

## **FY 2022 Notice of Funding Availability (NOFA) for County Loan Funds**

### **Overview**

Arlington County's Department of Community Planning, Housing, and Development (CPHD) invites eligible developers or owners of rental housing to submit affordable housing project proposals seeking fiscal year (FY) 2022 (July 1, 2021 - June 30, 2022) Federal Community Development Block Grant (CDBG), Federal HOME Investment Partnership (HOME), and local Affordable Housing Investment Fund (AHIF) loan funds. CDBG, HOME, and AHIF loan funds are intended to support the creation or preservation of rental Committed Affordable Units (CAFs) in Arlington County.

AHIF is the County's main financing program for affordable housing development. It is supported by a combination of loan repayments, developer contributions, and local General Fund contributions. CDBG and HOME are U.S. Department of Housing and Urban Development (HUD) programs administered through local governments that can fund affordable housing. Since 1988, AHIF and Federal loan funds have helped to create the majority of Arlington's more than 8,000 approved CAFs that house low- and moderate-income households.

Selected proposals will form the County staff FY 2022 pipeline recommendations for County loan funds. ***Selection is not a commitment of loan funds.*** Selected applicants will move forward with financing negotiations, including negotiations on the requested loan amount, and public review process which may include Site Plan Review Committee, Form Based Code Advisory Working Group, Housing Commission, Community Development Citizen's Advisory Committee (for projects with CDBG and HOME funds), Tenant-Landlord Commission, Planning Commission, and other necessary meetings. A County Board hearing will be scheduled upon successful completion of this process. Any commitment of County loan funds is contingent upon County Board approval.

### **Funds Available**

It is anticipated there will be approximately \$18- \$21 million in County loan funds available through this NOFA.

County staff may recommend any combination of AHIF, CDBG, and HOME funds (or funds from other sources not specifically mentioned herein). **Only applications that propose feasible use of Federal CDBG and/or HOME funds, as determined by staff to be feasible according to timing and other compliance requirements, will be eligible for funding through this NOFA process.**

### **Eligibility**

CPHD will accept and consider proposals from non-profit or for-profit qualified applicants that meet the following eligibility requirements:

- Applicant has owned or developed at least one development that contains CAF, income-restricted, or market rate housing units that have been placed in service. If

- applying for Low Income Housing Tax Credits, applicants must meet Virginia Housing (formerly VHDA) eligibility requirements.
- The County loan funds must be used for rental units affordable up to 80% Area Median Income (AMI) as published by HUD for the Washington, DC Metropolitan Statistical Area, adjusted for household size. If the development is mixed-income, loan funds will be applied only to the affordable portion of the development.
  - The CAF units must remain committed affordable for no less than 30 years.
  - Proposals to be funded with a combination of 9% Tax Credits and 4% Tax Exempt Bonds must submit separate NOFA applications (one application for the 9% Tax Credit building(s) and one application for the building(s) utilizing 4% Tax Exempt Bonds).
  - If staff determines Federal CDBG and/or HOME funds would be used, the project must meet certain compliance requirements (see "Federal Requirements" section below for more details).

For help in determining if a project is eligible, call Alex McMillen at amcmillen@arlingtonva.us or (703) 228-3773.

### **Important Dates**

#### **Friday May 14, 2021 | 10:00am-11:30am**

##### ***NOFA Q&A Session for Prospective Applicants (Optional)***

County staff will host a virtual Question & Answer session on May 14, 2021 for prospective applicants detailing FY22 changes to the NOFA and application process deadlines. Interested applicants are highly encouraged to attend.

#### **Friday June 18, 2021 | 5:00 pm**

##### ***Application Submission Deadline***

All proposals must be submitted electronically via ZoomGrants no later than 5:00 pm. Any application missing one or more of the required information or documents will be considered incomplete and will not be reviewed. No hard copies will be accepted.

