

Developer Application – Housing Funding Requests

Request for Proposal/Qualifications: **Winter FY24 Housing Development Fund**

Due date: **January 24, 2025**

Developer Name: Developer Response Here

Development Name: Developer Response Here

**Instructions:** This document establishes a uniform approach for developers when responding to city funding opportunities for affordable housing. To ensure a smooth and efficient evaluation process, kindly adhere to the following guidelines:

**Response Format:** Provide your answers in short paragraphs, bulleted lists, or concise sentences. For any graphic, photo, or illustration needed, refer to it as Attachment X - Description.pdf and include it in your submission.

**Completeness of Response**: Fully respond to each question. If a question does not pertain to your development request, please state how the question is not applicable. I.E. “As this is a homeownership project, no property management will take place”.

**Do Not Refer to External Text:** Please avoid referencing external text documents in your response. Provide all relevant text in this document and attach photos, graphics, or renderings to your submission in pdf format.

**Formatting:** Maintain the original formatting and page breaks in your submission. This structure helps staff evaluate your response with greater accuracy. Ensure developer answers are in blue highlight.

Following these instructions can help streamline the evaluation process for your affordable housing funding opportunity proposal.

## Applicant Information

1. Legal Name of Business: Developer response here.
2. Director or President: Developer response here.
3. Type of Organization: Developer response here.
4. Incorporation Date: Developer response here.
5. Federal Tax ID/ Social Security Number: Developer response here.
6. Estimated Current Fiscal Year Budget: Developer response here.
7. Current number of staff: Developer response here.
8. What is your Company/organization’s mission statement?

Developer response here.

1. If the development will be held by an entity other than the applicant, provide the name of the organization here (i.e., subsidy or holding company)

Developer response here.

1. Describe Applicant’s expertise in developing and operating affordable housing developments to include:
	1. Developer company overview,
	2. Development team experience and property management
	3. Experience with similar developments
	4. If the developer has not received multifamily housing development funding from the city in the last five years, provide at least three references that can speak directly to the applicant’s development experience. Provide as Attachment 1 – Developer References.pdf

Developer response here.

11. Are any principals, partners, employees, or others related to this transaction also employees of, or closely related to:

1. employees of the City of Charlotte, HUD or other relationship that may be a conflict of interest?
2. members of, or closely related to Members of, the Charlotte City Council?
3. beneficiaries of the program for which funds are requested, either as clients or as paid providers of goods or services?

If any are yes, provide a detailed explanation below. If all are no, respond no.

Developer response here.

## Project Information

1. Provide a detailed project description.

Developer response here.

1. Provide a neighborhood narrative description and describe how the development supports/ will support the surrounding community.

Developer response here.

1. Describe the development’s proximity to important amenities such as medical, grocery, and public transportation.

Developer response here.

1. Provide a rationale for how you arrived a the real estate tax value used in your proforma.

Developer response here.

1. Has full debt restructuring under the Market to Market process (or any similar HUD program) begun or been completed within the last 5 years?

Developer response here.

1. Has this development received City of Charlotte financing in the last five years?

Developer response here.

1. What is the status of the development? What other financing is in place? What is the status of site control, and is there any current construction/renovation activity?

Developer response here.

1. Explain why city financing is needed and include any other sources of gap funding received or this project is pursuing.

Developer response here.

1. What are the proposed loan structure and terms for the city-provided funding?

Developer response here.

1. Describe any UDO Affordable Housing bonuses this development will seek.

Developer response here.

## Property Management

1. Name of proposed property management firm.

Developer response here.

1. Provide a list of up to five properties currently managed by this firm.

Developer response here.

1. List properties managed by the proposed management that have been in default in the last ten years.

Developer response here.

1. Provide a detailed property management plan.

Developer response here.

1. Provide a detailed outreach and marketing plan for the development.

Developer response here.

1. What criteria will be used to evaluate prospective tenants, including criteria such as credit history, eviction records, and other background checks.

Developer response here.

1. Please describe any and all fees charged on top of tenant’s base rent, including application fees, pet fees, convenience fees, administrative fees, late feels, or any other types of obligatory fees that raise total rental costs.

Developer response here.

1. Please describe any policies and procedures aimed at eviction diversion.

Developer response here.

1. Please describe how the impacts of rental increases will be mitigated to prevent the displacement of existing residents. *See RFP Guidelines Section 6.2.1.*

Developer response here.

## Legal & Environmental

1. Provide the legal land description.

Developer response here.

1. Describe any historically significant conditions requiring Historic Review. If none, respond N/A.

Developer response here.

1. Description of any environmentally significant site condition(s). If none, respond N/A.

Developer response here.

1. Disclose any outstanding judgments or litigation. Provide an explanation for each item. If none, respond N/A.

Developer response here.

## Previous Experience

1. List previous city funding received. Add rows as needed.

|  |  |  |
| --- | --- | --- |
| Development/ Project Name | Funding Amount | Development/ Project Status |
| Sample Project | $1,000,000 | Financing Closed, Under Construction |
|  |  |  |
|  |  |  |

## Advancing the City of Charlotte’s Policy Goals

*Please review the City’s* [*Affordable Housing Funding Policy*](https://www.charlottenc.gov/files/sharedassets/city/v/1/streets-and-neighborhoods/housing/documents/affordable-housing-funding-policy_approved-09.09.24.pdf) *for additional information.*

1. **Priority Populations**: How does your proposal prioritize serving key populations, including lower-wage workers, public sector employees, and households at risk of displacement? Please detail any set-aside policies for vulnerable populations such as older adults, veterans, disabled persons, displaced households, students experiencing homelessness, youth aging out of foster care, re-entry individuals, and survivors of intimate partner violence.

Developer response here.

1. **Location Priorities**: How does your proposal align with location priorities to increase housing choice and create the greatest impact? Please describe how your development addresses factors such as alignment with the Comprehensive Plan place types and policy map, vulnerability to displacement, transit-oriented development opportunities, and proximity to services, amenities, and job access. Highlight any considerations related to high housing location scores or neighborhood impact.

Developer response here.

1. **Resident Services**: How does your proposal integrate relevant and meaningful resident services to support outcomes such as residential stability, neighborhood affordability, and economic mobility? Please specify the types of services (e.g., workforce development, health care, childcare, education, supportive services, financial wellness) and describe how they align with the needs of residents and the broader housing policy goals.

Developer response here.

1. **Partnerships and Leverage**: How does your proposal build partnerships and leverage resources to maximize affordability and improve quality of life for residents? Please detail any collaborations with public, private, and philanthropic entities, use of development allowances or incentives, and investments in services or infrastructure that enhance access to opportunities such as transportation, food, parks, or supportive housing initiatives.

Developer response here.

1. **Local Preference Pilot Program**: Are you willing to participate in a Local Preference Pilot Program? This program will require participants to allocate a minimum percentage of total affordable units for prioritized households that are on a community-wide waiting list.

Developer response here.