PIMA COUNTY
COMMUNITY DEVELOPMENT

PIMA COUNTY COMMUNITY DEVELOPMENT AND
NEIGHBORHOOD CONSERVATION DEPARTMENT

PIMA COUNTY GENERAL OBLIGATION BOND

AFFORDABLE HOUSING

PROGRAM SUMMARY, APPLICATION GUIDE, AND DRAFT APPLICATION 2016

Pima County is actively seeking applications from qualified for for-profit and non-profit developers, contractors, builders, governmental agencies, and partnerships thereof, for the development of affordable housing projects.

The application is available at Pima County's website:

http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903

Title II of the Americans with Disabilities Act prohibits discrimination on the basis of disability in the programs of a public agency. Individuals with disabilities or with limited English proficiency who need the information contained in this publication in an alternate format may contact the Pima County Housing Center (Ph: 520-724-2460) to make their needs known. Requests should be made as soon as possible to allow sufficient time to arrange for accommodations.

Applications are also available at the Pima County Housing Center, 801 West Congress Street, Tucson, AZ 85745. Questions about the application may be directed to Betty Villegas by phone (520) 724-2460 or email (Betty.Villegas@pima.gov).

PIMA COUNTY
GENERGAL OBLIGATION AFFORDABLE HOUSING
BOND PROGRAM BACKGROUND

On May 18, 2004 Pima County voters approved the Bond Implementation Plan, Ordinance No. 2004-18, "for the purpose of acquiring, developing, expanding, improving, and equipping new and existing facilities to further the health, education, welfare and safety of citizens of the County," as stated in §VII, B: Question No. 2.

The approval of the Bond Implementation Plan allocated the use of general obligation bond funds for "Neighborhood Reinvestment Affordable Housing Programs" in the amount of $10 Million. The funds will be used to expand homeownership opportunities and provide access to affordable housing for low-income residents of Pima County, Arizona. The Pima County General Obligation Bond Affordable Housing Program (Bond Program) has been created to provide these funds to non-profit corporations, units of government, and/or licensed builders in the private sector for the development of affordable housing.

> *It is believed that reinvesting in our most stressed neighborhoods with new housing, community amenities, and public infrastructure will have immediate benefits for their residents and will reduce the negative social impacts—poverty, crime, violence, and drug and alcohol abuse—that stressed areas spawn* (§VII, B: Question No. 2, c, 2.10).

In November 2004, the Pima County Board of Supervisors established the Pima County Housing Commission. The Housing Commission assists the Board of Supervisors in developing and implementing policies that increase homeownership and improve the quality of housing for residents of Pima County. Additionally, the Housing Commission has established Program Priorities for the Bond Program to quantitatively rate and score potential projects. Furthermore, the Housing Commission, in conjunction with Pima County Community Development and Neighborhood Conservation Department (CDNC) staff, is responsible for the review and recommendation of all potential Affordable Housing Bond Program projects for final Board of Supervisors' approval.

A. ELIGIBLE AND INELIGIBLE BOND PROGRAM USES, QUALIFIED APPLICANTS, AND MINIMAL THRESHOLD CRITIERA

The Pima County Housing Commission reserves the right to determine project eligibility and fund source use for any proposed project. Determination will be based on how the Pima County General Obligation Bond Affordable Housing Bond Program ("Bond Program") can best maximize and leverage available funds, create the greatest number of affordable units, meet applicable federal and, or local requirements as well as what is in the best interest of Pima County.

The Housing Commission is under no obligation to consider or fund any proposed project that does not meet program requirements and assist in meeting the County's affordable housing policy goals and/or objectives such as those included in the City of Tucson and Pima County Five Year HUD Consolidated Plan and any updates thereto. For a copy of the plan, contact the Pima County Housing Affordable Program Manager or Bond Program Staff at the Pima County Housing Center located at 801 West Congress Street, Tucson, AZ (ph: 520-724-2460).

1. County will provide gap funding for costs directly incurred by Developer in construction or rehabilitation of an approved affordable housing.

2. For homeownership projects, the sales price shall not under any circumstances exceed the appraised value of the unit. Developer must provide evidence that homebuyers acquiring bond assisted units shall be subject to total encumbered less than or equal to the appraised value of the unit at the time of closing. Under no circumstances may the sum of all assistance secured by liens tied the homebuyer of the bond assisted unit exceed the appraised value of the bond assisted unit. Furthermore, the sales prices of bond assisted units must be equal to, or less than the appraised value of the bond assisted unit at the time of closing.

3. **Proposed Projects must provide evidence of the following:** site control; zoning approval, will serve letters for water and sewer; building plans and designs for the entire project. All funding commitments identified in the application must be confirmed in writing and if not included in the application funding commitments must be able to be confirmed no later than June 30, 2016. Applications lacking any of the required documentation will not be eligible for consideration by the Pima County Housing Commission and therefore, not eligible for approval by the Pima County Board of Supervisors.

4. Selected projects which have been reviewed and meet minimum scoring, based on the criteria and procedures set forth below, will be presented to the Housing Commission at their March 21, 2016 meeting. **Projects recommended for funding at the March 21, 2016 Housing Commission meeting will then be forwarded to the Board of Supervisors for approval of funding commitments in April or May of 2016. If a funding commitment is approved by the Board of Supervisors, all funds must under contract no later than August 2016 and all G.O. Bond funds must be expended no later than June 30, 2017**. The Developer shall make no changes to the project once a contract is fully executed without the expressed written consent of the County prior to any change taking place. The Developer shall not pursue additional project funding that, in any way, would alter the project as described in the fully executed contract.

Any questions or concerns about this issue may be discussed with Pima County CDNC staff.

5. **Eligible Uses** for the Bond Program include (per Arizona Revised Statutes 11-251.10.):

   - Acquisition costs directly related to construction and/or preservation of affordable housing units that will remain affordable to low-income families (earning at/below 80%AMI) for a minimum of 30 years. Site improvements directly tied to construction or renovation of affordable housing units that will remain affordable to low-income families (earning at/below 80%AMI) for a minimum of 30 years.
   - Construction and/or renovation of affordable housing units that will remain affordable to low-income families (earning at/below 80%AMI) for a minimum of 30 years.
   - Any additional uses deemed reasonable and customary by the Pima County Housing Commission.
   - See Section C below for Program funding priorities and scoring.