#### **Monday June 21, 2021 – August, 2021**

##### ***Application Review by County Staff***

#### **August, 2021**

##### ***Developer Notification***

### **Application Evaluation**

Eligible applications will be scored by County staff using the evaluation criteria described in more detail in the Scoring Guidance document of this application. Pipeline recommendations will be based on which project meets or exceeds these criteria to the greatest degree. Applications that receive a staff score under 70 points may not be considered. If project proposals do not adequately meet the described guidelines, County

staff may recommend not funding the proposal(s) and reserves the right to reject any and all proposals. County staff also has the discretion to make a recommendation for County loan funds in an amount that is less than what is requested in the application.

If selected, the proposal will be reviewed by the Housing Commission and other relevant Commissions at the appropriately scheduled time. A County Board hearing will be scheduled upon successful completion of this process. A commitment of County loan funds is contingent upon County Board approval.

<b>Policy Goals - 40%</b>	<b>Max Points</b>
Supply	89
Access	10
Sustainability	18
<b>Policy Total</b>	<b>117 x 40% = 46.8</b>
<b>Budget – 40%</b>	<b>Max Points</b>
Capital Budget	60
Operating Budget	40
<b>Budget Total</b>	<b>100 x 40% = 40</b>
<b>Organizational Capacity and Readiness – 20%</b>	<b>Max Points</b>
Team Experience	65
Readiness	45
Diversity and Racial Equity	30
<b>Organizational Capacity/Readiness Total</b>	<b>140 x 20% = 28</b>
<b>TOTAL MAX POINTS</b>	<b>114.8</b>

Policy and Budget criteria will have a 40% weight applied to the total points available. Organizational Capacity/Readiness will have a 20% weight applied.

### **Federal Requirements**

Use of Federal CDBG and HOME funds must comply with certain Federal requirements, including program eligibility requirements and, depending upon the type of project being proposed, cross-cutting Federal requirements. Applicants should be familiar with CDBG and HOME program eligibility and understand which of the following cross-cutting Federal requirements are applicable. Please note that if a project is recommended for funding utilizing county HOME funds, the county may require the applicant to adhere to Community Housing Development Organization (CHDO) eligibility requirements and become certified as a CHDO to be able to accept HOME CHDO funds.

The following guidebook is a resource to determine CDBG and HOME program eligibility requirements: <https://www.hudexchange.info/resources/documents/HOME-CDBGGuidebook.pdf>.

For crosscutting Federal requirements, please see:

- Procurement, (2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
- Conflict of Interest, (2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
- Section 3 of the Housing and Urban Development Act of 1968, as amended (Section 3)
- Minority/Women's Business Enterprises (M/WBE), (24 CFR 85.36(e) and Executive Orders 11625, 1232, 12138)
- Labor Standards:
  - Davis Bacon and Related Acts (40 USC 276(A)-277):
  - Contract Work Hours and Safety Standards Act (40 USC 327-333)
  - Copeland Anti-Kickback Act (40 USC 276c)
  - Fair Labor Standards Act of 1938, as amended (29 USC 201, et. seq.)
- Fair Housing:
  - Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.)
  - Fair Housing Act (42 U.S.C. 3601-3620)
  - Nondiscrimination and Equal Opportunity in Housing (24 CFR Part 107)
  - Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.).
- Affirmative Marketing and Outreach
- Housing Accessibility
  - Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218, and 225)
  - Fair Housing Act 42 U.S.C. 3601-19 (24 CFR 100.205)
  - Section 504 of the Rehabilitation Act of 1973 (Section 504)
- Uniform Relocation Act: Uniform Relocation and Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) (42 U.S.C. 4601-4655)
- Environmental Review: National Environmental Policy Act of 1969 (NEPA), (24 CFR part 58, including Section 106 of the National Historic Preservation Act of 1966 (NHPA))
- Site and Neighborhoods Standards, (Title VI of the Civil Rights Act of 1964, the Fair Housing Act and Executive Order 11063 (24 CFR 983.57(e)(2) and (3)))
- Lead-Based Paint: Title X of the 1993 Housing and Community Development Act (24 CFR part 35)

