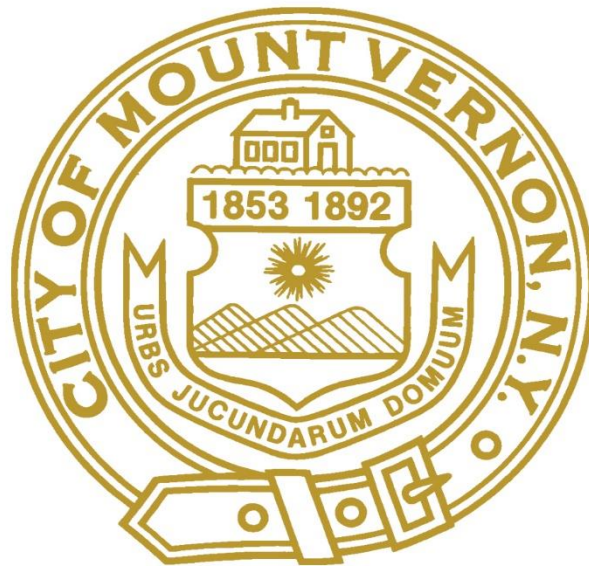


Community Housing Development Organization
(CHDO) Funds
Request for Proposals for Program Year 2017-2018



MOUNT VERNON URBAN RENEWAL AGENCY

AUGUST 2017

Application Summary

Completed applications and all required attachments must be received by the Urban Renewal Agency on Monday, August 28, 2017 at 4:00pm. No extensions will be granted and late applications will not be accepted.

Submit the application to:

Urban Renewal Agency
1 Roosevelt Square
Mount Vernon, NY 10550
Attention: CHDO RFP Proposal

Faxed or electronic applications will not be accepted. All proposals received after the closing date noted above will be returned to the applicant without review.

Please be certain to:

Attach all required supporting documentation as requested in the application

If you are applying for more than one project, you must submit a separate application with all required documentation.

Follow the prescribed format for Application preparation closely. Present information in the order indicated.

Do not submit materials other than those specifically requested. Letters of Support and Appendices submitted under separate cover will not be considered and therefore discarded.

If your application is funded, some additional documentation will be required prior to executing a contract between the City of Mount Vernon and your organization.

Community Housing Development Organization Overview

Community Housing Development Organization (CHDO) is a special status that City of Mount Vernon can provide to a private non-profit, community based organization whose primary purpose is to provide and develop affordable housing for the community it serves. This status means that the Urban Renewal Agency has certified that the organization meets specific qualifications as required by HUD's HOME Improvement Partnership FUND (HOME) program regulations.

CHDO set-aside funds provide equity for community-based organizations to undertake projects, build their capacity to serve a broad range of affordable housing needs and provide guaranteed resources for affordable housing development. Participating jurisdictions are required to set aside a minimum of 15% of their HOME allocation for housing development activities in which qualified CHDOs are the owner, developer, and/or sponsor of affordable housing in the communities they serve.

For Fiscal Year 2017, the City has been allocated \$355,206.00 in HOME Investment Partnership program funding of which \$53,289.90 (15%) is the CHDO set-aside.

A certified CHDO must serve as the developer, sponsor, or owner of a HOME eligible project when using funds from the 15 percent CHDO set-aside. A CHDO may serve in one of these roles for several projects or it make undertake projects in which it combines roles, such as being both an owner and developer.

HOME CHDO Set-Aside Eligible Activities

HOME CHDO Set-Aside funds are for use by the City of Mount Vernon designated CHDOs. Eligible activities include:

1. [Assisting homebuyers with purchasing newly constructed or rehabilitated housing developed by the CHDO.](#)
 - The CHDO must obtain financing, construct/rehabilitate the dwelling and have title to the property. The HOME loan/grant obligations must be transferred to the homebuyer within a specified time frame.
 - This can include a lease-purchase program where the unit is sold within 36 months of completion.
2. [Developing newly constructed affordable housing.](#)
 - The CHDO can develop, which includes obtaining the financing to construct, and manage the property for the long-term;
 - Or, the CHDO can own in partnership where the CHDO is the greater partner (i.e. decision-making authority);
 - Or the CHDO has obtained financing to construct the project and transfers the project to another entity for long-term ownership and management. If the CHDO does not own the property, the CHDO must enter into a contractual obligation with the property owner. This contractual obligation is independent of the agreement between the CHDO and the City of Mount Vernon.

3. Purchasing an existing building and rehabilitating it for use as affordable housing.

- The CHDO can develop, which includes obtaining the financing to rehabilitate, and manage the property for the long-term;
- Or the CHDO can own in partnership where the CHDO is the general partner (i.e. decision-making authority);
- Or the CHDO has obtained financing to rehabilitate the project and transfers the project to another entity or long-term ownership and management. IF the CHDO does not own the property, the CHDO must enter into a contractual obligation with the property owner. The contractual obligation is independent of the City of Mount Vernon.

