



City of Wichita

Housing and Community Services Department

HOME INVESTMENT PARTNERSHIPS PROGRAM HOUSING DEVELOPMENT LOAN PROGRAM

2019-2020 Program Year

INFORMATION PACKET APPLICATION FORM



Overview and Purpose

The City of Wichita City Council has allocated \$500,000 in HOME Investment Partnerships Program (HOME) funding for the Housing Development Loan Program for the program year 2019-2020. The City proposes to provide (HOME) “gap” financing for the development of affordable residential housing through this program. Applications for financing of housing development projects that meet the HOME Program eligibility requirements are requested. The goal is to support the development of real estate that is idle or underutilized, and to provide gap financing for needed affordable housing within the City’s target areas, for underserved populations, in order to provide homeownership opportunities. Development projects may include construction or rehabilitation of single-family homes for owner-occupancy. Applicants can be for-profit or nonprofit organizations (developers), or individuals. All projects are subject to the HOME Investment Partnerships Program regulations found at 24 CFR Part 92. Development projects must serve families/individuals with incomes not exceeding 80% of the median income level for the City of Wichita, as published by the U. S. Department of Housing and Urban Development. A copy of the HOME regulation can be found at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/programs/home/

Proposed projects must include existing building(s) or vacant land in the Revitalization Incentives Area, which is bordered by I-235 on the west, Hillside on the east, Pawnee on the south, and 25th street on the north. The eligible project area also includes the City’s Neighborhood Revitalization Area and Local Investment Areas. Areas/Neighborhoods immediately adjacent to these areas will also be considered. If you have questions regarding site eligibility, contact Mark Stanberry of the Housing and Community Services Department at 462-3734.

Housing and Community Services staff will begin review of applications on **January 16, 2020**.

During the review/evaluation process, the City of Wichita reserves the right, where it may serve the City’s best interest, to:

- Approve funding on the basis of greatest benefit to the City and not necessarily on the lowest cost;
- Accept or reject any or all applications submitted;
- Accept part or all of a specific application;
- Request additional information or clarifications from Applicants;
- Retain all applications submitted; and
- Retain any ideas in an application regardless of whether that application is funded or not.

Current HOME Income Limits

(80%) 1- \$40,850 2- \$46,650 3- \$52,500 4- \$58,300 5- \$63,000 6- \$67,650
7- \$72,300 8- \$77,000

Financing Mechanism

Housing Development Loan Program “gap” financing will typically be provided in the form of zero-interest, forgivable development subsidy loans involving the sale of homes to qualifying owner-occupants, as described in HOME Program regulations. The City reserves the right to establish loan terms based on project analysis. The maximum amount available to any single organization will be **\$200,000**, unless otherwise approved by the City Council. The City reserves the right to approve applications based on the amount deemed to be appropriate, in terms of HOME Program investment, following analysis by the Housing and Community Services Department. Availability of funding will also be a consideration. (Special Note: Housing and Community Services will consider providing HOME financing for site acquisition on a case-by-case basis.)

Eligible Costs

Eligible costs include demolition, site preparation and improvements, financing costs, fees and other construction “soft” costs, construction “hard” costs, and developer fees.

Evaluation Criteria

Loan Applications will be reviewed and evaluated, based on the following criteria:

1) Development Plan – 10 Points

A detailed, narrative description of projects proposed for financing, along with a description of housing to be constructed, is expected. If the site/sites is/are currently known or owned, describe the proposed site, neighborhood, and preliminary environmental assessment concerns (if any), and provide a proposed plat drawing if appropriate.

Attention should be given to how well the development plan fits in with the existing land use and how well the development plan fits in with other anticipated changes in the land use context of the area/neighborhood.

2) Other Financing and Matching Funds – 10 Points

HOME Program financing is not intended to be the sole source of financing for any project. Applicants must be able to demonstrate that they have financing capacity through local banks/financial institutions, or have the ability to raise other capital investment, with terms subject to

approval by the City's Housing and Community Services Department. Evidence of construction loan capacity must be provided in the form of a verification letter from the financial institution providing the construction loan.