6. **Ineligible Uses** for the Bond Program include but are not limited to:

   - Construction and acquisition of housing units that will not remain affordable to low-income families (earning at/below 80% AMI), or will not remain affordable through a deed restriction or lien for a minimum of 30 years.
   - Construction or acquisition funds for commercial use property (with exception of multi-family housing units).
   - Construction or acquisition of commercial property, except multi-family housing units
   - Miscellaneous uses including, but not limited to repair or construction of wet bars; barbecue pits; bathhouses; carpeting for kitchens, bathrooms or patios; window treatments (e.g. draperies, shades, curtains, mini blinds); dumbwaiters; fireplaces (except repairs to existing); flower boxes; garage door openers; greenhouses; hot tubs or spas; mobile homes, outdoor fireplaces or fire pits; swimming pools or swimming pool decks; television antennae; tennis courts; kitchen appliances; laundry machines, and any project costs deemed by the Pima County Housing Commission as nonessential.
   - Any items ineligible for depreciation under current federal tax regulations.
   - Any items that with prudent and responsible maintenance are not designed with a useful life of at least thirty years.

7. **Qualified Applicants** – Types of applicants eligible for the Bond Program must be one of the following entities or combination thereof:
   - Non-profit corporation(s)
   - Unit(s) of government
   - Licensed private sector builder(s)/contractor(s)/developer(s)
   - Non-profit or for-profit private builders/developers must be incorporated and in good standing with the Arizona Corporation Commission and the Arizona Registrar of Contractors.

   In addition, Qualified Applicants must be organizations in good standing with Pima County to ensure that Pima County and the Bond Program receive just compensation and compliance for services provided for funds expended. An organization in good standing is a for-profit or non-profit organization under one or more contracts or agreements with Pima County which has in the past met or currently is in compliance with meeting

minimum contractual and performance requirements. An organization must be considered in good standing as a condition for consideration for future or additional funding or to amend existing contractual conditions. To be considered in good standing, an organization must meet the following conditions:

- Not in contractual default or currently owe funds to Pima County because of disallowed or ineligible costs associated with past or current contracts or agreements; and
- Within 30 days current of all contractual performance measures and schedules; and
- Within 30 days current of all required program and financial reporting; and
- No outstanding or unresolved audit or monitoring findings from past contracts or agreements; and
- Compliant within 30 days in responding to or resolving any current monitoring findings; and
- Meet all good standing organization conditions prior to execution of any current or future contracts or amendments; and
- Be in good standing with the Arizona Corporation Commission; and
- Be in good standing with the Arizona Registrar of Contractors; and
- Be in good standing with all locally, state and federally funded housing programs.

8. **Affordability Period** Bond funds that support the development of affordable home ownership or rental units are secured by a county affordability restriction for a period not less than thirty years, **without exception.** Bond funds used to develop affordable homeownership units are secured by a thirty-year affordability restriction which requires all subsequent homeowners to meet the low income eligible requirements of the Bond Program as specified below.

   Bond funds used to develop affordable rental units are secured by an affordability restriction which requires all tenants to be income eligible and rental rates consistent with the applicable affordable rental guidelines provided by the Bond Program throughout the affordability period of not less than 30 years. Both owner and rental unit types receiving bond assistance are subject to affordability requirements and restrictions which remain in force regardless of a transfer of ownership.

9. **Minimal Threshold Criteria** have been established to insure applications adhere to requirements set forth by the Bond Program which include the following:

   a. County Plan: Application addresses affordable housing needs, strategies and objectives of the City of Tucson and Pima County 5 Year HUD Consolidated Plan and Annual Action Plans.
   b. Application completeness: Application contains a complete response to each question and includes all of the required information. *(See checklist under Section E. below.)*
   c. Eligible Activities: Requirements of the Bond Program have been satisfied as follows:

      i) Project serves low-income renters or homebuyers earning 80% or less of the average area income (AMI) for Pima County as defined HUD. Please see the following chart below.
      ii) Project meets eligible activities listed above in Paragraphs 3 and 5 above, including strict adherence to the 30 year affordability restriction.

d. Developer capacity: Developer or Development Team (if collaborative partnership) must have a proven track record of successfully completing housing developments, with preferences for locally completed market rate developments as well as affordable housing developments (i.e. Bond Projects, LIHTC Projects, State Housing Fund or Federal HUD funded projects) completed on-time and on budget.

Income Limits – FY2015 US Dept. of Housing and Urban Development (HUD)

Tucson/Pima County Income Limits provided by the U.S. Department of Housing and Urban Development (HUD). Effective Date: **June 1, 2015** (Subject to change)

Household Size	***1***	***2***	***3***	***4***	***5***	***6***	***7***	***8***
50% AMI - Very Low Income	*$20,650*	*$23,600*	*$26,550*	*$29,500*	*$31,900*	*$34,250*	*$36,600*	*$38,950*
60% AMI	*$24,780*	*$28,320*	*$31,860*	*$35,400*	*$38,280*	*$41,100*	*$43,920*	*$47,740*
80% AMI - Low Income	*$33,050*	*$37,800*	*$42,500*	*$47,200*	*$51,000*	*$54,800*	*$58,550*	*$62,350*

(AMI: Average Median Income)

- Other funding sources which require and secure long-term affordability. Examples include but are not limited to:
  - United States Department of Housing and Urban Development(HUD) Home Investment Partnership Program (HOME) Funds
  - Federal Home Loan Bank of San Francisco Affordable Housing Program (AHP)
  - Low Income Housing Tax Credits (LIHTC)
  - United States Department of Agriculture (USDA)—Rural Development Loan Programs

- All affordable housing units developed with Bond Program funding remain affordable, regardless of any transfer of ownership, for a minimum of thirty years.

10. **Site Control**: Applicant must have a valid and current purchase contract, option agreement, or lease agreement providing the applicant with the right to develop the site for the proposed use and documentation that the project is appropriate for the current zoning approved for the site.

11. **Planning/Design I**: *Single family, detached units to be constructed must adhere to the local Inclusive Home Design Ordinance of the jurisdiction where the units will be situated.*

12. **Planning/Design II**: Subdivision plat/development plan adheres to all planning development review and regulation required by the respective jurisdiction.

13. **Financial Feasibility** (*Application Question 2*):

    i. Sufficient sources of funding exist and are available to cover project costs (***Schedule A***).

    ii. Letters of commitment have been included for all funding sources.

    iii. Submitted budget clearly demonstrates the sources and uses of Bond Program and other funding sources.

14. **Market Study** Applicant must provide evidence that there is sufficient need in the community to support the proposed use. See Section D below for market analysis resources. An independent comprehensive market study (not older than 60 days) is required at the time of application for projects with more than 25 units. Projects with 25 or fewer units must provide a comprehensive study within 30 days of receiving Housing Commission recommendation (to determine viability of project prior to recommendation to BOS. Applicants must submit Schedule G with the market study.

15. **Affirmative Marketing Plan** Applicants are required to provide an Affirmative Marketing Plan within ninety days of approval of their application. The plan must demonstrate a concerted effort to reach out to households not likely to seek the proposed, bond-assisted housing development. This is a requirement consistent with state and federal fair housing laws and regulations and in the best interest of those seeking affordable housing in Pima County. (See Section D below for further information about Affirmative Marketing Plans).