INELIGIBLE HOME CHDO Activities

- 1. Owner-occupied rehabilitation programs where the CHDO does not hold title to the property at any time and therefore does not have effective project control;**
- 2. Direct homeownership assistance programs where the CHDO does not hold title to the property at any time and therefore does not have effective project control.**

CHDO dollars should always be used to leverage and complement other sources of financing and to close funding gaps. Priority will be given to projects that demonstrate substantial leveraging of other funds and have a clear and concise timeline to get to completion.

Please note that projects that are in development are ineligible for funding.

Eligible Applicants

1. A nonprofit organization qualified as a 501(c)(3) organization, at the time of grant application submission.
2. Applicant has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by:
 - Documentation of at least one year of experience in serving the community and
 - Documentation of staff with developer experience in housing
3. Applicant must be eligible for CHDO Certification and certified by the City of Mount Vernon prior to contract execution and the disbursement of funds.
4. Applicants must be able to meet other Federal requirements relative to the HOME program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, and acquisition, labor, lead based paint, conflict of interest, debarment and suspension, and floor insurance. Federal requirements include those listed in Title 42, Chapter 130, and CFR Title 24 Part 92. All applicants should be aware that additional federal regulations apply.

Instructions for Completing the Application

Submission of an application does not guarantee funding. For all projects financed by CHDO Set-aside funds, CHDO dollars must be used to leverage and complement other sources of financing and to close funding gaps. **CHDO Set-aside dollars may not be used as the sole source of funding.**

Completed applications and required attachments must be received by the Urban Renewal Agency no later than 4:00pm on Monday, August 28, 2017. No extensions will be granted. Submit to:

**HOME Investment Partnership Program
Urban Renewal Agency
1 Roosevelt Square
Mount Vernon, NY 10550
Attention: CHDO RFP Proposal**

Application Checklist

Questions may be directed to Danielle Scholar at: DScholar@ci.mount-vernon.ny.us

Your application should be submitted on or before the above indicated date and time and should include all items indicated below:

1. A fully completed application. If a question does not apply, indicate this on the application.
2. CHDO Certification – Appendix A
3. General Applicant Information
4. Project Narrative
5. Project Timeline
6. Budget
7. Resumes and qualifications of appropriate agency staff and the development team.

Documentation to be included with the Application:

Submit one copy of the following documents:

1. Articles of Incorporation
2. By-Laws
3. Federal Tax Exemption determination letter

Notices

The City of Mount Vernon Urban Renewal Agency reserves the right to reject any or all proposals.

All materials submitted shall become public records retained by the City of Mount Vernon, with the following exceptions, late and/or incomplete applications or requests for funding for projects that are not part of this solicitation, will be discarded.

If applicant makes a false statement or misrepresentation in this application to obtain HOME funds and funds are awarded, the funds and contract will be in default and the City may declare all of any part of the funds paid out immediately due and repayable to the City and the contract voided.

ALL AWARDS ARE SUBJECT TO NEGOTIATION OF FINAL TERMS.

City of Mount Vernon, New York
 Urban Renewal Agency
 2017-2018 Community Housing Development Organization (CHDO) Funds

Applicant Agency Information

<i>Applicant legal name:</i>	
<i>Name of Project:</i>	
<i>Address Location of Project:</i>	
<i>Contact Person:</i>	
<i>Contact Person Title:</i>	
<i>Mailing Address:</i>	
<i>Street Address (If different from mailing) :</i>	
<i>Phone:</i>	
<i>Email:</i>	
<i>Website URL:</i>	
<i>Tax ID number:</i>	
<i>Agency DUNS number:</i>	

Signature Section

I HEREBY SUBMIT THIS PROPOSAL FOR THE CONSIDERATION OF FINANCIAL ASSISTANCE IN SUPPORT OF THE PROJECT HEREWITHIN DESCRIBED. ALL INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. IF SELECTED FOR FUNDING, I WILL COOPERATE FULLY WITH THE CITY OF MOUNT VERNON TO COMPLY WITH LOCAL AND FEDERAL HOME INVESTMENT PARTNERSHIP PROGRAM GUIDELINES, AS APPLICABLE.

 Signature (Authorized Official)

 Printed Name

 Title

 Organization

 Date

Project Narrative

Narrative components:

Provide a detailed description of the CHDO projects your organization is planning for the 2017-2018 program year, and/or the CHDO projects that will be constructed. This can be a combination of proposed projects and currently funded projects that use CHDO reserve funding. Please include the following information as part of the description.

A. Location of the housing units.

- General redevelopment strategy and how it fits into the neighborhood/block plan
- Number and types of units included
- Details regarding building types (number bedrooms/unit, square footage, any special amenities, ownership structure, strategy per unit)
- Details regarding the use of building materials, utility types
- For proposed rehabilitation please include – the average age of the buildings, extent of rehabilitation to be completed prior to occupancy, number of current occupants, current utilities (type of heating/cooling), and storm drain system.
- Describe the construction/development timeline for each CHDO project proposed or underway.