### **Out-of-Cycle Applications**

Out-of-cycle applications will be considered for time-sensitive, unrelated third party acquisitions on a case-by-case basis. "Time-sensitive, unrelated third party acquisition" means the development site is currently listed for sale on the open market or will be listed on the open market in the immediate future. If the applicant is applying to be considered out-of-cycle, please e-mail a letter to Melissa Danowski at [mdanowski@arlingtonva.us](mailto:mdanowski@arlingtonva.us) with information about the project (i.e., location, units, listing or purchase price, affordability mix) and documentation of time-sensitivity (e.g., real estate listing or letter from owner). Describe why an in-cycle application would preclude the ability to purchase

such that an opportunity to develop affordable housing on the site would be lost. DO NOT fill out ZoomGrants application unless advised by Arlington County staff to do so.

**Questions?**

Questions about the NOFA should be submitted in writing to Alexander McMillen at [amcmillen@arlingtonva.us](mailto:amcmillen@arlingtonva.us). All questions and answers will be posted to the [NOFA webpage](#). To receive e-mail notifications of updates, please sign up [here](#).

ZoomGrants Technical Support staff can help with technical questions or general inquiries about the ZoomGrants system. Please contact [questions@zoomgrants.com](mailto:questions@zoomgrants.com)

**Application for FY 2022 Notice of Funding Availability (NOFA) for County Loan Funds**

**ALL RESPONSES AND APPLICATION MATERIALS ARE SUBJECT TO DISCLOSURE UNDER THE FREEDOM OF INFORMATION ACT (FOIA)**

**GENERAL INFORMATION**

**Supply and Access**

1. What type of rental application is being submitted?
  - New construction
  - Acquisition and new construction
  - Acquisition and rehabilitation of existing multifamily units
  - Acquisition only
  - Rehabilitation of existing multifamily units
  - Other, explain: \_\_\_\_\_
  
2. Project Narrative: Provide a concise description of the proposed project. *Include any anticipated rehab or construction work, financing sources, tax credit application year, general timeline for completion, individuals that will be served by the project, and public benefit achieved. Note any special features/amenities.*
  
3. Affordability Commitment Period  
*Must be committed affordable for at least 30 years to be considered.*  
List the number of years the units will remain committed affordable.  
\_\_\_\_\_
  
4. Describe the type of units that are part of the proposal. Fill out the following table.  
*For a detailed definition of "CAF" refer to the Glossary section of the Affordable Housing Master Plan located in the "Library" tab.*  
\_\_\_\_ Number of Committed Affordable Units (CAFS).  
\_\_\_\_ Number of Unrestricted/Market Rate Units (if any)  
\_\_\_\_ Total CAFS and Unrestricted/Market Rate Units  
\_\_\_\_ Percent of Total Units that are CAFS  
\_\_\_\_ Percent of Total Units that are Market Rate/Unrestricted Units (if any)  
\_\_\_\_ Number of Age Restricted CAFS (if any)  
\_\_\_\_ Number of Age Restricted Market Rate Units (if any)  
\_\_\_\_ Number of Proposed Permanent Supportive Housing (PSH) units (if any)  
\_\_\_\_ Percent of CAFS that are Proposed Permanent Supportive Housing (if any)  
\_\_\_\_ Number of Type A Accessible CAF Units (if any)  
\_\_\_\_ Percent of CAFS that are Type A Accessible Units (if any)

\_\_\_\_\_ Number of CAFS that are accessible for those with hearing/visual impairments (if any)  
\_\_\_\_\_ Percent of CAFS that are accessible for those with hearing/visual impairments (if any)  
\_\_\_\_\_ Number of Type A Accessible Units that are also planned to be PSH units (if any)