16. **Sales Marketing Plan** Applicants are required to provide a sales marketing plan within ninety days of approval of their application. The plan must identify marketing & sales team, market study, marketing & sales goals & strategies, marketing budget, and other information demonstrating applicant experience in sales to affordable homebuyer market.

17. **Identity of Interest**: Applicant has disclosed all identities of interest; in addition to, all sources of financing and subsidy: construction, bridge and permanent.

18. **Financial Capacity**: Bond funds can only be disbursed after the work is completed; therefore, prior payment arrangements must be secured. Applicants must demonstrate ability to cover costs and request bond funds as construction stages are completed. Final letters of commitment from other entities leveraging project and/or credit line will also be used to determine financial capacity.

19. **Reduction in Sales/Rental Costs** (***Schedules E and E-1***): Application must clearly illustrate how the bond subsidy will reduce the selling or renting cost per unit. Home ownership unit sales prices cannot exceed the unit's appraised value.

20. **County Plans**: Projects must be consistent with the Pima County Consolidated Plan and Annual Action Plan housing elements approved by HUD. See section D below for internet access to the current plans.

21. **Partner Collaboration Preference** Applications which demonstrate collaboration and partnership among private, public, for-profit and non-profit entities will receive preference. See Section C, Program Priorities and Scoring, below.

B. APPLICATION REVIEW PROCESS:

DRAFT Applications will be available beginning on January 20, 2016 at the Pima County website: http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903

They will also be available at the Pima County Housing Center, 801 W Congress ST, Tucson, AZ, 85745. Applications in their Final Form will be available January 29, 2016 at the same websites and housing center.

1. One (1) complete, sealed application provided in a 3 ring binder including tabs as provided in the attached checklist, plus one complete hard copy and one electronic copy (all in a sealed envelope or box) will be accepted at the Pima County Housing Center, 801 West Congress Street, Tucson, AZ, 85745 no later than ***4:30 P.M. Mountain Standard Time, February 26, 2016***.

2. Beginning on *February 29, 2016* Pima County Community Development and Neighborhood Conservation Department Staff (CDNC staff) shall conduct an initial review of the applications to ensure they are complete; activities are program eligible; and meet the minimal threshold criteria as set forth below.

3. By *March 4, 2016*, applicants will receive written confirmation including one of the following outcomes:

   - Return of an incomplete application (not eligible for funding) without comment; or,

   - Request for additional information or clarification (due by *March 11, 2016*); or,

   - Notification that the application meets minimal threshold criteria and will be forwarded to the Pima County Housing Commission Sub-committee for review and scoring under Section IV Program Priorities and Application Scoring.

4. Pima County Housing Commission subcommittee reviews will be conducted between March 1 and March 18, 2016. The subcommittee's review will entail a qualitative and quantitative analysis based on the scoring criteria contained in Section C. below. Applications that meet the minimum eligibility score of 80 points will be forwarded to the full Housing Commission for their consideration at their regular quarterly, public meeting on March 21, 2016. At the discretion of the entire Pima County Housing Commission, applications scoring 80 points or more may, or may not, be approved for a funding recommendation to the Pima County Board of Supervisors who have the legal capacity and statutory authority to commit General Obligation Affordable Housing Bond Funds to qualified projects. Projects recommended for funding at the March 21, 2016 Housing Commission meeting will be forwarded to the Board of Supervisors for approval of funding commitments in April or May of 2016. If a funding commitment is approved by the Board of Supervisors, all funds must under contract no later than September 2016 and all G.O. Bond funds must be expended no later than June 30, 2017

5. Upon commitment of funds by the Board of Supervisors (BOS), CDNC staff will negotiate an agreement with the applicant. All Housing Commission recommendations and BOS commitments will include deadlines for securing any funds not fully committed, deadlines for executing county contract and deadlines for beginning and completing construction of housing units. The contract will not be negotiated until commitments of all funding sources needed to support the project are determined to be available. Staff will determine whether any substantial changes in the project targeting or funding will require additional underwriting and/or resubmission of the application for re-review by the Housing Commission and possibly the BOS.

6. It is critical that applicants establish that their project is feasible. All funding sources must be identified. Verification of funding commitments must be included in the application. If a source is pending, verification of this status must be provided in writing. All financial information provided in the application must be credible and valid.

7. During the period of time from which an application is recommended by the housing commission, is forwarded to the Board of Supervisors for approval and subsequently in contract development, the applicant may be required to provide updated financials, letters of commitment from other funding sources, including lines of credit, grant awards, donations, in-kind contributions and any other information provided in the original application before the bond contract will be officially executed between Pima County and the applicant.

C. PROGRAM PRIORITIES AND APPLICATION SCORING

The total number of points a project may earn is 130 points. The minimum number of points required to meet the threshold for consideration by the housing commission is 80 points. Program Priorities and scoring are itemized as follows:

1. **Cost per Square Foot Analysis** (**5 points max**): The unit construction cost per "livable" square foot for a proposed project shall be compared to costs per square foot of other applications received for similar construction types and with like amenities. Additionally, county will compare project costs with those of other projects previously funded by the Pima County Community Development and Neighborhood Conservation Department. Scoring is as follows:
   - Project costs in Low Range (lower 30%) **= 5 points**
   - Project costs in Median Range (31 – 70%) **= 2.5 points**

   Projects that do not fall within an acceptable range based on proposed amenities—whether too High or too Low—will be returned and require a revised submittal.

2. **Degree of Leverage** (**10 points max**): Measure of other funding sources, both private and public attracted to project. This will be measured as a ratio of Total Development Costs to Amount of Bond Funds requested (see ***Schedule A***). Scoring as follows:
   - 10:1 degrees of leverage **= 10 points**
   - 8:1 degrees of leverage **= 8 points**
   - 5:1 degrees of leverage **= 5 points**

3. **Affordability** (**10 points max**): Project proposes to serve low- and/or very-low income renter/homebuyers. Points awarded to all that apply:

   - **Rental Projects:**
     At least 20% of units serve renters at or below 50 % AMI: **= 5 points**
     Rental development projects must identify the accredited property management agency that will be hired to provide property management services. In lieu of this requirement, a management plan must be submitted.

     At least 40% of units serve renters at or below 65 % AMI: **= 5 points**

- **Homeownership Projects:**
  At least 20% of units serve buyers at or below 65% AMI: **= 10 points**
  Participation in a housing counseling program is required for all affordable homeownership units—and encouraged for market rate housing. Proposals must identify how this requirement will be met.

4. Accessibility(maximum 10 points):

- *At least 10% of units (rental or homeownership) are targeted to those who are disabled including visually and hearing impaired.* ***= 5 points***
- *At least 20% of units (rental or homeownership) are targeted to those who are disabled including visually and hearing impaired.* ***= 10 points***

5. Elderly, Homeless and Special Needs Populations: = 5 points

At least 20% of units (rental or homeownership) are targeted elderly, homeless and/or other protected populations.