HOME Program regulations require a 25% local match. Applications will be reviewed to make certain that an appropriate level of eligible matching funds is generated by the developer. Examples of eligible matching funds include materials donations, financing discounts/concessions, or other development gap financing or down payment assistance to be provided to homebuyers through the Federal Home Loan Bank's Affordable Housing Program. When preparing the per-unit cost worksheet, include only those matching funds sources that will be utilized to offset the actual per-unit development cost.

****Special Note: Permit Fee waivers are available on a limited basis.. Be certain to inquire with the Metropolitan Area Building and Construction Department (MABCD) to verify permit costs so that you may include them in your project budget.**

3) Qualifications and Development/Project Management Experience of Applicant – 10 Points

Information regarding the applicant's previous experience in the development of projects proposed for financing should be provided. A resume for each key staff member or vendor working on the project must be provided. Applicants should also provide information regarding the extent to which the applicant will rely upon relationships with subcontractors, how the relationships will be formalized, and their history and duration. Applicants should provide information regarding experience with the development and marketing of residential dwelling units in a historic context if the project involves housing to be developed in an area with historic influences.

4) Financial Feasibility of Development Plan and Time Frame – 10 Points

The application must contain a detailed description of the market to be served, financial feasibility of the proposed project, and a timetable for completion. All financing and other project financing must be identified in the application. The City may also require review and approval of all financing documents including, but not limited to loan commitment letters, loan agreements, notes, mortgages or deeds of trust, and land use restrictions.

The applicant must provide a realistic time line of events that will culminate in project completion within the limits proposed in the applicant's development plan. The development plan must provide evidence that the development team has the overall qualifications and time availability necessary to perform all tasks within the time frame provided under the development plan.

5) Financial Condition and Performance Record of Applicant – 10 Points

Members of an application review panel and/or City staff will expect information regarding the applicant’s financial condition at the time of submission and the applicant’s ability to complete the project and perform satisfactorily with respect to each and every one of its obligations.

Review panel members and/or City staff will also expect information regarding experience in the type of housing development proposed, and will consider utilization of HOME funds allocations the applicant may have received in the past. References or letters of recommendation as they relate to the proposed and previously completed projects may be submitted with the application.

6) Utilization of Prior HOME Program Financing and/or Funding – 10 Points

If the applicant has received a commitment for HOME Program financing/funding in the past, there must be a demonstrated ability to have utilized said financing/funding in a timely manner.

7) Identification of Buyers/Selling of Homes/Marketing/Affirmative Marketing – 20 Points

If the applicant intends to develop single-family homes for sale to qualified owner-occupants, the applicant must also have the capacity to market and sell single-family homes developed with HOME Program financing. Applicants will be expected to clearly describe the way in which they intend to market the proposed project, including the way in which potential buyers will be identified, and how the applicant will assist potential buyers in the first mortgage loan qualification process.

** Priority will be given to organizations that can provide evidence of commitments from qualified buyers for the purchase of homes to be developed under the program.

8) Rental Property Management – 15 Points

Regulations applying to HOME funding require the conversion of houses constructed for homeownership to be converted to rental housing, should the home not be sold to a HOME-eligible, owner-occupant homebuyer, within nine months of issuance of the Certificate of Occupancy.

The applicant will be asked to describe its capacity to manage rental property, or must document a relationship with a professional property management firm with experience in the management of rental property, should it become necessary to convert housing units originally intended for homeownership, to rental units.

Underwriting

Funding applications will be underwritten, in accordance with HOME Program regulations and guidelines established by the City of Wichita’s Housing and Community Services Department.

Statement of Limitations

This application does not represent a commitment or offer by the City to enter into any agreement with the applicant and the City retains the right at its sole discretion to reject any application. Applications will be underwritten by Housing and Community Services Department staff. Funding agreements must be approved by the City Council.

Potential Conflicts of Interest

Applicants must describe with specificity any actual or potential conflicts of interest for the developer or the City.

HOME Program Environmental Review Conditions

No HUD funds or other funds may be committed to the project until the applicant has secured from the City, environmental approval as provided in HUD regulation 24 CFR Part 58. Further, pending this environmental approval and pursuant to 24 CFR Part 58.22, no participant in the development process, including contractors, may undertake an activity if the activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives. Choice limiting actions include real property acquisition, leasing, rehabilitation, repair, demolition, conversion, and new construction.