B. Target Market

- Describe the target population that will occupy the units after development work is complete. Please include information on the target population by income levels, household size, tenure (owner occupied, or renter occupied), and any special needs (elderly, physically or mentally disabled, homeless, etc.)

C. Development History

- Describe organizational experience or involvement in the development of other housing occupied or owned by the same target to be assisted through this housing project over the past five years. Identify the staff responsible to complete the project and indicate any experience related to this project (submit resumes)

D. Past Performance and Funding

If you have received HOME funds from the City of Mount Vernon at any time in the past five years, please provide the name of the project, the funding received, and outcomes achieved.

Appendix A - CHDO Checklist

The information contained in this checklist refers to the definition of Community Housing Development Organizations (CHDOs) in Subpart A, 92.2 of the HOME Rule. The checklist is a tool for participating jurisdictions concerning the documents they must receive from a nonprofit before it may be certified or recertified as a CHDO.

Please fill out this form and attach all appropriate documents as evidence to meeting the criteria.

1. LEGAL STATUS

a) The nonprofit organization is organized under State or local laws, as evidenced by one of the following documents:

Charter

Articles of Incorporation

b) No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by one of the following documents:

Charter

Articles of Incorporation

c) Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or (4) of the Internal Revenue Code of 1986, as evidenced by:

A 501(c)(3)or(4) Certificate from the IRS

OR

Is classified as a subordinate of a central organization non-profit under Section 905 of the Internal Revenue code, as evidenced by:

A group exemption letter from the IRS that includes the CHDO

d) Has among its purposes the provision of decent housing that is affordable to low-and moderate-income people, as evidenced by a statement in one of the organization's documents such as:

Charter

Articles of Incorporation

By-Laws

Resolutions

2. CAPACITY

a) Conforms to the financial accountability standards of 24 CFR 84 21. "Standards for Financial Management Systems", as evidenced by one of the following documents:

A notarized statement by the President or Chief Financial Officer of the Organization

Certification from a Certified Public Accountant

- b) Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by one of the following documents:
 - Resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds
 - Contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization.
- c) Has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by one of the following documents:
 - A statement that documents at least one year of experience in serving the Community
 - For newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

The CHDO or its parent organization must be able to show one year of serving the community prior to the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization’s history) of serving the community by describing activities by 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.

3. ORGANIZATIONAL STRUCTURE

- a) Maintains at least one-third of its governing board membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations as evidenced by one of the organization’s following documents:
 - By-laws
 - Charter
 - Articles of Incorporation

Under the HOME program, for urban areas, the term “community” is defined as one of several neighborhoods, a city, county, or metropolitan area.

- b) Provides a formal 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, as evidenced by one of the following documents:
 - By-laws
 - Resolutions
 - A written statement of operating procedures approved by the governing body.

- c) A CHDO may be chartered by a State or local government, but the following restrictions apply:
- I. the State or local government may not appoint more than one-third of the membership of the organization's governing body
 - II. the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members
 - III. no more than one-third of the governing board members are public officials (including any employees of the participating jurisdiction),

These restrictions are evidenced by one of the organization's following documents:

- By-laws
- Charter
- Articles of Incorporation

- d) If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by one of the CHDO's following documents:

- By-laws
- Charter
- Articles of Incorporation

4. RELATIONSHIP WITH FOR-PROFIT ENTITIES

- a) The CHDO is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by one of the following documents:

- By-laws
- A Memorandum of Understanding (MOU)

- b) A Community Housing Development Organization 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, as evidenced by:

- the for-profit organization's By-laws

AND

- The CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced in one of the CHDO's following documents:

- By-laws
- Charter
- Articles of Incorporation

APPENDIX B - PROJECT TIMELINE

Complete a timeline for the project, indicating critical events, such as construction start/finish dates, etc.

Tasks	Start Date MM/YY	Days to Complete Task	End Date MM/YY
A. Environmental Review			
B. Site			
Real Estate - Option/Contract			
Site Analysis			
Zoning Approval			
Site Acquisition			
C. Financing			
1. <u>Construction loan</u> (if applicable) Firm Commitment			
2. <u>Permanent Loan</u> Firm Commitment			
3. <u>Other</u> Firm Commitment			
D. Construction			
Plans/Specifications, Working Drawings			
Construction Documents Approval			
Building Permits Drawn			
Site of Construction			
Site Work			
Construction			
Certificates of Occupancy			
Lease-Up			
Project Completed			
Close - Out Report Submitted			

Organizational Name <small>insert to right</small>	
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APPENDIX C - PROJECT FINANCING

Identify the total amount of other funds (private and/or public) in the project that would be leveraged by the HOME Funds.

FUNDING SOURCE	Amount Leveraged
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Funds Leveraged:	\$