6. Acquisition/Renovation/Sale of Foreclosed Homes = 5 points

- Homes be Single-Family Residences (SFR) as defined by FHA/HUD
- Homes must be lender owned foreclosures that have been vacant or abandoned for at least 90 days.

7. Rental Acquisition/Renovation Development = 5 points

8. Adaptive Re-use Development = 5 points

9. Project Readiness (shovel ready projects) Scoring is as follows:

- All Development Plans and Final Plat have been approved by the appropriate Jurisdiction with no further requirements needed and project is ready to submit final engineering & building plans. **= 10 points**

10. <u>Energy Efficiency</u> (**10 points max**): All housing structures must meet a higher energy efficiency standard. Authorized third-parties shall provide certification that units meet the program criteria at the time the units are certified for occupancy:

- LEED™ for Homes Program (Min. Gold Rating) **= 10 points**
- LEED™ for Homes Program (Min. Silver Rating) **= 8 points**
- Tucson/Pima County Net-Zero Standard **= 10 points**
- City of Tucson Green Building Program **= 5 points**
- US EPA Energy Star **= 5 points**
- Meets State of Arizona Energy Requirements: **= 5 points**

11. <u>Project Location</u>: **= 5 points**

Located in a Pima County designated Community Development Target Areas, as identified in Pima County's Consolidated and Annual Plans approved by HUD

12. <u>Affordable Housing Partnerships</u> **= 5 points**
Priority given to collaborations—i.e. where ownership interests and risk is shared between two or more parties—between private, public, for-profit and non-profit entities. Written documentation evidencing shared risk is required.

13. <u>Consensus Building, Public Participation and Local Support</u> = 5 points
Consensus Building is essential for the success of the project. Applicant has involved local residents and business owners in the planning process and has gained written support from key stakeholders affected by the projects. See HUD Research and Policy Resources in section D, below.

14. <u>Smart Growth and Planning</u> (50 points max) scoring as noted below:
Any project that promotes sustainable neighborhoods, healthy community development, and affirmatively furthers fair housing choice which promotes affordable housing in areas of opportunity for proposed and existing residents, shall earn extra points by incorporating the following standards:

- **Proximity to Frequent Bus Transit or Tucson Streetcar: = 5 points**
  - Frequent bus service must meet the following frequency of stops and travel depending on the location of the project to earn points.
    - Within ¼ mile of the proposed project
    - Minimum thirty (30) minute weekday headway 6:00 a.m. to 6:00 p.m.
    - Minimum one (1) hour headways between 6:00 a.m. and 6:00 p.m. on weekend days.
    - Minimum twelve (12) hours of service on weekdays; minimum ten (10) hours of service on weekend days.

  - **Streetcar Access**
    - Within a half (1/2) mile of a streetcar station.

(continued on next page)

- **Proximity to Community Services and Amenities = Up to 20 points**

  - Up to 20 points are available for projects with existing facilities in the categories listed below that are within one (1) mile* or less in a straight line radius of the Site (*2 miles if project is in USDA Rural Development service area) and specifically serve the proposed project population.

    - Major grocery store/super market 5 points
    - Local Farmers Market 2.5 points
    - Recreation Center or Public Park 2.5 points
    - Public Library 2.5 points
    -
    - Public Community or Neighborhood Center- 2.5 points
    - Schools (project serves Households with children)-2.5 points
    - Senior Citizen Center (project serves Seniors)- 2.5 points
    - Hospital/Urgent Care or Federally Qualified Health Center-3 points
    - Police/Fire Protection- 2 points
    - Banks/Credit Unions - 2 points
    - Cultural Facilities (Universities, Museums, Theatres)-2 points

- **Mix and Balance of Uses (maximum 15 points):**

  - Project is mixed-use (with the understanding that one of the uses is residential) **= 5 points**
  - **Mixed income projects: = 10 points**
    The proposal must clearly identify the affordable and market rate units—i.e. housing units that do not have income restrictions. Furthermore, bond funds cannot be used for market rate units; hence, their development costs must be "netted out" of the proposal. Market rate units should be equivalent to affordable units from the exterior.

- **Accessibility and Mobility Choices: = 5 points**

  - Build adequate sidewalks
  - Provide direct street connections - front doors with well-market paths, paseos between rear-parking and street
  - Locate parking facilities behind the building
  - Facilitate connections to existing or planned parks, open space - paths are clearly-marked and maintained
  - Facilitate choices in transportation modes - provide bike racks, bike lockers, paths to bus stops/bike paths, post bus information/access on-site

D. *Useful Resources (links):*

Local Community Development Target Areas (Map)
http://www.pima.gov/ced/neighborhoods/images/CDTargetAreas.jpg

Pima County Annual Action Plan
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Community/CDNC/Publications/Annual%20Action%20Plan/5%20Year%20HUD%20Consolidated%20Plan%20FY%202015-2019.pdf

City of Tucson and Pima County 5 Year HUD Approved Consolidated Plan
http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Community/CDNC/Publications/Annual%20Action%20Plan/5%20Year%20HUD%20Consolidated%20Plan%20FY%202015-2019.pdf

HUD Approved Household Income Limits for Pima County
https://www.tucsonaz.gov/files/hcd/2015_HOME_Income_Limits_Effective_6-01-15.pdf

HUD Office of Policy Development and Research (Maps, American Housing Survey, Market at a Glance, U.S. Housing Market Conditions)
http://www.huduser.org/portal/

Pima County Limited English Proficiency (LEP) Plan
http://www.pima.gov/ced/agency/affordable.shtml#AHD1
http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24388

LEED® for Homes
Pima County is a USGBC certified Provider for more information visit:
http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=164258

or the USGBC website at:
http://www.usgbc.org/cert-guide/homes

U.S. EPA ENERGY STAR – HOW NEW HOMES EARN THE ENERGY STAR
http://www.energystar.gov/index.cfm?c=new_homes.nh_verification_process

U.S. DEPARTMENT OF HUD, COMMUNITY PLANNING AND DEVELOPMENT NOTICE ON ENERGY STAR CERTIFIED HOUSING
https://www.onecpd.info/resources/documents/CPD-13-01-CDBG-Energy-Star-Certified-Housing-Units.pdf

ENERGY STAR FOR MULTIFAMILY HOUSING
http://www.energystar.gov/index.cfm?c=multifam_housing.bus_multifam_housing

ENERGY STAR MULTIFAMILY FLOW CHART
http://www.energystar.gov/ia/partners/bldrs_lenders_raters/downloads/mfhr/MFHR_Flowchart_Version_1.0.pdf?e619-0e9e

HUD.GOV Office of Policy Development and Research
http://www.huduser.org/portal/

Market Analysis – Model Content Standards for Rental Housing Market Studies, National Council of Housing Market Analysts

http://services.housingonline.com/nhra_images/Final%20Model%20Content%20V%203.0.pdf