*****Special Note: Housing and Community Services staff is no longer processing environmental reviews. Staff will conduct a preliminary review of noise thresholds and flood zones, upon request. Applicants must secure a vendor with capacity to produce a Part 58 Environmental Review. Staff must approve all environmental reviews processed by outside vendors. Be certain to include the cost of environmental reviews in your project budget, as a project soft cost.***

Section 3 Requirements; Creating Economic Opportunity

Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701 u., and Sec. 7 (d), Department of HUD Act, 42 U.S.C. 3535 (d) is applicable to all projects assisted by any Department program in which loans, grants, subsidies or other financial assistance, including HOME Investment Partnerships Program under the Act are provided in aid of housing, urban planning, development, redevelopment or renewal, public or community facilities, and new community developments.

1. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

2. The parties to this contract will comply with the HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

3. The Developer agrees to send to each labor organization or representative of workers with which the owner has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

4. The Developer agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

5. The Developer will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected, but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

6. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

7. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

8. Every contract or agreement entered into by the Developer which involves funds provided under this contract will have incorporated therein subsection B of Section 6 of this contract.

9. In the event the Developer sells, leases, transfers or otherwise conveys land upon which work in connection with this project is to be performed, the City must be notified in writing, thirty (30) days prior to such action. Further, prior to sale or lease of property purchases, funded under this agreement, the Developer shall include in each contract or subcontract for work on such land, a clause requiring the purchaser, lessee or redeveloper to assume the same obligations as the Developer for work under subsection B of Section 6 of this contract. Each such purchaser, lessee or redeveloper shall be relieved of such obligations upon satisfactory completion of all work to be performed under the terms of the redevelopment contract.

10.

Affirmative Marketing

Advertising and marketing of housing developed with financing provided must be conducted in a manner that ensures equal access to housing opportunities generated by the use of HOME Program funding.

Attachments:

Attachment I – Application Form

**Application Form, Housing Development Loan Program 2019-2020
(Attachment I)**

NAME OF APPLICANT _____

APPLICANT ADDRESS _____

AMOUNT OF HOME FUNDING REQUESTED: _____

1) Development Plan (10 Points)

- Provide an outline of plans for the proposed development project, and information regarding the type of homes to be constructed, including size, in terms of square footage, and proposed finish. (Please provide sketches, or floor plan options you will offer.)

- Describe time frame/schedule for completion of the proposed project.

2) Other Financing and Matching Funds (10 Points)

- Provide a description of other sources of financing you will utilize in the development of the project, and the HOME-eligible matching funds sources. Provide copies of commitment letters or evidence of credit line availability for other financing sources.

3) Qualifications and Development/Project Management Experience of Applicant (10 Points)

- Describe qualifications and experience with respect to the development of single-family housing for homeownership, and housing project oversight. (Attach resumes or summary of qualifications of key staff to be involved in the development of the housing project.)

4) Financial Feasibility of Development Plan and Time Frame (10 Points)

- Provide proposed sale price of homes to be sold in connection with the project, and complete the following per-unit cost worksheet.

Note ** Current general pricing guidelines are as follows, with respect to single-family homes assisted with HOME funding:

Single-Story, Two Bedroom, One Bath, Two-Car Garage, Full Unfinished Basement: \$85,700

Single-Story, Two Bedroom, One Bath, Two-Car Garage, Full Basement with One Bath, One Bedroom Finished in Basement: \$90,450

Single-Story, 2-Bedroom, One Bath, Two-Car Garage, Two Bedrooms, One Bath Finished In Basement: \$92,200

Single-Story, 3-Bedroom, One Bath, Two Car Garage, Full Unfinished Basement: \$95,550

(Prices may be increased, subject to approval by the City of Wichita's Housing and Community Services Department, for additional bedroom finish requested by buyer.)

Sales prices will be pre-determined and will be specified in written agreements, based on appraisal or other information obtained from a qualified party.