5. List the parking characteristics of the proposed project.

\_\_\_\_\_ # of off-street parking spaces proposed  
\_\_\_\_\_ Required minimum parking ratio per the Zoning Code (without modifications)  
\_\_\_\_\_ Proposed parking ratio/unit  
\_\_\_\_\_ Will off-street parking be located in an underground garage? (yes/no)  
\_\_\_\_\_ # of underground garage levels (if applicable)  
\_\_\_\_\_ Will off-street parking be located in a structured above-ground garage? (yes/no)  
\_\_\_\_\_ # of above-ground structured garage levels (if applicable)

6. How far away is the closest transit stop?

*List answers in decimals. Example: "0.25 miles from bus stop."*

\_\_\_\_\_ mile(s) from closest metro stop  
\_\_\_\_\_ mile(s) from closest bus stop

7. Does the existing property contain market rate affordable units (MARKS)? If so, how many? If rents are unknown, please enter best estimate. Leave blank if there are no existing MARKS.

*MARKS are housing units that have market rents that are affordable to low-and moderate-income households. These units are not regulated by the County or any other public agency.*

\_\_\_\_\_ # of MARKS up to 40% AMI  
\_\_\_\_\_ # of MARKS up to 50% AMI  
\_\_\_\_\_ # of MARKS up to 60% AMI  
\_\_\_\_\_ # of MARKS up to 80% AMI

8. If the existing property contains MARKS, are they currently for-sale on the open market (i.e. there is an active listing for the property advertising the sale of the building)?

*Please upload documentation of active listing on "documents" tab.*

- Yes, there is an active listing.  
 No, it is not currently for-sale on the open market.  
 There are no MARKS at the existing property.

9. Does the property contain existing CAFS that have affordability restrictions expiring in the next 5 years? Leave blank if there are no existing CAFS that have affordability restrictions expiring in the next 5 years.

*Affordability restrictions include any guaranteed agreements with Federal, state, or County government to remain affordable for a specified period of time, e.g. site plan requirements, deed covenants, IRS regulations governing tax exempt financing, etc.*

\_\_\_\_\_ # of CAFS up to 40% AMI expiring within the next 5 years.

\_\_\_\_\_ # of CAFS up to 50% AMI expiring within the next 5 years.

\_\_\_\_\_ # of CAFS up to 60% AMI expiring within the next 5 years.

\_\_\_\_\_ # of CAFS up to 80% AMI expiring within the next 5 years.

10. Does the property provide infill or higher-density redevelopment opportunities at a future date (aside from this application)?

*If yes, briefly describe the future infill/redevelopment opportunity.*

*If yes, briefly describe the capital needs and provide a rationale for the urgency.*

11. Is there time-sensitive funding that is at risk if the application is not selected in FY 2020?

*If yes, identify the source and amount of funds, and describe the nature of the time sensitivity; e.g. proposal is part of a hybrid 9% and 4% LIHTC project; a funding source has time limits on execution.*

12. Is the existing property a historic property?

*Check all that apply.*

- Identified in the [Historic Resources Inventory/HRI](#) (i.e., garden apartment, shopping center, commercial building)
- Protected as a [Local Historic District](#)
- Protected with an [Historic Preservation Easement](#)
- Listed on or eligible for the [National Register of Historic Places](#)
- [Constructed 50+ years ago](#)
- Located within an historic African American neighborhood (i.e., Hall's Hill/High View Park, Green Valley, Penrose, Johnson's Hill/Arlington View)
- Identified as historic in the following County-adopted planning documents:
  - [Columbia Pike Commercial Centers Form Based Code \(2003\)](#)
  - [Clarendon Sector Plan](#)
  - [Fort Meyer Heights North Plan \(2006\)](#)
  - [Colombia Pike Neighborhoods Form Based Code \(2013\)](#)
  - [Courthouse Sector Plan Addendum: Courthouse Square \(2015\)](#)
- Not identified as historic

Not sure if your property is historic? Visit the [Arlington County Historic Preservation Program website](#), or email [lfarris@arlingtonva.us](mailto:lfarris@arlingtonva.us) for assistance.

