

December 13, 2024

Request for Proposals – Housing Development Fund Winter FY25

Frequently Asked Questions

This document is hereby incorporated into the Housing Development Fund Winter FY25 RFP as an official addendum. In the event of any discrepancies between this FAQ and the original RFP documents, the information contained in this FAQ shall take precedence. Respondents are encouraged to review this document carefully, as it provides clarification and additional guidance on the solicitation process.

Question: Have the City Council dates been finalized?

Answer: Yes. The City Council Action Review Meeting is scheduled for April 14, 2025, and the City Council Approval Meeting is scheduled for April 28, 2025. The revised schedule has been included at the end of this document.

Question: Does the two-award cap apply to homeownership projects as well?

Answer: No. Developers are eligible for up to two awards for multifamily developments or one multifamily award and up to 100 units of homeownership. In no event will a developer be awarded funding for more than 100 units of homeownership.

Question: When must the community engagement meeting occur?

Answer: Community engagement meetings must occur at least two weeks prior to the first City Council Action Review Meeting on April 14, 2025.

Question: Can the commercial appraisal be submitted after the January 24 submission deadline?

Answer: Yes. We will accept appraisals up to two weeks prior to the first City Council Action Review Meeting on April 14, 2025.

Question: Are applicants required to submit a market study?

Answer: Yes. In addition, applicants who are also pursuing LIHTC support can submit the NCHFA-contracted market study upon receipt in March 2025

Question: Has the Housing Locational Scoring Tool been fixed?

Answer: Yes, applicants can access the Housing Locational Scoring Tool using the following link. Please note that you must be a registered user to access the scoring tool.
<https://community.charlottenc.gov/>

Question: What is the per unit subsidy cap?

Answer: There is no per unit subsidy cap. Applicants are encouraged, and expected, to submit competitive applications that reflect the true financing gap need. Requests will be evaluated holistically.

Revised Schedule

Activity	Dates
Post RFP	November 27, 2024
RFP Review Webinar	December 5, 2024
<p>Required Planning Presubmittal Meeting:</p> <ol style="list-style-type: none"> 1) Contact Nan Peterson by Friday, December 13, 2024 to schedule meeting at nan.peterson@charlottenc.gov. 2) The sketch/site plan will need to be e-mailed to Nan before December 27, 2024. 3) All meetings will be held on Thurs, January 9, 2025. 	<p>December 13, 2024 <i>Deadline to schedule</i></p> <p>December 27, 2024 <i>Deadline to email sketch/siteplan</i></p> <p>January 9, 2025 <i>Meeting date</i></p>
<p>Application Submission Deadline:</p> <ol style="list-style-type: none"> 1) Submit required Housing Trust Fund application forms/packet to Housing & Neighborhood Services at https://charlottenc.seamlessdocs.com/f/housingsubmission. 2) Submit the Site Plan and Building Elevation Documents to Accela Citizen Access (ACA) as a Sketch Plan for Review: https://aca-prod.accela.com/CHARLOTTE/Default.aspx. Please include “HTF” in project name (example: HTF The Project) and make sure you click “yes” in the General Sketch Details in the application that this is Housing Trust Fund Project. 	<p>January 24, 2025</p>
Planning Site Plan and Building Elevation Review Period	January 27 – February 21, 2025
Site Plan and Building Elevation Comments Sent Back to Applicant Through Accela Online Portal	February 21, 2025
Submit final, revised Site Plan and Building Elevations through the Accela online portal by the close of business on Friday, March 7, 2025.	March 7, 2025
Deadline to submit Market Study, Appraisal, and evidence of satisfying the Community Engagement requirement.	March 31, 2025
Final Planning Support Letter Due to Housing & Neighborhood Services	April 2, 2025
City Council Action Review Meeting	April 8, 2025* April 14, 2025
City Council Approval	April 22, 2025* April 28, 2025
NCHFA Final Application Deadline (4% Bonds)	May 9, 2025