & Reserves	0.0%

Debt & Cash Flow Over Time			Annual	Per Unit
Year 1 DCR	#DIV/0!	Year 1 Net Cash Flow	\$0	#DIV/0!
Year 5 DCR	#DIV/0!	Year 5 Net Cash Flow	\$0	#DIV/0!
Year 10 DCR	#DIV/0!	Year 10 Net Cash Flow	\$0	#DIV/0!
Year 15 DCR	#DIV/0!	Year 15 Net Cash Flow	\$0	#DIV/0!
Year 20 DCR	#DIV/0!	Year 20 Net Cash Flow	\$0	#DIV/0!
	Total	Per Unit	After Cash Flow Payments:	
	Total Cash Flow Over 10 Yrs	\$0	#DIV/0!	\$0
	Total Cash Flow Over 15 Yrs	\$0	#DIV/0!	\$0
	Total Cash Flow Over 20 Yrs	\$0	#DIV/0!	\$0

Developer Notes

Date Entered

PJ Underwriting Summary

1. General Justification for Funding:

a. How does project fit with Con Plan?

2. Why is the project needed?

3. Examine the sources & uses above.

a. Are costs reasonable?

b. How was this determined?

c. Status of other funding commitments?

4. Assess neighborhood market conditions:

a. What supports proposed rents?

b. What supports lease up within 18 months?

c. Other info:

5. Assess the capacity of the developer.

a. Completed similar projects successfully?

b. Any problem projects current or past?

c. Other info:

6. Assess the capacity of the property management

a. Managing similar projects successfully?

b. Any problem projects current or past?

c. Other info:

7. Examine the Capital Needs Assessment (CNA)

a. Can the project cover capital improvements throughout the Period of Affordability?

b. Is an additional Capital Reserve needed? How will it be funded?

c. Other info:

Underwriting performed by:

Name

Title

[PJ] Staff Notes

Date Entered

HOME Rental Production Application & Proforma
Capital Needs Assessment

Development Name 0 _____
 Owner 0 _____
 Date Prepared _____

Cost Category	Description/Notes	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
Landscaping/Irrigation/Drainage										
Concrete Walks/Retaining Walls										
Parking Areas										
Garages/Carports										
Roofing										
Eavestrough/Downspouts/Flashing										
Balconies/Patios/Steps										
Exterior Siding										
Doors/Windows										
Lobbies/Halls/Stairs										
Laundry										
Community Space										
HVAC										
Plumbing/Domestic Hot Water										
Fire Safety										
Electrical										
Boilers/Pumps										
Elevator										
Unit Flooring/Carpeting										
Unit Appliances										
Unit Kitchen Cabinet/Countertop										
Other										
Other										
Other										

		Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Inflation Factor	3.00%	Inflation Factor	100.00%	103.00%	106.09%	109.27%	112.55%	115.93%	119.41%	122.99%	126.68%
Total Units	0	Estimated Total Annual RR Needs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Initial PUPY RR	#DIV/0!	Starting Balance	\$0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Initial Annual RR Deposit	#DIV/0!	RR Needs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RR Deposit Annual Increase	0.00%	Contribution	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Interest on Reserve	0.00%	Net Annual Change	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
		Interest Earned	\$0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
		Ending Reserve Balance	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Initial Deposit Needed to Sustain Project
10 years: #DIV/0!
15 years: #DIV/0!
20 years: #DIV/0!

Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
130.48%	134.39%	138.42%	142.58%	146.85%	151.26%	155.80%	160.47%	165.28%	170.24%	175.35%
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
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Table 1: Summary of Key Metrics

Category	Value
Item 1	100
Item 2	200
Item 3	300
Item 4	400
Item 5	500
Item 6	600
Item 7	700
Item 8	800
Item 9	900
Item 10	1000