13. Should this project be recommended for Federal funding and the property is identified as historic or potentially historic through one of the methods described

in the previous question, the applicant will be required to understand the potential adverse effects of the project activities. If the applicant is proposing any combination of acquisition and rehabilitation, demolition or new construction which could materially alter the property as it currently exists, please describe potential adverse effects, and plans for mitigation.

14. Will leases for Type-A accessible units require households that do not include a person with a disability to transfer to another similar unit, if available, if an application is accepted from a household that would use the accessible features? *Reasonable transfer costs resulting from such a move would be paid by the developer/owner.*
15. Does the Sponsor Developer plan to scatter PSH units across the project? *If yes, please describe how they will be scattered (i.e. by floor, etc.).*
16. How many Type-A accessible units will also be designated as PSH units? *Please indicate percent of PSH units that will also be accessible units.*

## **Location**

17. Is the project located in an area covered by existing Comprehensive Plan Goals, a Sector Plan or a Small Area Plan? If yes, how is the project consistent? If no, is the project consistent with the General Land Use Plan? *Briefly describe how the project is consistent with applicable Comprehensive Plan Goals/plans or the General Land Use Plan. For a list of applicable plans go to <https://projects.arlingtonva.us/plans-studies/land-use/>. Excludes Neighborhood Conservation Plans.*
18. Where is the proposed project located? *Enter existing address. If there is no existing address, enter the closest key intersections. Also indicate if the project will be located in a flood zone (<https://msc.fema.gov/portal>) and if so, how the project will satisfy Federal requirements related to [floodplain management](#).*
19. What are the existing Real Property Number(s)(RPC) of the location of the proposed project? *For help finding the RPC number(s) go to <https://propertysearch.arlingtonva.us/Home/Search>*
20. What census tract(s) is the proposed project located in? *Enter the census tract number(s) below.*
21. What civic association is the proposed project located in? Has the civic association been consulted? *If the Civic Association has been consulted, list date of meeting(s) and briefly describe the result.*

22. Is the proposed project...

*Check the box that applies.*

- Located within the Metro Corridors as defined in the General Land Use Plan?
- Located within 1/4 mile of Lee Highway?
- Located outside of the Metro Corridors as defined in the General Land Use Plan and located outside of ¼ mile of Lee Highway?

## **Sustainability**

23. Is the project pursuing LEED Gold (or higher) or EarthCraft Gold (or higher) certification with ongoing energy use tracking?

*If yes, identify what level of certification is being pursued and if the project will conduct ongoing energy use tracking. If not pursuing at least LEED Gold or EarthCraft Gold certification or ongoing energy use tracking, explain why.*

24. Do you plan to meet the baseline renewable energy requirement as described in the NOFA Scoring Guidance, or will you be seeking an exemption? If you are seeking an exemption, please provide justification below.

*Note: In the "Documents" tab, please complete and upload the Solar Calculator. Please also submit a plan of the building's roof identifying the approximate location of the solar array and, if applicable, co-location with a vegetated roof.*

25. Is the project pursuing renewable energy or a combination of renewable energy and integrated vegetated roof above the baseline requirement? If yes, what is the anticipated renewable energy generation per SF of the roof area?

26. Is the project pursuing innovative, industry recognized "green" building standards such as, but not limited to, PHIUS certification, Net Zero Energy certification, Zero Carbon certification, or LEED Zero certification?

*If yes, briefly explain the innovative green building standard being pursued.*

27. Is utilization of a green or other workforce development organization during construction that provides employment opportunities for low-income residents being proposed?

*If yes, please list the name(s) and brief description of the workforce development organizations.*

28. Will in-unit broadband internet or Wi-Fi internet service with a managed support plan be provided to all units free of charge?