Affirmative Marketing
http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/promotingfh

Tenant Participation Plan and Tenant Grievance Procedures
http://portal.hud.gov/hudportal/documents/huddoc?id=11-29hsgn.pdf

Tucson and Pima County Net Zero Energy Building Standard
http://www.pima.gov/netzero/

Affordable Housing Design Advisor_HUD
http://www.huduser.org/portal/publications/destech/dsnadv.html

Pima Prospers – Use of Land – 3.5 Housing and Community Design Element
http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=164629

E. APPLICATION INTRUCTIONS: *Please submit one copy of the application including all attachments in a tabulated 3-ring binder as follows:*

Application, Part 1, Applicant Information ..... TAB 1

Application, Part 2, Project Narratives..... TAB 2

Application, Part 3, Authorization and Certification ..... TAB 3

Schedules A thru H……TAB 4

Commitment Letters from Funding Sources ..... TAB 5

Financial Statements..... TAB 6

Contractor's License and Proof of Bonding and Insurance ..... TAB 7

Project Management Team Resumes..... TAB 8

Articles of Incorporation..... TAB 9

Organizational Bylaws..... TAB 10

IRS Exemption Letter ..... TAB 11

List of Board of Directors..... TAB 12

Other Documents ..... TAB 13

(i.e. Civil Drawings, Architectural Drawings, Unit Elevations, Floor Plans, Subdivision Plat)

Checklist……..TAB 14

DRAFT APPLICATION – Part 1

PIMA COUNTY GENERAL OBLIGATION BOND AFFORDABLE HOUSING PROGRAM

DRAFT APPLICATION

1. **Applicant – Developer Name:** _____

2. **Amount of Request:** $ _____

3. **Applicant Mailing Address:** _____

   _____

4. **Phone:** ( ) _____ **FAX:** ( ) _____

   Email: _____

5. **Applicant Contact Person:** _____

6. **Applicant's Authorized Signature:** _____ **Date:** _____

7. **Indicate type of entity(ies):**

   ☐ **Non-Profit Corporation** ☐ **Unit of Government** ☐ **Licensed Builder in private sector**

   ☐ **Community Housing Development Organization (CHDO)**

   Year Incorporated: _____ **CHDO / Taxpayer Identification Number:** _____

PROJECT TEAM

Project Owner

Full Name:

Organization:

Job duties for this project:

Years of experience with similar projects:

Resume attached ☐

Project Manager

Full Name:

Organization:

Job duties for this project:

Years of experience with similar projects:

Resume attached ☐

Project Coordinator

Full Name:

Organization:

Job duties for this project:

Years of experience with similar projects:

Resume attached ☐

Fiscal Manager

Full Name:

Organization:

Job duties for this project:

Years of experience with similar projects:

Resume attached ☐

Project Architect

Full Name:

Organization:

Job duties for this project:

Years of experience with similar projects:

Resume attached ☐

PROJECT TEAM (CONTINUED)

Civil Engineer

Full Name:

Organization:

Job duties for this project:

Years of experience with similar projects:

Resume attached ☐

Construction Manager/Builder

Full Name:

Organization:

Job duties for this project:

Years of experience with similar projects:

Resume attached ☐

Project Consultant

Full Name:

Organization:

Job duties for this project:

Years of experience with similar projects:

Resume attached ☐

Housing Counselor

Full Name:

Organization:

Job duties for this project:

Years of experience with similar projects:

Resume attached ☐

Rental Property Manager

Full Name:

Organization:

Job duties for this project:

Years of experience with similar projects:

Resume attached ☐

DRAFT APPLICATION – PART 2

In the spaces provided below each item, or on separate sheets each indicating the following Item Numbers and Item Descriptions at the heading of each section, provide as briefly and accurately as possible a response to each of the following:

1. **Describe the applicant's mission, experience in developing, owning and managing affordable housing and it major funding sources.** *Provide a list of projects beginning with the most recent projects.*

2. **Project Financial Feasibility:** *Indicate which funds the applicant proposes to utilize to leverage the requested General Obligation Bond funds (**Schedule A**). The county bond contract typically provides for reimbursement of eligible costs paid by the owner. In the event, the owner must receive bond funds in advance of paying its contractors, the owner/applicant must provide a detailed explanation of its anticipated cash flow throughout the period of the bond contract (construction period). In addition, please indicate what resources are available to complete the project on time in the event leverage funding/other resources are insufficient or become unavailable to complete the project as proposed. <u>All funding commitments for sources listed in the application must be evidenced in writing and if not included in your application then they must be able to be in place and evidenced in writing no later than June 30, 2016.</u>*

3. **Project Market Feasibility:** *Describe the project's feasibility, including local market conditions, and marketing strategies planned for the project. Provide evidence of project viability such as, but not limited to, the number of qualified, eligible buyers on waiting list, or other evidence of buyers ready and willing to purchase homes. For rental projects provide evidence of need or potential renters.* **This requirement shall be provided in a Market Summary as outlined in the attached Schedule G.**

4. **Project Description.** Describe in detail your request for funding assistance. Your information should contain the following:

a. The location(s) of the project including legal description, property site plan, census tract(s).

b. Number of units, type and unit size (square footage). If project is mixed income clearly indicate which are affordable and which are mixed income. *If a unit type is available in different sizes (i.e. total SF), then modify this form to illustrate as needed.*

Unit Type	Tot. Sq. Ft.	No. Affordable	No. Market Rate	Total Units Afford + Market
0-Bedroom				
1-Bedroom				
2-Bedroom				
3-Bedroom				
4-Bedroom				
Other (Specify)				

c. Site Information:
   1. Specify the current zoning of the proposed site.
   2. Specify the zoning necessary for the intended use.
   3. List all known and potential environmental hazards, concerns and/or proposals for remediation of identified hazards;
      a. Has a Phase 1 Environmental Review, Level of Review, or Rehabilitation Environmental Review been completed?
      b. If yes, please list what type of review has been completed, the date approved and name of the authorized official.
   4. Specify existing infrastructure, if applicable.
   5. Indicate the type and location of proposed bond funded improvements.

d. Procurement Procedures:
   Describe the process to be used to comply with Arizona Revised Statute Title 34.

e. Target Population:
   Describe the target population to be served by the proposed project. Indicate any special needs populations such as elderly, homeless, disabled, or other type.

f. Project Costs:
   Provide the total anticipated costs to develop, rehabilitate and, or build housing units by completing the attached Schedules B and B-1.

g. Homeowner Projects, only:

   1. Provide the following information:
      - Number of housing starts per month once construction starts
      - Number of months to construct each unit
      - Number of months to sell each unit
      - Complete the attached Schedule D-1, Homebuyer Analysis
   2. Provide the attached Schedule E -1 – Housing Development Schedule and Cash Flow Statement.

