



PIMA COUNTY

COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION DEPARTMENT

GENERAL OBLIGATION BOND AFFORDABLE HOUSING PROGRAM

APPLICATION 2013

Revised June 19, 2013

Program Summary & Application Guide

Pima County is actively seeking applications from qualified 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 websites:

<http://www.pima.gov/ced/agencies-contractors.shtml>

<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: 520-624-2947) 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) 624-2947 or email (Betty.Villegas@pima.gov).



**PIMA COUNTY
GENERAL 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 CRITERIA

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: 520-624-2947).

1. County will provide gap funding for costs directly incurred by Developer in construction or rehabilitation of an approved affordable housing development in an amount not to exceed **\$250,000.00** per project. Additional funding may be available depending on number of qualified applications received.
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 a 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: all funding commitments identified in the application and any other additional funding commitments that were secured for the project; site control; and final plans and designs for the entire project. 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 recommended for funding based on the criteria and procedures set forth below shall enter into contract within the following general timeline:** Contract negotiations: 60 to 90 days. Contract Execution: 30 – 60 days. Project Start: Within 45 days of Contract Execution.

In certain projects, there are funding sources that cannot be committed until certain federal, state or local application processes are completed. If the applicant intends to seek funding from other sources that will not be confirmed within 30 days of an application that has been determined to meet the threshold requirements, it will be forwarded to the housing commission with a recommendation by CDNC staff to set a time limit on the allocation of bond funds – not to exceed twelve months from the time the housing commission determines the project should be recommended to the Board of Supervisors



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

5. **Eligible Uses** for the Bond Program include:

- 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) 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; burglar/security bars; 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 Jacuzzis; 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 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 lien for a period of affordability not less than thirty years. Bond funds used to develop affordable homeownership units are secured by a thirty-year lien 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 a lien 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. 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:

- County Plan: Application addresses affordable housing needs, strategies and objectives of the City of Tucson and Pima County 5 Year HUD Consolidated Plan.
- Application completeness: Application contains a complete response to each question and includes all of the required information. *(See checklist under Section E. below.)*
- Eligible Activities: Requirements of the Bond Program have been satisfied as follows:
 - a. 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.
 - b. Project meets eligible activities listed above in Paragraph 3, above.



Tucson/Pima County Income Limits provided by the U.S. Department of Housing and Urban Development (HUD). Effective Date: March 15, 2013.

Household Size	1	2	3	4	5	6	7	8
50% AMI - Very Low Income	\$21,000	\$24,000	\$27,000	\$29,950	\$32,350	\$34,750	\$37,150	\$39,550
60% AMI	\$25,200	\$28,800	\$32,400	\$35,940	\$38,820	\$41,700	\$44,850	\$47,460
80% AMI - Low Income	\$33,550	\$38,350	\$43,150	\$47,900	\$51,750	\$55,600	\$59,400	\$63,250

(AMI: Average Median Income)

- Other funding sources which require and secure long-term affordability. Examples include but are not limited to:
 - Federal HOME Funds (HOME)
 - Federal Home Loan Bank—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 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 90 days of receiving any conditional approval for funding. 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. **Identity of Interest:** Applicant has disclosed all identities of interest; in addition to, all sources of financing and subsidy: construction, bridge and permanent.
17. **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.
18. **Section 3 Requirements:** Applications of \$200,000 or more will result in a Bond Contract that requires applicant to comply with HUD Section 3 requirements throughout the development period.
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 can not 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. **Tenant Participation Plan and Tenant Grievance Procedures** Rental developments must provide a Tenant Participation Plan and Tenant Grievance Procedure. This requirement is consistent with rental housing programs of the U.S. Department of Housing and Urban Development (HUD). For further guidance, see Section D below.
22. **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:

Applications will be available beginning on May 28, 2013 at the Pima County website:

<http://www.pima.gov/ced/agencies-contractors.shtml> or
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>, and at the Pima County Housing Center, 801 West Congress Street, Tucson, AZ, 85745.