*Please provide a description of the type of internet service that will be provided and the goal internet speed to be achieved.*

29. What company and/or partners will be utilized to provide the in-unit internet? List all options.

30. Will the applicant be providing a digital literacy program? If so, what organizations will that applicant partner with for this programming?
31. Will the building owner install telecommunications infrastructure and wiring during construction and will this infrastructure be owned by the building owner?

## Experience

32. In the past 10 years, how many committed affordable, market rate, or mixed-income developments has the applicant developed or owned?
  - \_\_\_\_\_ # of Committed Affordable Developments
  - \_\_\_\_\_ # of Committed Affordable Units
  - \_\_\_\_\_ # of Market Rate Developments
  - \_\_\_\_\_ # of Market Rate Units
  - \_\_\_\_\_ # of Mixed-Income Developments
  - \_\_\_\_\_ # of Mixed-Income Units
33. In previous residential developments, how has the applicant set up effective channels to engage tenants? (e.g. through regular tenant meetings, support for tenant associations, and/or other methods).
34. How many low-income tenants serve on the applicant organizations Board of Directors?
35. What resources does the applicant provide to tenants and/or their associations to improve tenant living conditions regardless of race, ethnicity, age, gender, national origin, sexual orientation, disability status or other protected class?

## Readiness

36. At the time of this application, does the applicant or team member OWN (hold title) to the land? If no, does the applicant have site control?  
*If the applicant does not hold title to the land, identify the form of site control (e.g. option agreement, executed Letter of Intent, purchase contract with the seller), and upload evidence of site control in the "Documents" tab.*
37. Does the property require rezoning, a Special Exception Site Plan, Form Based Code, or use permit approval? Have County Planning staff been consulted?  
*If yes, explain the plan and timetable for obtaining the approval. Briefly describe the result of discussions with County Planning staff.*
38. Are there existing tenants that will be permanently or temporarily relocated and/or displaced? If yes, describe the relocation and/or anti-displacement strategy.

*Include characteristics of existing tenants (# receiving Housing Choice Vouchers or Housing Grants and estimated income levels). Describe specific financial or other assistance that will be provided to households that will be displaced as well as proposed strategies to minimize displacement.*

39. Describe the plan for delivering services at the proposed development.  
*Leave blank if there is no plan to provide services or partner with service providers at the proposed development.*
40. Identify and describe your plan for completing any necessary due diligence, Federal compliance (see “Library” tab for more information) or pre-development tasks. If hiring a consultant for pre-development tasks, describe the work being performed.  
*For example: appraisal (if not already provided), market study, environmental assessments (including historic preservation and archaeological review, if applicable), rent roll analysis, etc.*
41. Identify and describe the plan and schedule for preparing and coordinating the necessary public meetings which may include Civic Associations, Housing Commission, Tenant-Landlord Commission, Planning Commission, HALRB, and County Board.  
*Identify any anticipated opposition. Also describe your plan for any public meetings or hearings that might be required given the use of Federal funds.*
42. When do you anticipate closing on financing?

### **Diversity and Racial Equity**

43. What strategies are in-place that foster and promote racial and ethnic diversity, equity, and inclusion within management operations and program development?  
*For example, does your organization’s strategic plan incorporate (or will incorporate) commitment to racial equity? Do you sit on any diversity/equity working groups? Have you hired outside consultants to assist with internal racial diversity practices and strategies, etc.?*
44. How does the Sponsor Developer train employees on the relevance of diversity and racial equity?  
*Discuss your training and education plan, including any trainings, panels, seminars staff have attended and/or will attend and other tools that are used to train employees on diversity and racial equity.*
45. How does the Sponsor Developer encourage racial diversity in recruiting and promotion practices among staff and the Board of Directors?