h. Rental projects, only:

   Provide the following information:
   - Operating Budget
   - Fifteen (15) year pro forma analysis
   - Sources and uses of all funding sources including all loan types, their amounts, rates of interest, amortization, term and when payments begin; grants; donations; and owner equity.

i. Bond Subsidy Benefit:
   Describe how bond funds and other subsidies will reduce the sales price or rental cost of the housing units to be built in the proposed project. For homebuyer units, complete the attached Schedule D -1. For rental units, complete the attached Schedule D-2.

j. Marketing Strategy:

For projects that will develop <u>less than twenty-five</u> housing units including market rate and affordable, the applicant must provide its own market study including the following:

1. Provide a detailed marketing strategy that will include outreach to minority and protected classes and to those least likely to seek housing to be provided by the proposed project. Indicate the languages that will be used in the marketing strategies. Describe other accommodations that will be provided to meet the needs of potential applicants.
2. Answer the questions and requests for information in attached Schedule F.
   NOTE: A third-party market study is not required for projects with less than 25 units.
3. Complete the attached Schedule G.

For projects that will develop <u>twenty-five or more</u> housing units including market rate and affordable, a third-party must provide the following:

1. Market Study for the proposed project
2. Market Study Summary with corresponding Checklist as provided in the attached Schedule F.
3. Market Study Company Information

k. Procurement Process:

Describe process to be used to comply with Arizona Revised Statute Title 34.

l. Timeline:

Prepare the project time line for the proposed project by using the attached Schedule E (required for both homeownership and rental projects).

m. Plans:

Provide plans and drawings for the proposed bond-funded improvements. In addition, provide floor plans and building elevations for all housing units to be built in the proposed project.

AUTHORIZATION TO APPLY AND EXECUTE CONTRACT

The Board of Directors of the _____ does authorize

and direct _____ to apply and enter into a contract with

Pima County for utilization of General Obligation Bond funds.

The Board further authorizes and directs _____

to take such action as necessary in conjunction with the performance of said contract.

Authorization was granted through an action of the Board of Directors at their meeting dated

_____.

CERTIFICATION

The applicant certifies that it meets all the program priorities, terms and conditions in this application, including, but not limited to, those contained in the Sample Contract:

☐ Yes ☐ No

If no, applicant must explain all deviations and exceptions in writing and attach to application.

APPLICATION MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

NAME & TITLE: _____
(PLEASE PRINT/TYPE)

ADDRESS: _____

CITY/STATE/ZIP: _____

Return original application and all attachments to:

Pima County Community Development & Neighborhood Conservation Department
Attn: Betty Villegas, Affordable Housing Program Manager
Pima County Housing Center
801 W Congress St
Tucson, AZ 85745

SCHEDULE A - FUNDING SOURCES

Please identify ALL the financial funding resources for the proposal. Indicate which sources are firmly committed and which are tentative. Attach written **"Letters of Commitment"** to verify the firmly committed source.

FUNDING SOURCES	*AMOUNT*	*TYPE OF FUNDING*	*FIRM COMMITMENT*	*TENTATIVE COMMITMENT*	*DATE AVAILABLE*
Pima County	$	**GO Bond**	☐	☐	
	$		☐	☐	
	$		☐	☐	
	$		☐	☐	
	$		☐	☐	
	$		☐	☐	
	$		☐	☐	
	$		☐	☐	
	$		☐	☐	
	$		☐	☐	
	$		☐	☐	
TOTAL	**$**				

NOTE: The proposal amounts must be equivalent to the budget amounts identified in ***SCHEDULE B: CAPITAL BUDGET.***

These sources represent a leverage of $ _____ to the General Obligation Bond request of $ _____ demonstrating a _____ : _____ degree of leverage.

NOTE: *Leverage* = $\frac{\textit{Bond Funds}}{\textit{Total Development Cost}}$

SCHEDULE A - 1

FUNDING SOURCES – DETAILED INFORMATION

Source of Funds	Funding Type/Terms
Source:	Principal Amount:
Contact Person:	Loan Term:
Address:	Interest Rate:
Phone:	Loan forgiven (no repayment)? Y/N
Email:	
Source:	Principal Amount:
Contact Person:	Loan Term:
Address:	Interest Rate:
Phone:	Loan forgiven (no repayment)? Y/N
Email:	
Source:	Principal Amount:
Contact Person:	Loan Term:
Address:	Interest Rate:
Phone:	Loan forgiven (no repayment)? Y/N
Email:	
Source:	Principal Amount:
Contact Person:	Loan Term:
Address:	Interest Rate:
Phone:	Loan forgiven (no repayment)? Y/N
Email:	
Source:	Principal Amount:
Contact Person:	Loan Term:
Address:	Interest Rate:
Phone:	Loan forgiven (no repayment)? Y/N
Email:	
Source:	Principal Amount:
Contact Person:	Loan Term:
Address:	Interest Rate:
Phone:	Loan forgiven (no repayment)? Y/N
Email:	
TOTAL:	

Please provide additional sheets of information, if necessary.

SCHEDULE B- PROJECT BUDGET AND USES OF FUNDING

Complete this schedule for the proposed capital project. The project costs should include permits, utility installation, engineering inspections and any other associated costs. ***SCHEDULE A: FUNDING SOURCES*** must coincide with the total project budget.

RENTAL HOUSING (MULTI- OR SINGLE-FAMILY OR TRANSITIONAL)						
A	B	C	D	E	F	G
Activity	TOTAL ALL SOURCES B+C+D+E	COUNTY BOND FUNDS	HOME FUNDS	STATE HOUSING FUNDS	OTHER FUNDS	LIST OTHER SOURCES
Acquisition						
Land						
Existing Structures						
Other (specify)						
Site Improvements						
Off-site						
On-site						
Landscaping						
Other (specify)						
Construction Costs						
Demolition						
Rehabilitation						
Direct Construction						
Cons. Contingency						
Permits/Fees Not Paid by Builder						
Builder's Profit						
Builder's Overhead						
Cons. Supervision						
Performance Bond						
Lead Paint Abatement						
Other (specify)						
Professional Fees						
Architectural Design						
Architect Supervision						
Engineering Fees						
Soils Report						
Environmental Review						
Legal Fees						
Consultant						
Other (specify)						

Construction Loan Costs						
Loan Fee						
Interest						
Insurance						
Credit Enhancement						
Cons. Period Taxes						
Credit Report						
Title and Recording						
Other (specify)						
Related Costs						
Developer's Fee						
Appraisal						
Building Permit fees paid by Builder						
Market Study						
Attorney Fees						
Lease-up Reserve						
Operating Reserve						
Replacement Reserve						
Perm Loan Orig. Fee						
Project Audit						
Other (specify)						
Relocation Costs						
Temporary Relocation						
Permanent Relocation						
Permanent Loan Costs						
Origination Fee						
Credit Enhancement						
Title and Recording						
Other (specify)						
TOTAL:						