1. One (1) complete, sealed application provided in a 3 ring binder including tabs as provided in the attached checklist will be accepted at the Pima County Housing Center, 801 West Congress Street, Tucson, AZ, 85745 no later than **4:30 P.M. Mountain Time, July 5, 2013.**
2. Beginning on July 8, 2013 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 July 24, 2013, 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 August 7, 2013); or,
 - Notification 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 mid-August and early September, 2013. The subcommittee's review will entail a qualitative and quantitative analysis resulting in a 100-point scale. 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 in September, 2013. 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.
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 100 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** (10 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 25%) = **10 points**
 - Project costs in Median Range = **8 points**
 - Project costs in High Range (upper 25%) = **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 and Accessibility** (20 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.
- **Mixed income projects:** = **5 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.

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

4. Acquisition/Renovation/Sale of Foreclosed/Abandoned Single Family Units = 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.

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

- All development Plans approved & Building Permits Issued = 10 points
- All development Plans approved; Building Permits pending = 5 points

6. Energy Efficiency (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

7. Project Location: = 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

8. Affordable Housing Partnerships = 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.

9. Consensus Building, Public Participation and Local Support = 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.



10. Smart Growth and Innovative Planning (20 points max) scoring as noted below:

Any project that promotes and incorporates sustainable neighborhood and community development for proposed and existing residents by incorporating the following standards:

- **Proximity to Existing Development and Infrastructure:** = 5 points
 - Proximity to major Employment Centers identified in Pima County Economic Development Plan
 - Walking distance to transit
 - Proximity to any of the following: food/convenience retail/services, schools, daycare, recreation centers:
 - Adjacent: Excellent
 - Less than 1/3 mile: Preferred
 - 1/3 - 1/2 mile: Acceptable
 - < 1/2 mile to 1 mile: Minimal

- **Mix and Balance of Uses:** = 5 points
 - Street-level uses that generate maximum pedestrian activity
 - Project is mixed-use (with the understanding that one of the uses is residential)

- **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

- **Community Context and Site Design:** = 5 points
 - Preservation and re-use of at least 75% of an existing structure
 - Demonstrate use of existing styles, building type in neighborhood
 - Building reflects local historic materials, style and/or design
 - Scale and mass of buildings relate to neighborhood structures
 - Continuation of existing neighborhood street pattern into new project
 - Create or enhance community spaces such as plazas, squares, parks, etc.



D. Useful Resources (links):

Local Community Development Target Areas (Map)

<http://www.pima.gov/ced/neighborhoods/images/CDTargetAreas.jpg>

Pima County Annual Action Plan 2013-2014 (See page 7)

<http://www.pima.gov/ced/documents/FinalDraft2013-2014AnnualActionPlan.pdf>

City of Tucson and Pima County 5 Year HUD Approved Consolidated Plan

<http://cms3.tucsonaz.gov/files/hcd/Tucson%20Pima%20County%202010-2014%20Consolidated%20Plan.pdf>

HUD Approved Household Income Limits for Pima County

<http://cms3.tucsonaz.gov/files/hcd/HOME2013Income.>

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

<http://new.usgbc.org/leed/rating-systems/residential>

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>

Pima County Green Building Rating System

<http://www.dsd.pima.gov/Documents/Green/GB%20Eval%20Paper.pdf>

Tucson and Pima County Net Zero Energy Building Standard

<http://www.pima.gov/netzero/>

Affordable Housing Design Adviosr_HUD

<http://www.huduser.org/portal/publications/destech/dsnadv.html>



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

Contractors 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



APPLICATION – Part 1

PIMA COUNTY GENERAL OBLIGATION BOND AFFORDABLE HOUSING PROGRAM
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



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 its 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.*

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				
5-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:

1. 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 less than twenty-five 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 twenty-five or more 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.



APPLICATION – PART 3

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:



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	<input type="checkbox"/>	<input type="checkbox"/>	
	\$		<input type="checkbox"/>	<input type="checkbox"/>	
	\$		<input type="checkbox"/>	<input type="checkbox"/>	
	\$		<input type="checkbox"/>	<input type="checkbox"/>	
	\$		<input type="checkbox"/>	<input type="checkbox"/>	
	\$		<input type="checkbox"/>	<input type="checkbox"/>	
	\$		<input type="checkbox"/>	<input type="checkbox"/>	
	\$		<input type="checkbox"/>	<input type="checkbox"/>	
	\$		<input type="checkbox"/>	<input type="checkbox"/>	
	\$		<input type="checkbox"/>	<input type="checkbox"/>	
	\$		<input type="checkbox"/>	<input type="checkbox"/>	
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:
$$\text{Leverage} = \frac{\text{Bond Funds}}{\text{Total Development Cost}}$$



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:	
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- CAPITAL BUDGET

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.