Should you wish to utilize house plans differing from the above, utilize your proposed sales prices in calculating your proposed per-unit subsidy amount and any documentation you have available to support the proposed sales prices.

Per-unit cost: Statement should include all costs associated with the housing development project, regardless of the funding sources. The budget items may include, but should not be limited to, construction (hard) costs, soft costs (architectural, engineering, legal and appraisal fees, real estate taxes, insurance, all loan fees, building permits, relocation expenses, and consultant fees), as applicable. Provide copies of commitment letters for any financing already secured for the project. Following, is a template to be utilized to provide the information requested:

Per Unit Cost (Prepare for One Unit)

(A) Site Acquisition Cost	
(B) Plus: Construction (Hard) Costs Including Demolition	
(C) Plus: Project Soft Costs (Environmental Review Costs, Loan Fees, Interest, Appraisals, Property Taxes, Surveys, Utilities, Advertising/Affirmative Marketing Expense, etc.)	
(D) Plus: Estimated Permit Fees (Include Water/Sewer Tap Fees if Applicable)	
(E) Plus: Required Site Improvements (Fencing; Lawn Seeding)	
(F) Subtotal (A+B+C+D+E); Preliminary Per-Unit Development Cost	
(G) Plus: Developer Fee (___%) of (F)	
(H) Total Per-Unit Cost (F + G)	
(I) Less: Anticipated Net Sale Proceeds, after expenses and real estate commission	
(J) Less: Cash Match Contributions (Other Sources Contributed to the Project, on a per-unit basis, such as AHP development subsidy. This does not include down payment assistance.)	
Project Subsidy Required, per unit (H – I – J)	

Number of Units to be Developed _____

Total Amount of Funding Requested (Number of Units to be Developed X Project Subsidy Required Per Unit) _____

- Provide information regarding the location and ownership status of the sites to be developed. If site(s) are not currently owned, provide details regarding the financing plan for site acquisition.

5) Financial Condition and Performance Record of Applicant (10 Points)

- Provide (attach) a current financial statement for your organization. (Include balance sheet and income statement for current year-to-date and previous full year.)

- Over the last ten (10) years, has applicant ever defaulted on any material obligation arising out of a real estate development project, including without limitation, an acquisition and development loan, construction loan, or permanent financing, any letter of credit or other credit facility, any municipal debt financing, or obligation made as a condition of receiving any form of public or governmental approval for a project, including but not limited to site plan, master plan or zoning approvals, waivers or variances?

- Describe the market to be served and the expected demand for the housing to be constructed. Provide any market analysis information you may have obtained.
- Describe the way in which the project will be “Affirmatively Marketed” (the way in which staff will market the project so as to attract eligible persons in the market area without regard to race, color, national origin, sex, religion, familial status, or disability.)

8) Rental Property Management (15 points)

- Regulations applying to HOME funding require the conversion of housing constructed for homeownership to be converted to rental housing, should the home not be sold to a HOME-eligible, owner-occupant homebuyer, within nine months of issuance of the Certificate of Occupancy. Please describe your capacity to manage affordable rental property.

9) Other (Optional)

- References or letters of recommendation as they relate to the proposed and previous completed projects may be included with the application. Submit any other information or provide any additional narrative regarding development qualifications (Optional)

Please Note: Submit two (2) copies of your application. One (1) copy must exhibit original signatures.

The following items must be included with your application:

- Most recent annual financial statement, including balance sheet and income statement.
- Most recent year-to-date financial statement, including balance sheet and income statement.
- Copies of Resumes of key staff to be involved in implementation of the project.
- Copies of commitment letters or verification of private sector financing available to you
- Copies of elevation drawings and floor plans for proposed single-family units to be constructed.

I (we) certify that the above information is true and factual to the best of my (our) knowledge and belief. I (we) understand that providing false information will constitute a fraudulent action in connection with federal funding.

I (we) hereby authorize any credit reporting agency to release information to the Housing and Community Services Department, City of Wichita, and authorize the release of any information (including documentation or materials) pertinent to the eligibility for or participation in the Housing Development Loan Program.

Name of Applicant

Mailing Address

Phone Number

E-Mail Address

Signature of Applicant

Date

Signature of Applicant

Date