*Examples include non-discrimination policies, advertising positions with an Equal Opportunity Employment statement, and any tools you use to recruit, promote, and/or engage racially and ethnically diverse applicants, etc.*

### **Budget Characteristics**

46. Enter the following budget details below.

\_\_\_\_\_ Total Development Costs (TDC)

\_\_\_\_\_ Total County Loan Fund Request

\_\_\_\_\_ Leverage (TDC minus County loan funds divided by the County loan funds amount. Answer should be expressed as a decimal)

\_\_\_\_\_ AHIF per CAF unit

\_\_\_\_\_ Developer Fee (For 4% LIHTC projects, the developer fee cannot exceed what is claimed in eligible basis).

\_\_\_\_\_ Developer Fee as % of TDC (Subtract the developer fee from the TDC. Divide the developer fee by this number. Express as a %)

\_\_\_\_\_ Deferred Developer Fee

\_\_\_\_\_ % of total developer fee that will be deferred

\_\_\_\_\_ Seller Note (if applicable)

\_\_\_\_\_ Developer contribution (other than deferred fee and seller note)

\_\_\_\_\_ Priority payment fee/unit (Fees paid from project income, such as management fees and resident services fees, not including the developer fee, which are paid ahead of the County loan repayment)

\_\_\_\_\_ Year AHIF loan crests (year AHIF loan balance begins to decline)

\_\_\_\_\_ Residual receipts cash flow split percent to County

47. **Answer ONLY if application is proposing new construction.** Will CDBG funds be used for off-site infrastructure improvements? If "yes" please be sure to include a list and costs associated with all proposed off-site improvements in the "Documents" tab.

*New construction of rental housing is not an eligible activity for the use of CDBG funds. However, CDBG may be used to develop the off-site infrastructure (utilities, street improvements, etc.) that might support a new affordable housing development.*

48. For rehab and construction projects on the applicant's existing property: Describe the existing debt structure including the maturity date of the loan and any loan terms that would impact financing.

*Describe any existing affordability regulatory requirements that may be on the property. Leave blank if the proposed project is not on the applicant's existing property.*

**BUDGET**

1. List all funding sources. Be sure to include *every* funding source you currently intend to apply for, such as the Federal Home Loan Bank Affordable Housing Program, Virginia Housing Trust Fund, or other competitive and/or outside sources. Please visit the [Financial Tools](#) webpage for information about County loan funds and examples of other non-County sources of funding.
  
2. List all funding uses.

**TABLES**

Fill out the following table and list the type and affordability level of the proposed Committed Affordable Units:

Type of Unit	Efficiency	1-BR	2-BR	3-BR	4-BR	Total CAFS	% of Total CAFS
Up to 30% AMI							
Up to 40% AMI							
Up to 50% AMI							
Up to 60% AMI							
Up to 80% AMI							
Total							

**DOCUMENTS**

Upload documents to support the application. Only the documents listed as "Required" are necessary to submit the application. All other documents are optional.

- Experience Form Template. Applicants **MUST** upload experience form to be considered. (Template available on ZoomGrants website) - **Required**
- Audited Financial Statement or Equivalent. - **Required**
- One-page resume for each of the key staff persons that includes specific housing development experience and years of experience (limit up to 3 staff members per organization). - **Required**

- 30-year EXCEL proforma. Include detailed sources & uses, income & expenses, financing assumptions (interest rates, tax credit rates, etc.) cash flow split, repayment with ending balance. Show all formulas. No external links to workbook allowed. If proposing use of Federal funds, include any necessary Davis Bacon wage rates, pre-development consultant costs, etc. – **Required**
- If proposing CDBG be used to develop off-site infrastructure (utilities, street improvements, etc.) that might support a new affordable housing development, please provide an Excel list of work and costs associated with all off-site improvements.
- Solar Calculator/Solar and Vegetated Roof Calculator
- Plan of the building's roof that identifies the approximate location of the solar array and, if applicable, co-location with a vegetated roof.
- Photo of the site.
- PDF of conceptual renderings/architectural plans (if prepared).
- Appraisal (if already obtained).
- Map of site including street names.
- Document showing evidence of site control (option agreement, LOI, purchase contract, etc.).
- Documentation of active listing of MARK property (if applicable).