COST COMPONENT	GO BOND FUNDING REQUEST	OTHER RESOURCES	TOTAL BUDGET
LAND (UNDEVELOPED)			
APPRAISALS	\$	\$	\$
LEGAL SERVICES	\$	\$	\$
LAND ACQUISITION	\$	\$	\$
REAL ESTATE SERVICES	\$	\$	\$
OTHER (SPECIFY)	\$	\$	\$
TOTAL LAND COST	\$	\$	\$
PROFESSIONAL SERVICES			
ARCHITIECTS*	\$	\$	\$
ENGINEERING*	\$	\$	\$
PLANNING*	\$	\$	\$
OTHER (SPECIFY)	\$	\$	\$
TOTAL PROFESSIONAL SERVICES COST	\$	\$	\$
CONSTRUCTION			
UNIT CONSTRUCTION	\$	\$	\$
OFF-SITE IMPROVEMENTS	\$	\$	\$
MOBILIZATION	\$	\$	\$
CONSTRUCTION FINANCING		\$	\$
CONSTRUCTION INTEREST		\$	\$
CONTINGENCY		\$	\$
DEVELOPER FEE		\$	\$
OTHER (SPECIFY)	\$	\$	\$
TOTAL CONSTRUCTION COST	\$	\$	\$
PERMITS/FEES			
BUILDING PERMITS		\$	\$
PERMITS - WATER/SEWER	\$	\$	\$
WATER MTR/SEWER CONNECTION	\$	\$	\$
UTILITY - ELECTRIC CONNECTION		\$	\$
UTILITY - GAS CONNECTION		\$	\$
UTILITY - WATER CONNECTION		\$	\$
ROAD IMPACT [‡]		\$	\$
PARK IMPACT		\$	\$
TOTAL PERMIT/FEE COST	\$	\$	\$
TOTAL PROJECT BUDGET	\$	\$	\$
TOTAL COST PER UNIT	\$	\$	\$

*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 B-1

OFF-SITE IMPROVEMENT BUDGET

OFF-SITE INFRASTRUCTURE COST DETAIL*
AND PROPOSED BUDGET FOR THE PIMA COUNTY BOND CONTRACT

DESCRIPTION	TOTAL COSTS	OTHER FINANCING	PC BOND FUNDS
ARCHITECTURAL & ENGINEERING			
MOBILIZATION			
CLEAR/GRUB/GRADING			
ELECTRICAL UTILITY			
WATER UTILITY			
SEWER			
STORMWATER DRAINAGE			
LANDSCAPING/IRRIGATION			
WALLS/HARDSCAPE			
LIGHTING			
CURBS/SIDEWALKS/STREETS			
TOTAL			
PERMITS & FEES	COST PER UNIT	# OF UNITS	TOTAL AMOUNT
SEWER PERMIT & CONNECTION			
WATER METER & CONNECTION			
ELECTRICAL (OFF-SITE) PERMIT			
GRADING PERMIT			
RE-SEEDING BOND			
TOTAL			

*Although applicant may prefer a different budget, this information must be provided for review purposes.