*Fees/services that are off-site or in the public ROW are eligible activities; however, please account for all fees in TOTAL BUDGET.
‡ Pima County Roadway impact fees can be waived for homebuyers with an income that does not exceed 80% of Area Median Income

SCHEDULE C
TOTAL COSTS PER UNIT BREAKDOWN

ITEM	***Floor Plan 1*** [Enter Model# or Square Footage]	***Floor Plan 2*** [Enter Model# or Square Footage]	***Floor Plan 3*** [Enter Model# or Square Footage]
LAND *(UNDEVELOPED)*	$	$	$
ENGINEERING	$	$	$
GRADING	$	$	$
INFRASTRUCTURE	$	$	$
CONCRETE *(INCLUDE ALL FLATWORK)*	$	$	$
SOIL/TERMITE TREATMENT	$	$	$
FRAMING	$	$	$
ROOFING	$	$	$
INSULATION	$	$	$
ELECTRICAL	$	$	$
HVAC/MECHANICAL	$	$	$
PLUMBING	$	$	$
DRYWALL	$	$	$
STUCCO	$	$	$
MASONRY	$	$	$
GLASS AND GLAZING	$	$	$
INTERIOR DOOR AND TRIM	$	$	$
BATH ACCESSORIES	$	$	$
PAINTING	$	$	$
CABINETS & COUNTERTOPS	$	$	$
FLOOR COVERING (S)	$	$	$
APPLIANCES	$	$	$
GARAGE DOOR	$	$	$
PERIMETER FENCING	$	$	$
LANDSCAPING	$	$	$
GENERAL CONDITIONS*	$	$	$
APPRASIALS	$	$	$
CONSTRUCTION FINANCING	$	$	$
CONSTRUCTION INTEREST	$	$	$
TITLE, RECORDING & CLOSING	$	$	$
CONTINGENCY	$	$	$
BUILDER'S OVERHEAD	$	$	$
BUILDER'S PROFIT	$	$	$
DEVELOPER FEE	$	$	$
BUILDING PERMIT	$	$	$
WATER/SEWER PERMITS	$	$	$
WATER MTR/SEWER CONNECTION FEE	$	$	$
UTILITITY - ELECTRIC CONNECTION FEE	$	$	$
UTILITITY - GAS CONNECTION FEE	$	$	$
UTILITITY - WATER CONNECTION FEE	$	$	$
ROAD IMPACT FEE	$	$	$
PARK IMPACT FEE	$	$	$
OTHER	$	$	$
TOTAL COST PER UNIT	$	$	$
TOTAL COST PER SQUARE FOOT	$	$	$

**Includes: Jobsite utilities, debris haul, portable toilet, temporary fence/security, warranty, bond insurance.*

SCHEDULE D - 1
HOMEOWNERSHIP AFFORDABILITY ANALYSIS

White spaces indicate data entry

Project:
Buyer:

House Information

Purchase Price	$0.00
Appraised Value	$0.00

Bank Requirements

Bank Ratio	Front End	29%
	Back End	40%
Annual Interest Rate		6.00%
Loan Term (Years)		30
Constant Annual Percent		0.0726
Loan to Value		95%
Closing Costs		$0.00

Debt Capacity

Monthly Income x Front Ratio	$0.00
- Taxes	$0.00
- Insurance	$0.00
- Other Monthly Housing Cost	$0.00
= Max. Monthly Debt Service-Front	$0.00
Monthly Income x Back Ratio	$0.00
- Taxes	$0.00
- Insurance	$0.00
- Other Monthly Housing Cost	$0.00
- Loan Payments	$0.00
- Credit Card Payments	$0.00
- Other Monthly Obligation	$0.00
= Max. Monthly Debt Service-Back	$0.00
Maximum Monthly Debt Service	$0.00
Maximum Loan Using Front/Back	$0.00
Maximum Loan Using LVR	$0.00
Maximum Loan	$0.00

Permanent Mortgage

Purchase Price	$0.00
Loan Amount	$0.00
Equity Needed	$0.00
Closing Costs	$0.00
Cash Available from Buyer	$0.00

Home Buyer Subsidy **$0.00**

Family Information

Annual Income	$0.00	$0.00	Monthly Income
Annual Taxes	$0.00	$0.00	Monthly Taxes
Annual Insurance	$0.00	$0.00	Monthly Insurance
Total Credit Card Debt	$0.00		

Debt Service for Loan Using LVR	$0.00
+ Monthly Taxes	$0.00
+ Monthly Insurance	$0.00
= Monthly Mortgage Payment	**$0.00**

USE [TAB] KEY TO MOVE

SCHEDULE D – 2: RENTAL PROJECT AFFORDABILITY ANALYSIS

Unit Type	Percent AMI	Number of Units	Net Square Feet	Maximum Allowable Gross Rent/Market Rent Including Utilities
Efficiency/1 Bath	___* % AMI 80% AMI Market Rate			$ $ $
1 Bedroom/1 Bath	___* % AMI 80% AMI Market Rate			$ $ $
2 Bedroom/1 Bath	___ * % AMI 80% AMI Market Rate			$ $ $
2 Bedroom/2 Bath	___* % AMI 80% AMI Market Rate			$ $ $
3 Bedroom/2 Bath	___* % AMI 80% AMI Market Rate			$ $ $
4 Bedroom/2 Bath	___* % AMI 80% AMI Market Rate			$ $ $

*Enter targeted household income limit if applicable. Include utilities. HUD HOME Program Rental Limits for Pima County are available at http://cms3.tucsonaz.gov/sites/default/files/hcd/rents_january_2012.pdf. Applicants may substitute this form with a copy of Appendix 2 – Project Summary Table from the Arizona Department of Housing, 2012-2013 Market Demand Study Guide.