PREFERRED BUDGET FOR PIMA COUNTY BOND FUNDS

DESCRIPTION	TOTAL COSTS	OTHER FINANCING	PC BOND FUNDS
TOTAL			



SCHEDULE C

TOTAL COSTS PER UNIT BREAKDOWN

ITEM	<u>Floor Plan 1</u>	<u>Floor Plan 2</u>	<u>Floor Plan 3</u>
	[Enter Model# or Square Footage]	[Enter Model# or Square Footage]	[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*	\$	\$	\$
APPRAISALS	\$	\$	\$
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	\$	\$	\$
UTILITY - ELECTRIC CONNECTION FEE	\$	\$	\$
UTILITY - GAS CONNECTION FEE	\$	\$	\$
UTILITY - 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

Project:		USE [TAB] KEY TO MOVE
Buyer:		White spaces indicate data entry

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

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 Capacity

Monthly Income x Front Ratio	\$0.00	Debt Service for Loan Using LVR	\$0.00
- Taxes	\$0.00	+ Monthly Taxes	\$0.00
- Insurance	\$0.00	+ Monthly Insurance	\$0.00
- Other Monthly Housing Cost	\$0.00	= Monthly Mortgage Payment	\$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**



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
<i>Efficiency/1 Bath</i>	___ * % AMI			\$
	80% AMI			\$
	Market Rate			\$
<i>1 Bedroom/1 Bath</i>	___ * % AMI			\$
	80% AMI			\$
	Market Rate			\$
<i>2 Bedroom/1 Bath</i>	___ * % AMI			\$
	80% AMI			\$
	Market Rate			\$
<i>2 Bedroom/2 Bath</i>	___ * % AMI			\$
	80% AMI			\$
	Market Rate			\$
<i>3 Bedroom/2 Bath</i>	___ * % AMI			\$
	80% AMI			\$
	Market Rate			\$
<i>4 Bedroom/2 Bath</i>	___ * % 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.



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SCHEDULE E - PROJECTED TIME LINE FOR DEVELOPMENT

TASK	MONTH													
	Start Date	End Date	1	2	3	4	5	6	7	8	9	10	11	12
<i>Schematic Design</i>			<input type="checkbox"/>											
<i>Cost Analysis</i>			<input type="checkbox"/>											
<i>Site Acquisition</i>			<input type="checkbox"/>											
<i>Design Development</i>			<input type="checkbox"/>											
<i>Preliminary Site Plan Review</i>			<input type="checkbox"/>											
<i>Final Site Plan Review</i>			<input type="checkbox"/>											
<i>Building Permits Issued</i>			<input type="checkbox"/>											
<i>Advertising for Contractor</i>			<input type="checkbox"/>											
<i>Construction Bidding</i>			<input type="checkbox"/>											
<i>Bid Opening and Review</i>			<input type="checkbox"/>											
<i>Award of Construction Contract</i>			<input type="checkbox"/>											
<i>Construction</i>			<input type="checkbox"/>											
<i>Punch List Walk Through</i>			<input type="checkbox"/>											
<i>Complete Punch List Items</i>			<input type="checkbox"/>											
<i>Certificate of Occupancy</i>			<input type="checkbox"/>											
<i>Occupancy</i>			<input type="checkbox"/>											
<i>Attach additional sheets if necessary</i>			<input type="checkbox"/>											



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.

Market Study Company Information (see below)

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? _____



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 r 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 AND DETRACTIONS

COMMUNITY SERVICES	NAME	TRAVEL DISTANCE FROM SITE (IN MILES)
Major Highways		
Public Bus Stop		
Major Employers/Employment Centers		
Convenience Store		
Major Grocery Store		
Small Local Grocery		
Discount Department Store		
Gas Stations		
Shopping Centers/Malls		
Schools including Public/Private/Charter Elementary, Middle, Junior, High		
Childcare Facilities		
Hospital		
Police		
Fire		
Post Office		
Bank		
Senior Center		
Other Community Center		
Parks and other Recreational Facilities		
Other (Please describe)		



**SCHEDULE G
COMMUNITY AMENITIES AND DETRACTIONS
(CONTINUED)**

SITE AREA DETRACTORS	NAME	TRAVEL DISTANCE FROM SITE (IN MILES)
Active Railroads		
Freeways		
Natural Wash Areas		
High Tension Power Lines		
Landfills/Garbage Dumps		
Oil/Chemical Refinery		
Power Plant		
Other		



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.***



Application Deadline: Friday, July 5, 2013, 4:30 P.M. Mountain Time

One (1) complete, sealed application provided in a 3-ring binder including tabulated sections 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) 624-2947 ext. 102

Fax: (520) 243-6579

E-mail: Betty.Villegas@pima.gov

Thank you.