SCHEDULE E - PROJECTED TIME LINE FOR DEVELOPMENT

TASK	Start Date	End Date	MONTH 1	2	3	4	5	6	7	8	9	10	11	12
Schematic Design			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Cost Analysis			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Site Acquisition			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Design Development			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Preliminary Site Plan Review			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Final Site Plan Review			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Building Permits Issued			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Advertising for Contractor			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Construction Bidding			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Bid Opening and Review			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Award of Construction Contract			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Construction			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Punch List Walk Through			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Complete Punch List Items			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Certificate of Occupancy			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Occupancy			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Attach additional sheets if necessary

SCHEDULE E - 1

HOUSING DEVELOPMENT SCHEDULE and CASH FLOW STATEMENT						
Month:	**1**	**2**	**3**	**4**	**5**	**6**
1. Number of housing starts						
2. Monthly project expense						
3. Cumulative project expense						
4. HOME funds used for development						
5. Sales proceeds reinvested						
6. Number of housing closings						
7. Monthly sales proceeds						
8. - Cost of sales						
9. Net monthly sales proceeds (#7- #8)						
10. Sales proceeds carry forward						
11. Sales proceeds remaining (#10-#5+#9)						
Month:	**7**	**8**	**9**	**10**	**11**	**12**
1. Number of housing starts						
2. Monthly project expense						
3. Cumulative project expense						
4. HOME funds used for development						
5. Sales proceeds reinvested						
6. Number of housing closings						
7. Monthly sales proceeds						
8. - Cost of sales						
9. Net monthly sales proceeds (#7- #8)						
10. Sales proceeds carry forward						
11. Sales proceeds remaining (#10-#5+#9)						
Month:	**13**	**14**	**15**	**16**	**17**	**18**
1. Number of housing starts						
2. Monthly project expense						
3. Cumulative project expense						
4. HOME funds used for development						
5. Sales proceeds reinvested						
6. Number of housing closings						
7. Monthly sales proceeds						
8. - Cost of sales						
9. Net monthly sales proceeds (#7- #8)						
10. Sales proceeds carry forward						
11. Sales proceeds remaining (#10-#5+#9)						

SCHEDULE F

MARKET STUDY SUMMARY SHEET AND
CERTIFICATION OF INDEPENDENCE

Market Study Instructions

1. Market Study Checklist and Certification of Independence
   a. Fill out the following Checklist with page numbers from the report that cover each item.
   b. Sign the bottom of the Checklist to certify that the Market Study was performed independently and without influence by the applicant.

2. Market Study Summary
   a. Create a summary of each checklist item. It is not uncommon for analysts to dedicate a separate page for each discussion summary item or provide two summary items per page. Each summary should be attached to the Checklist and precede the main body of the market study; or
   b. The summary discussions may be integrated into the report. Begin each section of the report with the checklist item and its summary; provide back-up discussion and data immediately following to make complete sections.

3. Market Study Company Information (see below)

   a. Provide company information including each of the items listed below section "Market Study Company Information".
   b. Market Analyst/Appraiser signature, title, date report prepared must be included in market study.

Please indicate the correlating page, which addresses the following questions: Page #

- ☐ Assess whether there is a sufficient pool of prospective qualified tenants/ homebuyers for the income targeted and/or any special needs populations at each income level targeted by the project. Include capture rate analysis. _____
- ☐ Assess the public transportation, employment centers, community centers and other community services readily available to the tenant/homebuyer population expected to occupy the units. _____
- ☐ Discuss how the project and housing unit configuration (unit size, bedrooms, amenities) are consistent with the market's expectations and need? _____
- ☐ Are rents sufficiently lower than the market to facilitate project rent-up considering the level of amenities in the proposed project? _____
- ☐ What are current market needs in the community (vacancy, etc.) and how will this project impact them? Are there underserved markets? _____
- ☐ Is overbuilding a risk in the current or foreseeable market? _____
- ☐ Assess in detail the probable impact the subject project will have on existing tax credit projects in the market area. Similar rent tiers should be evaluated. _____
- ☐ Evaluate/explain effect project will have on local & community competitors? _____
- ☐ Does the proposed operating budget and vacancy rate adequately reflect

anticipated market conditions. _____

- Evaluate & explain the effect the project will have on local and community competitors? _____

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SCHEDULE F - CONTINUED

MARKET STUDY SUMMARY SHEET AND
CERTIFICATION OF INDEPENDENCE

- ☐ Does the proposed operating budget and vacancy rate adequately reflect anticipated market conditions. _____
- ☐ Address other pertinent issues and conditions. _____
- ☐ Primary research and site visitation to analyze demographic data, new renovations & construction, etc., is provided (Required) _____
- ☐ Precise delineation of market area is provided (Required). _____
- ☐ Special analysis determining the retention rate of existing tenants for rehabilitation projects is provided (Required for rental rehabilitation projects). _____
- ☐ Market study is less than 90 days old at the time of the application's submission to Pima County (Required). _____
- ☐ Conclusions and recommendations for making the project more marketable and attractive (Required) _____
- ☐ The Market Study includes reference to the City of Tucson and Pima County Five Year HUD approved Consolidated Plan and current Annual Plans (Required). _____

MARKET STUDY COMPANY INFORMATION

Please include the following information with the Market Study:

1. Contractor name, address, telephone, fax, primary contact and email.

2. Description of services provided, percent of time in each of the service areas and corresponding fees.

3. Statement of experience. For each market study provide name of project, location, number of units, type of units (family, elderly, other special needs), financing subsidies in project (rental assistance, tax credits, other public agency financing), and date of market study completion.

4. Copy of license as an appraiser in the State of Arizona. (If applicable)

8. Names and experience of individuals who conduct site and community inspection and study of projects.

9. List of references including addresses and telephone numbers. Include financial institutions, government agencies and developers.

SCHEDULE G

COMMUNITY AMENITIES

COMMUNITY SERVICES	NAME	TRAVEL DISTANCE FROM SITE (IN MILES)
Frequent Bus Service Stop		
Streetcar station		
Grocery Store/Supermarket		
Farmers Market		
Schools including Public/Private/Charter Elementary, Middle, Junior, High		
Childcare Facilities		
Hospital		
Police		
Fire		
Bank		
Senior Center		
Other Community Center		
Parks and other Recreational Facilities		
Other (Please describe)		

Checklist: Your completed application will included the following information:

- ☐ ***Application - Part 1***
- ☐ ***Application – Part 2, Project Narrative (Sections a. through m.)***
- ☐ ***Application – Part 3, Authorization and Certification***
- ☐ ***Schedules A thru G***
- ☐ ***Letters of Commitment From Other Funding Sources***
- ☐ ***Two most recent audited financial statements***
- ☐ ***Current Contractor's License and proof of required bonding and insurance documents***
- ☐ ***Resumes of Project Management Team***
- ☐ ***Articles of Incorporation***
- ☐ ***Organization Bylaws***
- ☐ ***IRS Exemption Letter***
- ☐ ***List of Board of Directors including names and dates of current terms***
- ☐ ***Other documents relevant to your project such as renderings, elevations, floor plans and/or site plans.***
- ☐ ***Self-Score Sheet***

Application Deadline: Friday, February 26, 2016, no later than 4:30 P.M. Mountain Time

One (1) complete, sealed application provided in a 3 ring binder including tabs as provided in the attached checklist, plus one complete hard copy and one electronic copy (all in a sealed envelope or box) as indicated in the checklist shall be hand-delivered to:

Pima County Community Development and Neighborhood Conservation Department

Attn: Betty Villegas, Affordable Housing Program Manager

Pima County Housing Center

801 West Congress Street

Tucson, AZ 85745

Ph: (520) 724-2460

E-mail: Betty.Villegas@pima.gov

Thank you.